



**RENTAL APPLICATION**

	Name			Marital Status (S or M)	Phone	Date of Birth	SSN / Passport ID # (for those age 18 & over)	Driver's License / ID & State of Issue (for those age 18 & over)
	(Last)	(First)	(M)					
Applicant								
Co-Applicant								
Occupant								
Occupant								

Applicant's Email Address \_\_\_\_\_

Co-Applicant's Email Address \_\_\_\_\_

**RENTAL & MORTGAGE HISTORY:** Please provide us with the information needed to verify your payment history for the last two years

**Current address:**

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City, County & State \_\_\_\_\_ Zip \_\_\_\_\_ Dates of Occupancy \_\_\_\_\_

Name of Apartment Community or Mortgage Co. \_\_\_\_\_ Phone number to verify \_\_\_\_\_ Amount of Rent/Mortgage \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Previous address:**

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City, County & State \_\_\_\_\_ Zip \_\_\_\_\_ Dates of Occupancy \_\_\_\_\_

Name of Apartment Community or Mortgage Co. \_\_\_\_\_ Phone number to verify \_\_\_\_\_ Amount of Rent/Mortgage \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

	Employer Name	Start Date	Supervisor	Phone	Monthly Pay
Applicant Current Employer					
Co-Applicant Current Employer					

**EMERGENCY CONTACT:**

1) Nearest Relative \_\_\_\_\_ Phone no. (\_\_\_\_) \_\_\_\_\_ Relationship? \_\_\_\_\_

**VEHICLES:**

	Year	Make	Model	Color	License No.	State of Issue
Vehicle 1						
Vehicle 2						

**REQUIRED ITEMS:** Please submit the following information with your completed application

Agent Initials:	Item	Description
_____	Income Verification	Three recent paystubs, bank statements or acceptable financial documents
_____	Identification	Copy of applicant and co-applicant's driver's license or state issued ID
_____	Renters Insurance	Proof of renters insurance; we require a \$300,000 minimum liability policy
_____	Pet Details	if applicable, please provide vet certificates and photos of each pet below:

	Cat or Dog	Name	Weight	Breed	Age
Pet 1					
Pet 2					

**Please answer the following questions:**

\_\_\_\_\_ Have you ever been evicted from a place of rental? Do you owe any unpaid rent? Have you ever violated a lease, rental agreement or regulations at a former place of rent? Have you ever been charged with misuse or abuse to any rental property? Explain \_\_\_\_\_

\_\_\_\_\_ Are you currently facing prosecution for any felony or misdemeanor sex offense? Are you a registered sex offender or under consideration for registration as a sexual offender? Have you been convicted, pleaded guilty or nolo contendere (no contest), received a deferred sentence, deferred prosecution, diversion, continued adjudication, or continued petition of any felony, or misdemeanor sex offense? Explain \_\_\_\_\_

**BROKER'S DISCLOSURE: DIFFERENT BROKERAGE RELATIONSHIP IS AVAILABLE, INCLUDING LANDLORD AGENCY, TENANT AGENCY AND TRANSACTION-BROKER. GRIFFIS/BLESSING, INC. IS AN AGENCY OF THE OWNER/LANDLORD, AND IS NOT AGENT FOR THE APPLICANT/TENANT.** Please do not tell us any information that you do not wish to be shared with Owner/Landlord. You are not vicariously liable (legally responsible) for our actions. Although we do not represent you, we will disclose to you all adverse material facts about the property actually known by us. We will assist you without regard to race, creed, sex, religion, national origin, familial status, marital status, or disability. I have read and understand the above. \_\_\_\_\_ (Initials)

I/We understand the following:

- May withdraw this application within 24 hours of its submission and all monies paid except the Application Fee, shall be refunded.
- That I/we are depositing herewith the sum of \$\_\_\_\_\_ (Deposit) which is acknowledged as a holding fee to be retained by Lessor to hold the designated apartment off the market. Upon move-in the fee will be applied toward the non-interest bearing security deposit.
- There is a one-time non-refundable application fee of \$\_\_\_\_\_ (Application Fee) per Applicant to process the application and a one-time non-refundable administration fee of \$\_\_\_\_\_ (Administrative Fee) for the preparation of this application and related lease documentation.
- If this application does not pass with an "Accept" rating, an additional deposit and/or qualified guarantor will be required. In the event the application is approved or approved with conditions and the Applicant fails or refuses FOR ANY REASON to occupy the said apartment by \_\_\_\_\_ (date, year) the holding fee will be forfeited. Provided further, that in the event the application is denied, the paid holding fee and paid administrative fee will be returned to the Applicant.
- Acceptance of this application is not binding on Management until this application is approved. It is my/our responsibility to verify the status of this rental application before move-in.
- I/we hereby give this apartment community permission to obtain, at anytime during my/our occupancy, a credit report, personal/criminal background checks, employment and residential history reports concerning myself and my co-applicant, if applicable, for its use in on-going evaluation of my/our application for residency.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION FOR OFFICE USE ONLY**

Move In Date: \_\_\_\_\_ Apt #: \_\_\_\_\_ Rental Rate: \_\_\_\_\_ Lease Length: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Pet Deposit: \_\_\_\_\_

<input type="checkbox"/> Accept	<input type="checkbox"/> Accept with Conditions*	<input type="checkbox"/> Decline**
COMMENTS: _____		

VERIFICATION COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ MANAGER'S REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_