



RENTAL POLICY

PLEASE READ CAREFULLY

- I. A complete application will be necessary from each adult applicant.
- II. There will be a \$25 charge per adult applicant for a credit and criminal background check.
- III. Information will be verified in the following manner:
 - A. A credit check will be completed through one of our tenant screening companies using one of the three major credit bureaus.
 - B. Verification of employment and rental references:
 1. Must have verification of a minimum of TWO (2) years favorable rental reference (s).
 2. Must have verification of a minimum of ONE (1) year employment plus income of THREE (3) times the monthly rent. If more than one adult per unit, then aggregate income of persons residing together must be at least THREE (3) times the monthly rent.
 3. Co-signers must have been employed for at least FIVE (5) years and earn an income of at least FIVE (5) times the rent. Co-signers must own a home and live locally.
 - C. A criminal background check will be completed through one of our tenant screening companies.

GSF Properties Inc. Supervisor must approve any exceptions to these policies.

- IV. Please allow at least TWO (2) working days for the application to be processed. An incomplete application (i.e. missing telephone numbers, misspelling, etc.) will result in an additional delay after the missing or incomplete information has been provided.
- V. Upon review and approval of rental application, the Rental Agreement and keys will be picked up at the rental office. The property representative and new residents will complete a checklist of the rental condition and inventory before any tenant property has been moved into the unit. A full month's rent must be collected at this time.





I. CREDIT APPLICATION
DATE: _____

LEASE MONTH-MONTH

APT. NAME _____

TYPE _____ UNIT _____ PKG. SPACE _____

A. Applicant:

Name _____ Date of Birth _____ Age _____ Phone _____

Social Security Number _____ Driver's License No. _____ Any Pets? _____

Children/Dependents Living with you _____ Names _____ Ages _____

Present Address _____ City _____ State _____ Zip _____

From/To _____ Reason for Leaving _____

Name of Complex _____ Owner/Manager _____ Phone _____

Previous Address _____ City _____ State _____ Zip _____

From/To _____ Reason for Leaving _____

Name of Complex _____ Owner/Manager _____ Phone _____

Present Employer _____ From/To _____ Phone _____

Address _____ Employed As _____ Amount _____ per _____

Hours Worked Per Month _____ Other Income _____

Bank and Branch _____

Checking Account Number _____ Savings Account Number _____

Explain Any Derogatory Credit _____

Monthly Obligations: Alimony _____ Child Support _____ Tax Liens _____ Car Payment _____

Automobile Make _____ Color _____ Year _____ State of Registration _____

License No. _____ Legal Owner _____ Address _____

Name of Closest Relative/Friend _____

Address _____ City _____ State _____ Zip Code _____

B. Second Applicant: co-Applicant/Co-Signer (Please Specify)

Name _____ Date of Birth _____ Age _____ Phone _____

Social Security Number _____ Driver's License No. _____ Any Pets? _____

Children/Dependents Living with you _____ Names _____ Ages _____

Present Address _____ City _____ State _____ Zip _____

From/To _____ Reason for Leaving _____

Name of Complex _____ Owner/Manager _____ Phone _____

Previous Address _____ City _____ State _____ Zip _____

From/To _____ Reason for Leaving _____

Name of Complex _____ Owner/Manager _____ Phone _____

Present Employer _____ From/To _____ Phone _____

Address _____ Employed As _____ Amount _____ per _____

Hours Worked Per Month _____ Other Income _____

Bank and Branch _____

Checking Account Number _____ Savings Account Number _____

Explain Any Derogatory Credit _____

Monthly Obligations: Alimony _____ Child Support _____ Tax Liens _____ Car Payment _____

Automobile Make _____ Color _____ Year _____ State of Registration _____

License No. _____ Legal Owner _____ Address _____

Name of Closest Relative/Friend _____

Address _____ City _____ State _____ Zip Code _____

APPLICANT (S) STATES THAT DATA PROVIDED ABOVE IS COMPLETE AND CORRECT AND APPLICANT (S) HEREBY AUTHORIZES GSF PROPERTIES, INC. TO VERIFY THE ACCURACY OF THE DATA PROVIDED ABOVE BY, AMONG OTHER MEANS, ACQUIRING CREDIT REPORTS (S) CONCERNING APPLICANTS (S).

NOTE: A NON-REFUNDABLE APPLICATION FEE OF _____ IS REQUIRED TO PROCESS THIS APPLICATION.

APPLICANT'S SIGNATURE _____

DATE _____

CO-APPLICANT'S SIGNATURE _____

DATE _____

GSF 001
Revised 08/12/08

