

**"APPLICATION must be filled out in its entirety"**

Date Turned In: \_\_\_\_\_

**RENTAL APPLICATION**

In filling out this application, I am **applying to rent** \_\_\_\_\_ Unit # \_\_\_\_\_, commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ for the monthly rent amount of \$ \_\_\_\_\_ for a period of \_\_\_\_\_ months.

**Application must be filled out completely before application will be accepted. A copy of your current photo ID is required along with the Screening Fee/s at the time application is turned in.** Each person above the age of 18 who is not married to the applicant, must fill out a separate application. In order to secure [HOLD] the unit until the move-in date a **security deposit in the amount of \$ \_\_\_\_\_ must be paid by Cashier's Check, Money Order or Cash payable to Cycle Real Estate, Inc.(within 24 hours) upon approval of the application.** The security deposit will hold the unit for up to 14 days. *The application will be considered Approved/Denied when you are notified via phone/voice mail.* Should we not receive the Security Deposit within the 24-hour time frame, the unit will go back on the market.

Name: \_\_\_\_\_ S.S. # \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Spouse: \_\_\_\_\_ S.S. # \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License or ID. #: \_\_\_\_\_ Spouse License or ID #: \_\_\_\_\_

Number of Minors: \_\_\_\_\_ Names & Ages: \_\_\_\_\_

Other Occupants: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Pets: Y / N Breed/Weight: \_\_\_\_\_ Service Animal: Y / N Breed/Weight: \_\_\_\_\_

**Verifiable Rental References (At least 1 Year - Minimum) (Family is Excluded as Verifiable for Rental History)**

**Current Landlords Name:** \_\_\_\_\_ **Family:** Y / N Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Rental Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Move-In Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Move-Out Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Moving: \_\_\_\_\_

**Previous Landlords Name:** \_\_\_\_\_ **Family:** Y / N Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Rental Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Move-In Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Move-Out Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Moving: \_\_\_\_\_

**Previous Landlords Name:** \_\_\_\_\_ **Family:** Y / N Landlords Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ - \_\_\_\_\_

Rental Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Move-In Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Move-Out Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Moving: \_\_\_\_\_

**Verifiable Employment / Income Information – (1 year continuous - minimum) Income Requirement is 3 Times the rental amount**

( ) Self-employed ( ) Employed Full Time ( ) Part Time ( ) Student ( ) Other

**Current Employer:** \_\_\_\_\_ Contact/HR: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Employer Address: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Contact/HR: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer Address: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Spouse Employer:** \_\_\_\_\_ Contact/HR: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer Address: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Contact/HR: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer Address: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- 1) Vehicles owned: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate # \_\_\_\_\_ Color: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate # \_\_\_\_\_ Color: \_\_\_\_\_
- 2) Other Vehicle: Motorhome / RV: Y / N Motorcycle: Y / N Utility Trailer / Boat: Y / N
- 3) Have you currently / ever been asked to Vacate? Y / N Reason: \_\_\_\_\_
- 4) Have you ever been evicted from tenancy? Y / N When: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- 5) Do you owe money to Current or Previous Landlord for rent or other damages? Y / N if "Yes" What for? Rent / Damages / Both \_\_\_\_\_
- 6) Filed for bankruptcy? Y / N If "Yes" Chapter 7 or 13 \_\_\_\_\_ Open Bankruptcy Y / N Discharged Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- 7) Any felony arrest's/convictions within the past 5 years? Y / N If "Yes" What State: \_\_\_\_\_ Date of Conviction: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Charges: \_\_\_\_\_
- 8) Any drug/paraphernalia arrests/convictions within the past 5 years? Y / N If "Yes" Date of Conviction: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Charges: \_\_\_\_\_
- 9) Are you on probation or parole? Y / N If "Yes" Name of Parole Officer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
- 10) Any pending criminal or drug/paraphernalia charges? Y / N If "Yes" Date of Offence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Type of Offence: \_\_\_\_\_
- 11) Have you or any of your dependents been: Arrested / Charged with / Convicted of Domestic Violence? Y / N If "yes" when: \_\_\_\_\_
- 12) Have you or any of your dependents have or had: A restraining / permanent protection order filed against you or them? Y / N
- 13) Have you or any of your dependents been: Arrested / Declared / Convicted / Charged with / or Being / or Committing: Rape Crimes / Sex Offender / Assault / Predator / Kidnapper? Y / N If "Yes", What State: \_\_\_\_\_ If "yes", Date of Conviction: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- 14) Do you have any alias and/or any other legal name(s)? Y / N Please List: \_\_\_\_\_

**TENANT QUALIFING STANDARDS:**

**We do Work History, Rental History, Criminal History along with Credit Check**

- A. Meet the income requirement -3 Times the Rental Amount.
- B. **Proof of income / payments must be supplied to the agent with the application.** Providing proof of income documentation could include but not limited to: Current Paystub/s with year to date totals, Prior years W2 and/or Tax Return, Military requires (LES). (Child support or alimony payments used as qualify income to must have a history of twelve (12) months of payments.)
- C. **Must** have a year's worth of verifiable employment AND verifiable rental history. (Family is excluded as verifiable for rental history)
- D. **A co-signer will be required should you not have a years' worth of verifiable income or rental history.**
- E. Should a co-signer be required, they must meet income requirement of 5 times the rental amount.
- F. **All tenants are required to obtain renters insurance on their personal property. Proof of Insurance is required at the time of lease signing. Cycle Real Estate, Inc. must be listed as additionally insured.**

**Any prospective tenant will be denied for any of the following (but not limited to):**

- 1. Prospective tenant or a qualified co-signer does not meet the income requirement.
- 2. Any current three day notice to vacate, currently has an unlawful detainer action proceeding OR has been evicted within past 10 years.
- 3. Any unpaid collections or judgements filed by a property management company or landlord.
- 4. Owes money to previous or current landlord for rent or other damages, OR Currently on another lease.
- 5. Any felony conviction/s OR drug conviction/s within the past 5 years OR Currently on probation or parole.
- 6. Any pending felony or drug/paraphernalia (all types) charge/s.
- 7. Any applicant or member of the household has ever been declared a sexual offender/predator.
- 8. Any applicant or member of the household been Arrested / Charged with / Convicted of Domestic Violence.
- 9. Open OR non-discharged bankruptcy. (Chapter 13 requires Attorney letter or court paperwork.)

**NON-REFUNDABLE SCREENING FEE charge(s) are \$45.00 for the first application and \$25.00 for every application thereafter.**

In compliance with the FAIR CREDIT REPORTING ACT, this is to inform you that a credit investigation involving the statements made on this application for tenancy is being initiated by Cycle Real Estate, Inc. I hereby agree and authorize Cycle Real Estate, Inc. to do their verification on all of the above information including but not limited to credit reports, character reports, criminal reports, income verification and rental history. Said Screening Fee(s) are Non-Refundable.

The Screening Fee and your current ID ARE ALL REQUIRED at the time your application is turned in, in order for the application to be considered complete.

The information above, to the best of my knowledge, is true and correct. Any false or misleading information on this application will result in denial of the applicant(s) or immediate termination of residency if the tenant has occupied the unit.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address\\$: \_\_\_\_\_ / \_\_\_\_\_