

APPLICATION CHECKLIST FOR PROSPECTIVE RESIDENTS

1. Rental income must be 3 times the amount of rent.
2. Applicants must have a valid picture ID, social security card and income verification. Copies of these items must be submitted with application.
3. ALL applicants must be at least 18 years of age. ALL proposed occupants of the age of 18 years and older must fill out an application.
4. Application must be filled out in its entirety, front and back with signatures. ALL required copies and additional information, needed for processing, must be submitted at the same time.
5. Any applications not submitted with all required information for processing will not be accepted. Applications are taken on a “first come, first serve” basis.
6. Processing fees must be paid in CASH. Personal checks, credit cards and partial payments will not be accepted.
7. ALL proposed occupants of the property must be listed on the application. NO EXCEPTIONS.
8. If a bankruptcy has been filed by any applicant, a copy of the DISCHARGE OF DEBTOR papers is required.
9. Applications not having all of the above mentioned requirements are considered incomplete. INCOMPLETE applications are not accepted.
10. Applicants having pets must notify office personnel at the time the application is submitted. A pet deposit is to be paid for all pets in the amount of \$500.00 per pet.
11. If an applicant is receiving any type of government assistance, all information and printouts must be submitted with application.

I, the undersigned, acknowledge that I have read the above requirements. I further understand that failure to meet the above requirements could result in nonacceptance of my application. Upon approval of my application the required deposit (including pet deposits, if applicable) must be paid in certified funds within 24 hours.

Date

Property applying for



A division of Metro Property Management, Inc.™

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FOR OFFICE USE ONLY
 Copies made of all:
 Photo IDs
 Social Security Cards
 Most Recent Pay Stub

APPLICATION FOR RENTAL

The applicant understands that there is a nonrefundable fee of \$30.00 for processing this application and running a credit check. Separate applications are required for cosigners and/or roommates. Application must be filled out entirely.

Property applying for: _____ Date you are willing to start rent: _____

Please print clearly

Applicant's last name			First	Middle	Date of birth	Driver's license no. & state	Social Security no.	
Co-applicant					Date of birth	Driver's license no. & state	Social Security no.	
Do you have pet(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?	Type and size (Keeping of pets requires a pet deposit and owner's consent):			Pager no.			
Present address			City	State	Zip	How long?	Area code Phone	Own Rent
Name & address of present landlord or mortgage co.						Area code Phone	Mo. payments	
Previous address				Previous landlord or apt. community		Area code Phone	Mo. payments	

Proposed occupants (List all in addition to yourself)	Name	Age	Name	Age

In case of emergency notify:	Address	City	Phone	Relationship
1.				
2.				
Personal references	Address	Phone	Length of acquaintance	Occupation
1.				
2.				
Vehicles to be parked on property:	Make	Model	Year	License number
1.				
2.				

Applicant employed by:	Supervisor's name				How long employed?	
Address	City	State	Zip	Phone	Position held/occupation	Salary \$ _____ per mo / yr
Co-applicant employed by:	Supervisor's name				How long employed?	
Address	City	State	Zip	Phone	Position held/occupation	Salary \$ _____ per mo / yr
ADDITIONAL INCOME Additional income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder. If included for qualification, verification dated within the last thirty days must be supplied.						
Amount of \$ _____ per _____ Source: _____						

Over for additional questions

