



Equal Housing Opportunity

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Rental Requirements & Application to Rent

Initials

_____ A **non-refundable** application fee of \$60.00 is required of each adult applicant over the age of 18 years old and must be paid at the time of submitting application. **At no time is cash payment accepted.**

_____ Each adult applicant must submit a fully completed, dated and signed application. Each applicant is required to provide proof of identity at the time of signing the lease.

_____ Applicant must have a gross income of at least three times the monthly rent. A minimum of two years residential rental history is required.

_____ Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years. Criminal records must contain no convictions for felonies within the past 7 years and no sexual offenses. We will not provide you with the credit report or tell you of its content instead you will be provided with the name of the credit reporting agency in order to receive a free copy of your credit report.

_____ Applicants who are self-employed are required to produce 2 years of tax return or 1099s upon request and non-employed applicants must provide acceptable proof of income.

_____ Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to property or failure to leave the property clean.

_____ No pet (with the exception of medically necessary pets) of any kind is permitted without specific written permission of the landlord in the lease or in an addendum to the lease with a **Non-refundable pet deposit** acceptable to the landlord. The following breeds are not allowed: German Shepherd, Doberman, Pit Bull or Pit Bull mix, Staffordshire Terrier, Chow, Rottweiler, Siberian Husky, Akita, Malamute, Presa Canario and Wolf-Hybrid.

_____ Security deposit is the same amount as the monthly rent. However, we reserve the right to require a higher deposit.

_____ An application "reservation deposit" fee is required in the amount of one month's rent in the form of a cashier's check or money order in order to hold a property and to remove it from the market. **In the event the application is approved and applicant fails to enter into a lease or move in on the agreed upon date, the reservation deposit fee will be retained as liquidated damages.** Otherwise, the application reservation deposit fee will be credited towards payment of the first month's rent. In addition, all last month's rent if required, security deposit, and pet deposit must be paid prior to move-in by money order or cashier's check.

_____ Any exceptions to these criteria must be submitted in writing for the landlord's review and consideration. If approval is granted for such exceptions, additional security, and/or additional advanced rent payments may be required.

_____ Eaton Realty Services company policy is to report all non-compliances with the terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureaus.

Address of Property Applying for: _____

Applicant Information

Name of Applicant: _____ SSN#: _____ Birth Date: _____

Current Address: _____ City: _____ State: _____ Zip Code _____

From: _____ To: _____ Why are you leaving your current residence? _____

Marital Status: ___Single ___Married ___Divorced ___Widowed ___Separated Sex: Male ___ Female ___

Driver's License #: _____ State: _____ Are you a US citizen? Yes ___ No ___

Home Phone: _____ Cell Phone: _____ Email Address: _____

Previous Address: _____ City: _____ State: _____ Zip Code: _____

From: _____ To: _____

Employment Information

Current Employer Name: _____ Manager's Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone: _____ Fax: _____

Current Position: _____ How Long: _____ Monthly Gross Income: \$ _____

Other Source of Income: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Other Position: _____ How Long: _____ Monthly Gross Income: \$ _____

Previous Employer Name: _____ Manager's Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone: _____ Fax: _____

Previous Position: _____ How Long: _____ Monthly Gross Income: \$ _____

Other Source of Income: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Other Position: _____ How Long: _____ Monthly Gross Income: \$ _____

Landlord / Property Management Information

Current Landlord Name: _____ How Long with this Landlord? _____ Monthly Rent: \$ _____

Mailing Address: _____ City: _____ State: _____ Zip Code _____

Email Address: _____ Phone: _____ Fax: _____

Previous Landlord Name: _____ How Long with this Landlord? _____ Monthly Rent: \$ _____

Mailing Address: _____ City: _____ State: _____ Zip Code _____

Email Address: _____ Phone: _____ Fax: _____

Your Credit History

Have you ever been evicted or asked to move out of a rental dwelling? Yes _____ No _____

Have you had two or more late rental payments in the past year? Yes _____ No _____

Have you declared bankruptcy in the past 7 years? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

Explanation (if answer Yes to any of the above questions): _____

Additional Information

Person(s) Occupying Dwelling: _____

Do You Have Pets? _____ How Many? _____ Type & Size: _____

*** (Keeping Pet(s) Require a **Non-Refundable Pet Deposit** and the Owner's Consent).

Emergency Contact Information

1st Contact Name: _____ Relationship: _____ Phone Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code _____

2nd Contact Name: _____ Relationship: _____ Phone Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code _____

Payment

Application Payment Method: _____ Visa _____ Master Card _____ Discover _____ American Express _____ Check _____ Money Order

Move-in Date

Date You Would Like To Move In? _____

APPLICANT: (PLEASE DO NOT WRITE BELOW - FOR OFFICE USE ONLY)

Application Fee: \$ _____ Date Received: _____ Non-Refundable Reservation Deposit Fee: \$ _____

Credit Report Requested Date: _____ Application Review Date: _____ By: _____ Approved: Yes ___ No ___

I certify that I have read and understand the rental requirements. I also certify that the information given herewith is complete and correct. I authorize Eaton Realty Services to verify the accuracy of the information provided on this application, to communicate with my employer, credit bureau, current and previous landlord(s), and to procure such other information which may be required to evaluate this application for approval.

False or derogatory information stated on this application may constitute grounds for rejection and forfeiture of deposits and may constitute a criminal offense under the laws of this State.

Applicant's Signature: _____ **Application Date:** _____