



Property Management

Rental Application Form

- The application fee is \$45 per applicant **payable to John L. Scott Property Management.**
- Each applicant must submit an individual application unless the applicants are married and then they need to only submit one application form and one fee.
- A rental application will be given to anyone who makes a request for one.
- To be considered for renting a property all applicants must be over the age of 18.
- It can take up to 3 to 5 business days to clear the applicant(s) for renting a property.
- To be considered all applications must be completed. If an application is incomplete it may result in the denial of the applicant.
- Any information that cannot be verified will result in the applicant being denied.
- All applications are reviewed in the order they are received and the first successful applicant(s) will be accepted.
- All denied applicants will be notified by mail.
- All applicants must show at least two types of valid identification (one piece a photo ID).
- We require at least 3 years of rental history that must be verifiable from unrelated and unbiased sources, which may include 3 landlord references. Contact information is required so that we may contact past landlords. If we are unable to verify any information after 3 good faith attempts the applicant(s) will be denied.
- Any unfavorable reports such as complaints or non-compliance with building rules will result in the applicant(s) being denied.
- If the applicant(s) use(s) homeownership for the past 24 months as a reference we will require proof of ownership and mortgage payment history.
- A successful applicant's monthly gross income must be at least 3 times the monthly rent. We can verify this through pay stubs, contacting your employer, tax records, or bank statements. All applicants must provide proof of income levels upon submitting an application.

- When a rental property allows pets the applicant(s) must provide the following information:
 - The name and phone number of the vet who has a history of the animal(s), photo(s) of the pet(s), and a copy of the latest vaccination records. A member of our management personnel will interview all pet(s) before the applicant(s) is/are approved.
- **Credit and Criminal Background Checks:** The applicant(s) may be denied for any negative reports against them. All individuals who are convicted or have been convicted of illegal substance use, possession of illegal substances, manufacturing illegal substances, possessing or distributing any controlled substances will be denied tenancy. Any criminal convictions that would be considered harmful to the property, to the neighbors' peaceful enjoyment of their property will result in tenancy being denied. If a background check shows any court ordered evictions the applicant(s) will be considered high risk and tenancy will be denied. If the applicant(s) has filed bankruptcy within the past 24-months tenancy will be denied.
- **Misrepresentation or Misconduct:** If any information is found that might be considered misrepresentation of the facts after a rental agreement has been signed the rental agreement and tenancy will be terminated. In addition, any action(s) by you (the tenant), your pet(s), your roommate(s), your family member(s), or your guest(s) that might be considered harmful, aggressive, inappropriate, objectionable, or obnoxious will result in the termination of your tenancy. John L. Scott Property Management will confirm and verify all verbal and written information provided by the applicant and we reserve the right to deny a rental applicant for any reason that is not prohibited by law.
- If the rental agreement is not signed and the required payments are not made within 24 hours the next qualified applicant(s) will be offered the tenancy.
- If the applicant(s) is successful John L. Scott Property Management will require the applicant(s) to sign a rental agreement and pay a security deposit of 150% of the monthly rental rate plus a \$250 security deposit per approved pet, at minimum, to secure the property.





**Property Management
Rental Application Form**

Rental Property Address: _____

Required Deposits: Security: _____ Pet: _____

Utilities Paid by Tenant (circle all applicable): Water Sewer Garbage Electric

Preferred Move-In Date: _____ Requested Lease Term: _____

Applicant Information:

1st Applicant (Full Name): _____

Social Security Number: _____ -- _____ -- _____

Date of Birth: ____/____/____

Address: _____ City _____ State _____ Zip _____

Home Phone Number: _____ Work Phone Number: _____

Driver's License Number: _____ State: _____

E-mail Address: _____

Have you been convicted of a felony? Yes ___ No ___ If yes, please explain _____

Spouse (Full Name): _____

Social Security Number: _____ -- _____ -- _____

Date of Birth: ____/____/____

Address: _____ City _____ State _____ Zip _____

Home Phone Number: _____ Work Phone Number: _____

Driver's License Number: _____ State: _____

E-mail Address: _____

Have you been convicted of a felony? Yes ___ No ___ If yes, please explain _____

Please list below all the members of the household who will be living in the rental:

Name	Date of Birth	Social Security #
1.		
2.		
3.		
4.		
5.		

Please list below all vehicles that will be parked at the rental including motor homes, motorcycles, boats, jet ski, etc.:

License Plate #	Make	Model	Color
1.			
2.			
3.			
4.			

Do you have any pets? Yes No

If **yes** please describe the pet and provide the following information (a name and phone number of the vet that has a history of the animal, photo of the pet, and a copy of the latest vaccination records): _____

Rental History:

Current Address: _____ City _____ State _____ Zip _____
Dates Lived at This Address: From _____ to _____
Reason for leaving: _____ Rent Amount \$ _____
Landlord/Property Manager: _____
Landlord/Property Manager's Phone Number: _____

Previous Address: _____ City _____ State _____ Zip _____
Dates Lived at This Address: From _____ to _____
Reason for leaving: _____ Rent Amount \$ _____
Landlord/Property Manager: _____
Landlord/Property Manager's Phone Number: _____

Previous Address: _____ City _____ State _____ Zip _____
Dates Lived at This Address: From _____ to _____
Reason for leaving: _____ Rent Amount \$ _____
Landlord/Property Manager: _____
Landlord/Property Manager's Phone Number: _____

Applicant Employment History: Applicant #1

Current Employer's Name: _____
Address: _____ City _____ State _____
Phone Number: _____ Job Title: _____
Name of Supervisor: _____ Supervisor's Phone: _____
Length of Employment: Start Date _____ Still Employed? Yes No

Previous Employer's Name: _____
Address: _____ City _____ State _____
Phone Number: _____ Job Title: _____
Name of Supervisor: _____ Supervisor's Phone: _____
Length of Employment: Start Date _____ Still Employed? Yes No

Applicant Employment History: Applicant #2

Current Employer's Name: _____
Address: _____ City _____ State _____
Phone Number: _____ Job Title: _____
Name of Supervisor: _____ Supervisor's Phone: _____
Length of Employment: Start Date _____ Still Employed? Yes No

Previous Employer's Name: _____
Address: _____ City _____ State _____
Phone Number: _____ Job Title: _____
Name of Supervisor: _____ Supervisor's Phone: _____
Length of Employment: Start Date _____ Still Employed? Yes No

Income:

Gross Monthly Employment Income:	\$ _____
Gross Monthly Income from other sources:	\$ _____
Gross Monthly Income of Applicant #2	\$ _____
Gross Monthly Income from other sources of Applicant #2	\$ _____
Total Gross Monthly Income	\$ _____

Applicant's Financial Information:

Bank : _____
 Branch: _____
 Checking Account # _____

Personal References Applicant #1:

Name: _____ Relationship: _____
 Address: _____ Phone: _____
 How long have you known this reference: _____

Name: _____ Relationship: _____
 Address: _____ Phone: _____
 How long have you known this reference: _____

Personal References Applicant #2:

Name: _____ Relationship: _____
 Address: _____ Phone: _____
 How long have you known this reference: _____

Name: _____ Relationship: _____
 Address: _____ Phone: _____
 How long have you known this reference: _____

Emergency Contact Information:

Contact in Emergency (Name): _____
 Emergency Contact Address: _____ City _____ State _____
 Phone: _____ Relationship: _____

I have read and understand all policies. To the best of my knowledge all the above statements are true and correct. I hereby authorize John L Scott Property Management to verify the above items including, but not limited to, the obtaining of a credit report via the credit bureau, and I/we agree to furnish additional credit references upon request.

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____