

How did you hear about us? Referral (Name): \_\_\_\_\_  
 Internet (Website): \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Apartment Finder (Company): \_\_\_\_\_  
 Other (Please Specify): \_\_\_\_\_

## Rental Application

**Fees:**

**Non-refundable Application Fee:** \$50.00 per adult applicant payable with submission of completed application

**Non-refundable Move-in Fee:** \$500.00 (collected upon approval of application)

Property Applying For: \_\_\_\_\_

Desired Move In Date: \_\_\_\_\_ Term: \_\_\_\_\_ to \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Concessions: \_\_\_\_\_

**1<sup>st</sup> Applicant Name:**

Date of Birth: \_\_\_\_\_

SS #: \_\_\_\_\_ ID #: \_\_\_\_\_ State: \_\_\_\_\_ Status: Married / Single / Separated / Divorced

Home Phone #: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Present Address: \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

Previous Address (If less than 3 years): \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

**2<sup>nd</sup> Applicant Name:**

Date of Birth: \_\_\_\_\_

SS #: \_\_\_\_\_ ID #: \_\_\_\_\_ State: \_\_\_\_\_ Status: Married / Single / Separated / Divorced

Home Phone #: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Present Address: \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

Previous Address (If less than 3 years): \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

List **all** additional occupants of premise:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

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### Employment History

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**1<sup>st</sup> Applicant** Present Employer: Dates of Employment:

Employer Address:

Position: Phone #: Ext. #:

Supervisor: Phone #: Ext. #:

Income (Gross): \$ Weekly / Biweekly / Monthly / Annually Full Time / Part Time / Temporary

Previous Employer (If less than 3 years): Dates of Employment :

Employer Address:

Position: Phone #: Ext. #:

Supervisor: Phone #: Ext. #:

Income (Gross): \$ Weekly / Biweekly / Monthly / Annually Full Time / Part Time / Temporary

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**2<sup>nd</sup> Applicant** Present Employer: Dates of Employment:

Employer Address

Position: Phone #: Ext. #:

Supervisor: Phone #: Ext. #:

Income (Gross): \$ Weekly / Biweekly / Monthly / Annually Full Time / Part Time / Temporary

Previous Employer (If less than 3 years): Dates of Employment :

Employer Address:

Position: Phone #: Ext. #:

Supervisor: Phone #: Ext. #:

Income (Gross): \$ Weekly / Biweekly / Monthly / Annually Full Time / Part Time / Temporary

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### References

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**1<sup>st</sup> Applicant** Business Reference Name: Relationship:

Address: Phone #:

Personal Reference Name: Relationship:

Address: Phone #:

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**2<sup>nd</sup> Applicant** Business Reference Name: Relationship:

Address: Phone #:

Personal Reference Name: Relationship:

Address: Phone #:

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**Emergency Contact**

Family member or friend other than any occupant listed on application

**1<sup>st</sup> Applicant** Emergency Contact Name: Relationship:

Address: Phone #:

Emergency Contact Name: Relationship:

Address: Phone #:

**2<sup>nd</sup> Applicant** Emergency Contact Name: Relationship:

Address: Phone #:

Emergency Contact Name: Relationship:

Address: Phone #:

**Vehicle Information**

Number of Vehicles (Including Company cars):

Make: Model: Year:

Color: License Plate #: State:

Make: Model: Year:

Color: License Plate #: State:

Make: Model: Year:

Color: License Plate #: State:

The \$50.00 application fee is due upon submission of the application. The application fee is used to obtain credit check, criminal background check, employment verification, tenancy verification, and any other necessary information to make a leasing decision. The \$50.00 is non-refundable for any reason.

Robinson Rental does not discriminate based on race, color, religion, sex, age, sexual orientation, marital status, presence of or age of children, or national origin.

No pets are allowed without written consent from management and management's receipt of additional non-refundable pet fee.

**Authorization to Release Information**

**I certify that all information in this application is correct.**

**I authorize Robinson Rental to collect any and all information and documentation requested.**

**A copy of this authorization may be accepted as an original.**

Signed:

**1<sup>st</sup> Applicant:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**2<sup>nd</sup> Applicant:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**To be completed by APPLICANT:**

Tenant:

Address:

City, State, Zip:

Length of Occupancy:

Rent Amount: \$

I, \_\_\_\_\_ authorize Robinson Rental to collect any and all information and documentation they request. A copy of this authorization may be accepted as an original.

Applicant:

Date:

**To be completed by LANDLORD:**

Is the above information accurate?	Yes	No
Did the tenant consistently pay rent on time?	Yes	No
Have you ever had to file for eviction on this tenant?	Yes	No
Did the tenant give you proper notice of his move?	Yes	No
Have you received any complaints about this tenant?	Yes	No
If yes, what were they regarding?		

Other Comments:

Completed By: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_