

**Property Management**

Property Applying For	Unit Size/#	Rent & Utilities	Agent	Move Date	How Did You Hear About Us?
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Personal Information

Applicant's Name		Date of Birth		Social Security Number	
Home Phone	Cell Phone		Email Address		
Current Address			City	State	Zip Code
Driver's License # & State	Pet?	Type of Pet?	Length of Current Residence		Reason for Moving

Resident History

Landlord or Agent Name	Landlord or Agent Phone	Length of Residence	Monthly Rent	Reasons for Moving	
Previous Address		City	State	Zip Code	
Landlord or Agent Name	Landlord or Agent Phone	Length of Residence	Monthly Rent	Reasons for Moving	

Employment Information

Employment Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student		Length of Employment	Position	Department	
Present Employer	Address	City	State	Zip Code	
Supervisor Contact Name	Supervisor Contact Phone	Income			
Previous Employer	Address	City	State	Zip Code	
Length of Employment	If Student, List School		Grade Level	Expected Graduation Date	

Other Occupants/Residents

Full Name	Relationship to You	Date of Birth	Full Name	Relationship to You	Date of Birth
Full Name	Relationship to You	Date of Birth	Full Name	Relationship to You	Date of Birth

Banking and Credit References

Bank Name & Branch	Phone	Checking Account #	Savings Account #	
Credit Reference	Phone	Address	Account #	

Co-Applicant Information

Co-Applicant's Name		Date of Birth		Social Security Number	
Home Phone	Cell Phone		Email Address		
Current Address			City	State	Zip Code
Landlord or Agent Name	Landlord or Agent Phone	Length of Current Residence		Reason for Moving	

Co-Applicant Employment

Employment Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student		Length of Employment	Position	Department	
Present Employer	Address	City	State	Zip Code	
Supervisor Contact Name	Supervisor Contact Phone	Income			
Driver's License # & State	If Student, List School		Grade Level	Expected Graduation Date	

Co-Applicant Banking Information

Bank Name & Branch	Telephone	Checking Account #	Savings Account #
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Other Income

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.							
Amount	Per	Source	Telephone	Amount	Per	Source	Telephone

Other Information

Total # of Vehicles (Including Company Vehicles)				Other Car, Motorcycle, etc.			
Make/Model	Year	Color	Tag #/State	Make/Model	Year	Color	Tag #/State

Have you or your co-applicant ever been sued for non-payment of rent? Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you or your co-applicant ever broken a rental agreement or lease? Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or your co-applicant ever been evicted or asked to move out? Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you or your co-applicant ever been sued for damage to rental property? Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or your co-applicant ever declared bankruptcy? Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments/Explanation	
Have you or your co-applicant ever been arrested? Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you or your co-applicant ever been convicted of a felony? Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No
As part of our application process, we reserve the right to run a criminal background check on all our future residents.	

Emergency Information

In Case of Emergency, Notify	Home Phone	Cell Phone	Relationship
Address	City	State	Zip Code

AUTHORIZATION TO OBTAIN INFORMATION:

The undersigned Applicants acknowledge that the above information is true and correct and hereby authorize Elfant Pontz Properties (Broker for Landlord/Owner) to obtain a credit report to verify the information contained here and to report the information obtained to the Landlord. Applicants acknowledge that if they present false information, Landlord may reject this application. Applicants understand that giving false or incomplete information may result in forfeiture of deposits or other financial loss. Applicant authorizes all employers, previous landlords, mortgage holders, all banks and any other creditors listed on the application, to release all information concerning me or my accounts, my rental history or payments, my employment history, including likelihood of future employment – for the purpose of verifying this application and determining my ability to afford the contractual obligations of the lease. Applicants authorize Elfant Pontz Properties (Broker for Landlord/Owner) to obtain background check. This is a preliminary application and does not obligate Landlord or Landlord's Broker to execute a lease or deliver possession of the proposed premises.

A PHOTOCOPY OF THIS AUTHORIZATION SHALL BE THE EQUIVALENT OF THE ORIGINAL.

This authorization shall be continuing during the term of the lease or any renewal of the lease; to update or otherwise verify new information including, but not limited to LESSOR'S rights to inquire from time to time, from banking institutions, whether there are sufficient funds to pay check(s) delivered by the LESSEE to LESSOR. APPLICANT releases all persons delivering said and all other information, from any inadvertent error, whether communicated either orally, in writing, over the telephone or by e-mail. APPLICANT understands that the provider of information may communicate adverse information. By signing my signature to this application, I hereby verify that, I am the person whom I represent myself to be, I am the person who will occupy said premises and I am not falsely making application on behalf of another party/parties who would be considered illegal occupants of said premises. Applying for this rental unit on behalf of another person is fraudulent and will be considered grounds for rejection and/or eviction. All the information which I provided is true and accurate.

APPLICATION FEES AND DEPOSITS ARE NON-REFUNDABLE.

Applicant Signature	Date	Co-Applicant Signature	Date
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If approved for this or any rental unit which was built prior to 1978 and which is managed by Elfant Pontz Properties, I agree to sign an acknowledgement that Elfant Pontz Properties has provided me with recommendations and stipulations regarding lead paint hazard.

Applicant Signature	Date	Co-Applicant Signature	Date
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Application & Fee: _____	Copy of Photo ID: _____	Proof of SS#: _____	Proof of Income: _____
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