

APPLICATION TO RENT

(Individual application required from each adult occupant. Incomplete applications will delay processing.)

Name: _____ Home Phone: _____
 Birth Date (M/D/Y): _____ Soc. Sec. No.: _____ Driv. Lic. No.: _____
 Email: _____

ADDRESS		CITY	ZIP	OWNER-MGR	PHONE	FROM	TO
Present							
Reason for Moving:							
Previous							
Reason for Moving:							
Next Prev							
Reason for Moving:							
	PRESENT OCCUPATION			PRIOR OCCUPATION			
Occupation							
Employer							
Business Address							
Business Phone							
Name of Superior							
How Long			Current Monthly Salary				
NAME OF BANK		BRANCH ADDRESS			ACCOUNT NO.		
1.				CKNG			
				SVNG			
2.				CKNG			
				SVNG			
NAME OF CREDITOR		ADDRESS			PHONE NO.	PMNTS/MO	
In case of emergency, notify		Address		Phone	City	Relationship	
1.							
2.							
Personal Reference		Address		Phone	Years Known	Occupation	
1.							
2.							
Proposed Occupants			Relationship		Age	Occupation	
Automobile - Make _____ Model _____ Year _____ License No. _____							
Motorcycle or other vehicles _____ Do you smoke? _____							
Will you have any pets or musical instruments?: _____ If so, describe: _____							
Applicant represents that statements made above are true and correct and hereby authorizes verification of references and agrees to furnish additional credit references upon request. Applicant authorizes Roque & Mark Co. to obtain credit report and/or other tenant screening reports including but not limited to unlawful detainer checks. Once submitted by the applicant, this application becomes the property of Roque & Mark Co.							
The undersigned makes application to rent housing accommodations designated as:							
Apt.# _____ Located at _____ the rental for which is \$ _____ per month.							
Date _____				Signature of Applicant _____			

RENTAL QUALIFICATIONS

No dog, cat, bird, other domestic pet or animal of any kind may be kept on or about the rental premises.

RENTAL HISTORY:

Applicant shall have a minimum of one (1) year’s accumulated rental history or ownership of primary residence, in their own name. Evictions or judgments will not be acceptable.

INCOME REQUIREMENTS:

Applicant shall be at the same job or within the same industry for one (1) year or more and gross three (3) times the rent. The job and income must be verifiable. Applicant’s other monthly obligations will be taken into consideration when determining applicant’s ability to pay the rent.

CREDIT HISTORY:

Applicant shall have good credit. Credit reports with collection accounts, liens, evictions, judgments, bankruptcies or repossessions will not be accepted. Applicants with no credit history may be required to have a co-signer.

All adult applicants must view the unit, IN PERSON, prior to submitting an application. Once each applicant has visited the unit and a COMPLETED application is submitted; processing will take approximately 3 business days. Please be advised that incomplete applications will not be processed. We frequently receive multiple applications for a unit. Applications are NOT processed on a first come, first serve basis. The most qualified applicant based on the rental qualifications above will be offered to lease the unit. All apartments shall be considered available until this office has received a money order or cashier’s check for all move-in costs and a signed lease.

In order to ensure swift processing and to complete your application, the following documentation must be provided:

1. Completely filled out and signed application for each adult occupant.
2. \$20.00 application fee (non-refundable) in the form of a personal check, cashier’s check, money order, or cash. If a credit check is NOT processed, your \$20.00 application fee will be refunded as long as you pick it up in our office within 30 days from the date the application was submitted. After 30 days, no refunds will be given under any circumstances.
3. Copy of driver’s license/I.D. for each adult occupant.
4. Copy of a social security card for each adult occupant.
5. Written verification for all income represented on the application. Acceptable forms of verification: pay check stubs, 1099 form, W2 form, or tax returns.

If the applicant is approved, upon signing of the lease:

- * First month’s rent, security deposit, and \$50.00 rental processing fee must be paid in the form of a money order or cashier’s check by the applicant in his/her name.

Co-signer may be considered in the following cases:

- * First-time renter meets the above credit and income requirements.
- * Renter who has not been on the job for 1 year but meets the rental history and credit requirements.
- * Renter who has no credit history but meets the rental history and income requirements.

A co-signer is one who is will guarantee the rent for another person, but will not live in the unit. The co-signer will be on the rental/lease agreement with the applicant and must also sign an indemnification agreement. In order to qualify, a co-signer must be able to cover his/her own debts and liabilities, plus the entire rent of the applicant’s unit. The co-signer will be subject to the qualifications above.

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**Applicant has read and received a copy of rental qualifications.**

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Applicant (Signature)

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Date R0216