

# Rental Application

This Application must be completed in full to assure prompt processing. Co-Applicants other than spouse must use separate application. All occupants 18 years and older must complete an application. Visual proof of Driver's License or other Government issued ID must be verified by Rental Agent/Landlord. **Verified By:** \_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Move In Date: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_ Rental Term: \_\_\_\_\_

Applicant Information			
<b>Name:</b>			
Date of birth:	SSN/TIN/Other:	ID#/State/Agency:	
Daytime Phone:	Cell Phone:	E-mail:	
Current address:			
City:	State:	ZIP Code:	
Own    Rent    (Please circle)	Monthly payment or rent:	Move In Date:	
Landlord Phone #:	Landlord FAX#:	Move Out Date:	
Previous address:			
City:	State:	ZIP Code:	
Owned   Rented   (Please circle)	Monthly payment or rent:	Move In Date:	
Landlord Phone #:	Landlord FAX#:	Move Out Date:	
Employment Information			
<b>Current employer:</b>			
Employer address:			Date of Hire:
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Position:	Hourly Wage/Salary : \$	Gross Monthly Income: \$	
Supervisor:	Average Weekly Hours:	Tips/Commission/Bonus: \$	
<b>Previous or 2<sup>nd</sup> Employer:</b>			
Employer address:			Date of Hire:
City:	State:	Zip:	
Phone:	E-mail:	Fax:	
Supervisor:	Hourly Wage: \$	Gross Monthly Income: \$	
Other Income (Support, Alimony, SSI, Unemployment, Other Assistance)			
<b>Other Income Source:</b>			
Monthly Amount: \$			
Other Income Source:			
Monthly Amount: \$			
Additional Information			
Have you ever been evicted: (Circle One)    Yes            No            Date:			
Have you ever filed bankruptcy: (Circle One)    Yes            No            Discharge Date:			
Does anyone in the household smoke: (Circle One)    Yes            No			
Have you been convicted of a felony: (Circle One)    Yes            No			
Provide information about felony convictions: (Offense/Date/etc.)			



Pet Information				
Type	Breed	Weight	Name	
Type	Breed	Weight	Name	
Vehicle Information (List all household vehicles)				
Make:	Model:	Color:	License:	State:
Make:	Model:	Color:	License:	State:
Do you own a boat: (Circle One) Yes No				
Do you own an RV or other oversized vehicle: (Circle One) Yes No				
References				
Name:		Address:		Phone:
Emergency Contact				
Name of a person not residing with you:				
Address:				
City:	State:	ZIP:	Phone:	
Relationship:				
How did you hear about our community (Please select all that apply)				
ForRent.com/Magazine	ApartmentGuide.com	craigslist.com	Signs	Housing Authority or Other Agency
Other:				
Referred by Current or Former Tenant. Name:			Apartment #:	
Property Referral: Property Name:			Representative:	

By signing below, Applicant(s) represent that the above information submitted is true and correct and authorizes investigation and verification thereof. We understand the fee for said process is \$\_\_\_\_\_each, payable by money order of cashier's check with submission of application.

I understand I acquire no rights in an apartment until I sign an agreement in the form submitted to me, make a deposit in the amount of \$\_\_\_\_\_ on the assigned apartment which is to be held in accordance with the rental agreement. I also understand that if a 'conditional approval' is received, I may be required to pay an additional Security Deposit. In consideration of the Landlord holding the apartment for me, I hereby waive all rights to the return of the deposit after a period of 72 hours from application acceptance and approval and said deposit shall be retained as liquidated damages in the event I do not choose to enter into the agreement for the apartment applied for herein. In the event the said application for tenancy is not accepted by Management/Landlord, deposit shall be returned to Applicant(s).

In compliance with the Fair Credit Reporting Act, we are informing you that information as to your character, general reputation and mode of living will be verified. The facts set forth in this Application are true and complete. I/We, as prospective Tenant(s), agree that a complete investigation of all information on the Application will not constitute invasion of privacy. I authorize Gaston & Wilkerson Management Group and/or the property named above, to obtain credit reports, bank information, rental history verification, and criminal background reports as necessary in processing this application. The screening company has my authorization to release information found in screening. Once acceptable credit history is obtained, a criminal background screening will be complete. Misdemeanor convictions are excluded (except in the case of repeated assaults or thefts) and the look back period for violent felony convictions or drug manufacturer and distribution crimes is 7 years. (effective June 1, 2016)

In the event an applicant is declined due to criminal history the applicant may opt to interview with the Property Manager to present any mitigating circumstances and provide additional information for analysis and consideration. Examples of mitigating circumstances and/or additional information may include but is not limited to:

- Age at the time of conviction
- Good rental history before and/or after the conviction
- Certificate of Rehabilitation
- Probation Officer reports
- Completion of drug treatment program
- Stable employment or documented efforts to find employment
- Education or job training history
- Evidence of treatment and/or counseling
- Letters of recommendation

I understand that any misrepresentation may be grounds for denial of tenancy, or subsequent eviction. I hereby release from any liability and waive all rights and claims I may have regarding the Landlord, Property or Gaston & Wilkerson Management Group, their employees, agents or representatives for seeking, gathering and using such information in the application screening process.

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Applicant Signature

Date

Co-Applicant Signature

Date



GASTON & WILKERSON  
MANAGEMENT GROUP