

# Brookings



## PROPERTY MANAGEMENT

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### RENTAL APPLICATION (one for every person over 18 must be filled out)

Today's Date: \_\_\_\_\_ Occupancy Date Desired: \_\_\_\_\_

Rental Address Shown: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

#### APPLICANT'S PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Birth date: \_\_\_\_\_ Driver's License/ID Number/State: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Passport or Visa # if no Soc Sec #: \_\_\_\_\_

Current Phone \_\_\_\_\_ Email address: \_\_\_\_\_

Do you have pets? If yes, how many? \_\_\_\_\_ Cat: \_\_\_\_\_ Dog: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Additional Occupants (List every occupant name and their relationship below, including children)

\_\_\_\_\_

Have you ever broken a lease? \_\_\_\_\_ Have you ever refused to pay rent for any reason? \_\_\_\_\_

Have you ever been evicted or asked to leave a rental unit? \_\_\_\_\_ Have you ever filed for bankruptcy? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

If you answered yes to any of the above, explain: \_\_\_\_\_

Will you give us permission to do a criminal background check? \_\_\_\_\_ Currently have any utilities in your name? \_\_\_\_\_

Is there anything to prevent you from placing utilities in your name? \_\_\_\_\_ Do you have renter's insurance? \_\_\_\_\_

Do you know of anything or any reason which may interrupt your ability to pay rent? \_\_\_\_\_

#### INCOME HISTORY

Applicant's current employment status:

Primary source of Income/Employment: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Student: \_\_\_\_\_ Retired: \_\_\_\_\_

Applicant employed by: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Average Weekly hours: \_\_\_\_\_ How long at the place of employment? \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Salary Amount: \_\_\_\_\_

Please circle: Weekly/Bi-Weekly/Monthly/Annual AND circle Take home/Gross Average Amount: \$ \_\_\_\_\_

Additional Source of Income/Employment :

Income Provided by: \_\_\_\_\_ Supervisor's name, if applicable: \_\_\_\_\_

Average Weekly hours: \_\_\_\_\_ How long at the place of employment? \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Salary Amount: \_\_\_\_\_

Please circle: Weekly/Bi-Weekly/Monthly/Annual AND circle Take home/Gross Average Amount: \$ \_\_\_\_\_

**VEHICLES** \*\* Please note, only cars on application are authorized to be on premises.

Number of vehicles on property? \_\_\_\_\_ Valid registration & inspection? \_\_\_\_\_

Do you have any commercial vehicles, \_\_\_\_\_ RV, campers, boats or motorcycles? \_\_\_\_\_

Vehicle 1-make: \_\_\_\_\_ model: \_\_\_\_\_ color: \_\_\_\_\_ year: \_\_\_\_\_

Plate number \_\_\_\_\_ State \_\_\_\_\_

**RESIDENCE HISTORY**

Present Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates lived at this address? \_\_\_\_\_ Own \_\_\_ Rent \_\_\_ Occupy \_\_\_  
How many pets did you have? \_\_\_\_\_ Type \_\_\_\_\_  
Name of present landlord/owner/mortgage company: \_\_\_\_\_  
Address of present landlord/mortgage company: \_\_\_\_\_  
Landlord's phone: \_\_\_\_\_ Monthly payment: \_\_\_\_\_  
Reason for moving: \_\_\_\_\_ Is your rent current? \_\_\_\_\_  
Number of late payments \_\_\_\_\_ Security Deposit Amount currently held by landlord? \_\_\_\_\_

Previous Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates lived at this address? \_\_\_\_\_ Own \_\_\_ Rent \_\_\_ Occupy \_\_\_  
How many pets did you have? \_\_\_\_\_ Type \_\_\_\_\_  
Name of previous landlord/owner/mortgage company: \_\_\_\_\_  
Address of Previous landlord/mortgage company: \_\_\_\_\_  
Landlord's phone: \_\_\_\_\_ Monthly payment: \_\_\_\_\_  
Reason for moving: \_\_\_\_\_ Was your rent current? \_\_\_\_\_  
Number of late payments \_\_\_\_\_ Security Deposit Amount currently held by landlord? \_\_\_\_\_

I give my present landlord and past landlords permission to release my landlord reference information:  
Applicant Signature: \_\_\_\_\_

**PERSONAL/PROFESSIONAL REFERENCES**

Character/Professional/Personal reference:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship? \_\_\_\_\_ How long? \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship? \_\_\_\_\_ How long? \_\_\_\_\_ Phone \_\_\_\_\_

Do you give owner or manager permission to contact references listed above both now and in the future for rental consideration or for collection purposes should they be deemed necessary? \_\_\_\_\_

**THANK YOU!**

Thank you for completing an application to rent from us. Please sign below. Please note that a completed application requires submission of the following which will be copied and attached to this application:  
\_\_\_ Driver's License or Sheriff's picture ID. Note: a copy of such ID will be attached to the lease at lease signing.

By signing below, applicant hereby represents all information on this application is true, complete, and hereby authorizes annual verification of information, references, and credit history for continual rental consideration or for collection purposes should that become necessary.

Applicant acknowledges this application will become part of the lease agreement when approved. If any information is found to be incorrect, the application will be rejected and any subsequent rental agreement becomes void. False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

All agents of Brookings Property Management, Inc. represent the owner in this and any other transaction.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_