

# BROOKINGS



## PROPERTY MANAGEMENT

1100 6<sup>th</sup> St, Brookings, SD 57006 | 605-695-5261 | [www.brookingspm.com](http://www.brookingspm.com)  
**RENTAL APPLICATION (one for every person over 18 must be filled out)**

Today's Date: \_\_\_\_\_ Occupancy Date Desired: \_\_\_\_\_ How did you hear about us: \_\_\_\_\_  
Rental Address(s): \_\_\_\_\_

### 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 to you below, including children)  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever (Please circle)- Broken a lease: *Yes No* Been evicted or asked to leave a rental unit: *Yes No* Refused to pay rent for any reason: *Yes No*  
Filed for bankruptcy: *Yes No* Been convicted of a felony: *Yes No* If you answered yes, explain: \_\_\_\_\_

Will you give us permission to do a criminal background check: *Yes No* Currently have any utilities in your name: *Yes No*  
Is there anything to prevent you from placing utilities in your name: *Yes No* Do you have renter's insurance: *Yes No*  
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 (Please circle)- *Full Time Part Time Student Retired Other: \_\_\_\_\_*  
Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Time at place of employment: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Salary Amount: \$ \_\_\_\_\_ Average Weekly Hours: \_\_\_\_\_  
Please circle: Weekly/Bi-Weekly/Monthly/Annual Average Amount: \$ \_\_\_\_\_ Please circle: Take-home/Gross

#### Additional Source of Income/Employment:

Income Provided by: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Time at place of employment? \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Salary Amount: \$ \_\_\_\_\_ Average Weekly Hours: \_\_\_\_\_  
Please circle: Weekly/Bi-Weekly/Monthly/Annual Average Amount: \$ \_\_\_\_\_ Please circle: Take-home/Gross

◆ I give the owner or manager permission to contact the income sources listed above both now and in the future for income verification. I understand that I may also be asked to provide documentation of income:

Applicant Signature: \_\_\_\_\_

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

Number of vehicles on property: \_\_\_\_\_ Valid registration & inspection: *Yes No*  
Do you have - Commercial vehicles: *Yes No* RV, campers, boats, scooters/mopeds, or motorcycles: *Yes No*  
Vehicle 1-Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Plate number: \_\_\_\_\_ State: \_\_\_\_\_  
Vehicle 2-Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Plate number: \_\_\_\_\_ State: \_\_\_\_\_

**RESIDENCE HISTORY**

Present Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates at this address: \_\_\_\_\_ Please circle: 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:\$ \_\_\_\_\_

Previous Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates at this address: \_\_\_\_\_ Please circle: 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/Personal Reference:**

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

**Professional Reference:**

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

**Emergency Contact:**

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

- ◆ I give the owner or manager permission to contact the references listed above both now and in the future for rental consideration or for collection purposes should they be deemed necessary.

Applicant Signature: \_\_\_\_\_

**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:

\_\_\_\_\_ Government Issued Photo ID. Note: a copy of your 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_