



# RENTAL APPLICATION

EVERY PERSON OVER THE AGE OF 18 YEARS OLD **MUST** FILL OUT A SEPARATE APPLICATION (EVEN IF MARRIED). PLEASE FILL OUT THIS FORM **COMPLETELY** AND SIGN WHERE INDICATED AND **FAX TO (844) 270-5353**.

## PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST	SS#
LIST ALL NAMES THAT YOU HAVE EVER BEEN KNOWN BY:			
DATE OF BIRTH	MARITAL STATUS	DRIVER'S LICENSE #	DRIVER'S LICENSE STATE
HOME PHONE OR CELL	WORK PHONE	EMAIL	
CURRENT HOME ADDRESS		CITY, STATE ZIP	
HOW LONG HAVE YOU RESIDED AT THIS HOUSE	PRESENT LANDLORD AND ADDRESS		LANDLORD PHONE #
REASON FOR LEAVING		AMOUNT OF RENT	IS YOUR RENT CURRENT?
PREVIOUS HOME ADDRESS		CITY, STATE ZIP	
HOW LONG HAVE YOU RESIDED AT THIS HOUSE	PRESENT LANDLORD AND ADDRESS		LANDLORD PHONE #
REASON FOR LEAVING		AMOUNT OF RENT	IS YOUR RENT CURRENT?
NEXT PREVIOUS HOME ADDRESS		CITY, STATE ZIP	
LENGTH OF TIME	PRESENT LANDLORD AND ADDRESS		LANDLORD PHONE #
REASON FOR LEAVING		AMOUNT OF RENT	IS YOUR RENT CURRENT?

## PROPOSED OCCUPANT(S)

NAME	RELATIONSHIP	SSN	BIRTHDATE
NAME	RELATIONSHIP	SSN	BIRTHDATE
NAME	RELATIONSHIP	SSN	BIRTHDATE
NAME	RELATIONSHIP	SSN	BIRTHDATE
NAME	RELATIONSHIP	SSN	BIRTHDATE

## PROPOSED PET(S)

NAME	TYPE/BREED	INDOOR/OUTDOOR?	AGE
NAME	TYPE/BREED	INDOOR/OUTDOOR?	AGE
NAME	TYPE/BREED	INDOOR/OUTDOOR?	AGE

## VEHICLE(S) INFORMATION

YEAR/MAKE/MODEL	COLOR	PLATE #	STATE
YEAR/MAKE/MODEL	COLOR	PLATE #	STATE
YEAR/MAKE/MODEL	COLOR	PLATE #	STATE

## EMPLOYMENT

CURRENT EMPLOYER		OCCUPATION	
SUPERVISOR	PHONE	LENGTH OF EMPLOYMENT	MONTHLY INCOME
ADDRESS		CITY, STATE ZIP	
CURRENT EMPLOYER		OCCUPATION	
SUPERVISOR	PHONE	LENGTH OF EMPLOYMENT	HOURS/WEEK
ADDRESS		CITY, STATE ZIP	

## OTHER INCOME

CURRENT INCOME	PER	SOURCE	PROOF OF INCOME?
CURRENT INCOME	PER	SOURCE	PROOF OF INCOME?
CURRENT INCOME	PER	SOURCE	PROOF OF INCOME?

## CREDIT CARD/FINANCIAL INFORMATION

CAR LOAN LIEN HOLDER	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
CREDIT CARD COMPANY	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
CREDIT CARD COMPANY	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
CREDIT CARD COMPANY	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
CHILD SUPPORT	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
BANK ACCOUNT NAME	BALANCE	MONTHLY PAYMENT	ACCOUNT NUMBER

## PERSONAL REFERENCES

NAME	PHONE	EMAIL	RELATIONSHIP
NAME	PHONE	EMAIL	RELATIONSHIP
NAME	PHONE	EMAIL	RELATIONSHIP

## APPLICANT QUESTIONNAIRE/AUTHORIZATION

EVER BEEN SUED FOR BILLS? IF SO, WHEN AND RESULTS?	EVER BEEN LOCKED OUT OF THEIR PROPERTY BY THE SHERIFF? IF SO, WHEN AND RESULTS?
EVER HAD A BANKRUPTCY? IF SO, WHEN AND RESULTS?	EVER BEEN BROUGHT TO COURT BY A LANDLORD? IF SO, WHEN AND RESULTS?
EVER BEEN GUILTY OF A FELONY? IF SO, WHEN AND RESULTS?	EVER MOVED OWING RENT OR DAMAGE TO A PROPERTY? IF SO, WHEN AND RESULTS?
EVER BROKEN A LEASE? IF SO, WHEN AND RESULTS?	IS THE TOTAL MOVE-IN AMOUNT AVAILABLE NOW?

APPLICANT AUTHORIZES THE LANDLORD TO CONTACT POST AND PRESENT LANDLORDS, EMPLOYERS, CREDITORS, CREDIT BUREAUS, NEIGHBORS, AND ANY OTHER SOURCES DEEMED NECESSARY TO INVESTIGATE APPLICANT. ALL INFORMATION IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF APPLICANT'S KNOWLEDGE. LANDLORD RESERVES THE RIGHT TO DISQUALIFY TENANT IF INFORMATION IS NOT AS REPRESENTED. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\*IF YOU HAVE ANY QUESTIONS ABOUT THE INTERPRETATION OR LEGALITY OF THIS FORM, PLEASE CONSULT AN\*  
ATTORNEY OR OTHER QUALIFIED PERSON.

### NOTES:

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**WE ARE AN EQUAL HOUSING PROVIDER**

**We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws. All applications will be reviewed in the following areas:**

**Rental History:**

- Twelve (12) months of verifiable rental history or home ownership.
- NO evictions
- NO outstanding money owed to a landlord or Property Management company.
- Proper notice has been given to current or previous landlords.
- We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.

**Employment History:**

- Twelve (12) months of current employment or twelve (12) months in a similar job.
- Self-employed persons will need to show proof of income (tax returns, etc.)
- Other stable income may be acceptable if NO employment.

**Income Requirements:**

- Gross income (including co-applicant) shall be A MINIMUM of two (2) times the rent amount.
- Income may include sources other than employment.
- Must have the ability to pay all deposits and rent in full, prior to move-in.

**Credit Requirements:**

- Credit issues may result in the denial of your application.

**Criminal Records:**

- Criminal convictions may result in the denial of your application.

**Occupancy Limit:**

- The number of occupants per unit is limited to no more than 2 people per bedroom.

**I.D. Required:**

- Each applicant over 18 years of age will be required to produce a photo I.D. (a driver's license or other government issued photo identification card).

**Pets:**

- Pets must be approved by rental owners. Owner does not approve of Pit bulls, Rottweiler's, or Dobermans.

**FAILURE TO MEET ANY OF THE ABOVE CRITERIA MAY RESULT IN THE DENIAL OF THE APPLICANT TO RENT.**

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**RENTAL RELEASE AUTHORIZATION**

In connection with my rental application with you, I understand that an investigative consumer report may be requested that will include information as to my character, credit and past tenant history.

**THE UNDERSIGNED VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST LANDLORD, ADMINISTRATOR, LAW ENFORCEMENT AGENCY, STATE AGENCY, FEDERAL AGENCY, FINANCE BUREAU/OFFICE, CREDIT BUREAU, COLLECTION AGENCY, PRIVATE BUSINESS, PERSONAL REFERENCE, AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY CRIMINAL HISTORY, CREDIT HISTORY, CHARACTER, AND EMPLOYMENT HISTORY OR ANY OTHER INFORMATION REQUESTED TO SM REALTY ADVISORS, LLC. THE UNDERSIGNED VOLUNTARILY AND KNOWINGLY UNCONDITIONALLY RELEASE ANY NAMED OR UNNAMED INFORMATION FROM ANY AND ALL LIABILITY RESULTING FROM THE FURNISHING OF THIS INFORMATION. THIS AUTHORIZATION SHALL BE VALID FOR ONE YEAR FROM THE DATE SIGNED AND PHOTOGRAPHIC OR FAXED COPY OF THIS AUTHORIZATION SHALL BE AS VALID AS THE ORIGINAL.**

Name of Landlord and/or Community: \_\_\_\_\_  
Phone Number of Landlord: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPLICANT - DO NOT WRITE BELOW THIS LINE**

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**Rental Verification Information**

1. Applicant Moved-In: \_\_\_\_\_ Applicant Moved-Out: \_\_\_\_\_

2. Did the applicant fulfill term of lease agreement or terminate early? \_\_\_\_\_

3. Did the applicant give proper notice to vacate? \_\_\_\_\_

4. Rental Payment Information:

Amount of Rent: \_\_\_\_\_ No. of Late Payments: \_\_\_\_\_

No. of NSF Payments: \_\_\_\_\_ Days Late: \_\_\_\_\_

5. Does the applicant owe money? If so, how much? \_\_\_\_\_

6. Does applicant have any non-compliance? If yes, please explain. \_\_\_\_\_

7. Did the applicant leave the property in good condition? If no, please explain. \_\_\_\_\_

8. Would you re-rent to the applicant? If no, please explain. \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**EMPLOYMENT RELEASE AUTHORIZATION**

In connection with my rental application with you, I understand that an investigative consumer report may be requested that will include information as to my character, credit and past tenant history.

**I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST LANDLORD, ADMINISTRATOR, LAW ENFORCEMENT AGENCY, STATE AGENCY, FEDERAL AGENCY, FINANCE BUREAU/OFFICE, CREDIT BUREAU, COLLECTION AGENCY, PRIVATE BUSINESS, PERSONAL REFERENCE, AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY CRIMINAL HISTORY, CREDIT HISTORY, CHARACTER, AND EMPLOYMENT HISTORY OR ANY OTHER INFORMATION REQUESTED TO SM REALTY ADVISORS, LLC. I VOLUNTARILY AND KNOWINGLY UNCONDITIONALLY RELEASE ANY NAMED OR UNNAMED INFORMATION FROM ANY AND ALL LIABILITY RESULTING FROM THE FURNISHING OF THIS INFORMATION. THIS AUTHORIZATION SHALL BE VALID FOR ONE YEAR FROM THE DATE SIGNED AND PHOTOGRAPHIC OR FAXED COPY OF THIS AUTHORIZATION SHALL BE AS VALID AS THE ORIGINAL.**

Name of Employer/Title: \_\_\_\_\_  
Phone Number of Employer: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPLICANT - DO NOT WRITE BELOW THIS LINE**

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**Employment Verification Information**

Name of Company: \_\_\_\_\_ Employees Title: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Date Employee Started: \_\_\_\_\_ Currently Employed: \_\_\_\_\_

Gross Monthly Income: \_\_\_\_\_ Average Bonus/Tips: \_\_\_\_\_

**Information of Person Completing this Form:**

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

Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Date: \_\_\_\_\_



## APPLICATION APPROVAL CRITERIA

SM REALTY ADVISORS, LLC is the exclusive agent and representative of the Property Owner and does not, in any respect, have any fiduciary or agency responsibility to Applicant. All Federal, State and Local laws are followed and each application is processed in accordance with the Arizona and Federal Fair Housing Act.

- Each Non-Married Prospective Applicant 18 years of age or older must complete a separate application & pay a \$35.00 NON-REFUNDABLE application fee for individual and \$40.00 per married couple NON-REFUNDABLE application fee. Please be aware that the application fee is used to pay for us to access information to include: Credit History, Current/Past Tenant History, Employment Verification, & Criminal Background History. Each application must be complete, signed and application fee paid before being processed.
- Applications are processed in the order received. A NON-REFUNDABLE reservation fee is required upon submission of application to reserve a unit. Without submitting the required reservation fee prospective backup applications will continue to be accepted until an approved Applicant has paid the required reservation fee and application fee.
- A copy of each Applicant 18 years of age or older current driver's license, or other photo ID, is required and will become part of the completed application. EXPIRED ID WILL NOT BE ACCEPTED.
- RENTAL HISTORY: Applicant must have good landlord references for a minimum of twelve months or more within the eighteen months. Homeowners who have just sold their home must include the mortgage company name, payment amount, and length of residency. Active duty Military is exempt from this requirement. Relatives are not acceptable as rental reference.
- Application may be denied for evictions, damages beyond normal wear & tear, criminal and/or illegal activity on premises, unacceptable credit, and refusal to re-rent by previous landlord or balance still owed to previous landlord.
- INCOME: Application may be denied unless verifiable household income is more than 2 times the rent amount. To be considered as income, Applicant must provide verification of SSI, Welfare, child support, and/or current employment pay stub. Unemployment will not be considered income. If applicant is self-employed, income can be verified by providing a copy of previous year's tax return.
- PET FEE: a \$250.00 non-refundable per pet fee is required for inside or outside pet. Fee is waived for Applicants providing a medical letter stating that the pet is a medically prescribed assistant or companion service animal.
- SECURITY DEPOSIT: The security deposit shall be equal to rent amount or one and half times the monthly rent. Security Deposit will not be refunded unless tenant completes the term of the lease and meets all other conditions of the lease. Please be advised that Roommates must each pay the security deposit equal to the amount of rent.
- All information on application is subject to verification. Applications will be denied if falsified.

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### APPLICATION ACCEPTANCE/DENIAL

- Once approved, you will be contacted to schedule an appointment for each Applicant to sign the lease. At signing each applicant is fully responsible for the lease, rent or any deposits and fees due. If a holding fee was previously paid it will be credited toward your move-in funds.
- If for any reason an approved applicant withdraws from executing the Residential Rental Agreement, a daily rental rate, beginning from the Hold date to the date notified in writing of withdrawal, will be deducted from the Holding Fee.
- \*Applicant is fully responsible for setting up all required utility services in your name on the date your tenancy begins. Upon request you will be provided with a list of Utility Companies you will need to contact.
- If application is denied a Co-signer may submit their application. The Co-signer must sign the lease and accept full financial responsibility along with Applicant.
- If a reservation fee was prepaid it will be fully refunded back to you minus the application fee.

Information Verified by:

**Straight Arrow Screening**

P.O. Box 2470

McKinney, TX 15070

By signing this Application Approval Criteria, I am acknowledging that I have read and understand the requirements that must be met in order for my application to be processed.

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**RENTAL APPLICATION CERTIFICATION**

Applicants understand, that if applicants are found not qualified to rent the property applied for, the deposit will be refunded, less the charge for the credit application and any long distance phone calls made to check the references supplied.

Applicants understand that if found to be qualified to rent the property applied for, and applicants decline to rent the property after being notified of such qualification, the deposit will be refunded, less the daily rental rate for each day that elapses from the date notified through the date applicants decline to rent the property, taken liquidated damages.

Property Applying for: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Move-Out Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT - DO NOT WRITE BELOW THIS LINE**

**Results of Application**

The Tenant has been (Circle One):

**APPROVED**

**DENIED**

**PENDING VERIFICATION**

**PENDING CO-SIGNER**

	<b>Amount</b>	<b>Date Paid</b>	<b>Received By:</b>
<b>Application Fee</b>	\$35 Single / \$40 Married	_____	_____
<b>Non-Refundable Fee</b>	\$250.00	_____	_____
<b>Pet Fee</b>	\$250.00 Per Pet	_____	_____
<b>Refundable Security</b>	TBD	_____	_____
<b>Pro-Rated Rent</b>	TBD	_____	_____





**CREDIT CARD AUTHORIZATION**

I, \_\_\_\_\_, authorize **SM Realty Advisors, LLC** to charge my credit card for the following:

\$35.00 APPLICATION FEE PER APPLICANT AND DEPOSITS THAT ARE DUE to the credit card listed below. The charges are to include (but not limited to) the following:

- 1. Utilities usage over the allowed \$300.00 monthly allowance \_\_\_\_\_
- 2. Utilities not transferred into my name at the time of occupancy \_\_\_\_\_
- 3. Rent payments and balances if not paid in the allotted time \_\_\_\_\_
- 4. Damages not covered by my security deposit (if applicable) \_\_\_\_\_
- 5. Any balance due at time of vacating that is not paid in full at that time \_\_\_\_\_

I understand that each time my card is run there will be an additional 2% convenience charge added to each transaction. All convenience charges will be payable to **SM REALTY ADVISORS, LLC**.

I understand that I will be given a detailed statement of any and all charges made to my credit card.

Credit Card Type: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_ Credit Card 3-Digit Code: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_