

RENTAL APPLICATION

APPLICANT NAME:

PROPERTY ADDRESS:

RENTING POLICIES & PROCEDURES **SWAN RANGE PROPERTY MANAGEMENT**

Swan Range Property Management thanks you for looking to us for assistance with your residential housing needs. The owners of the properties we manage and their tenants include our co-workers, employees, neighbors, family and friends. Therefore, we feel an obligation to ensure that properties managed **Swan Range Property Management** are rented and maintained in a manner that protects the quality of the dwellings and of the neighborhoods where our tenants reside. For this reason, **Swan Range Property Management** utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have selected a rental, you must complete, sign, and return the following Rental Application Form. Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$25.00 FEE PER APPLICATION** which covers the cost of processing your application and obtaining your credit report. **If you are financially supported by someone other than yourself or if you have poor/no credit, you will also need a co-signer to complete a Third Party Guaranty Form. There is an additional \$10.00 handling fee if a Third Party Guaranty is required.** The Application and Third Party Guaranty Fees must be paid by Money Order, Check or Cash, and are due upon submission of each application. The **APPLICATION AND THIRD PARTY GUARANTY FEES ARE NOT REFUNDABLE**. A photo ID will be requested at the time you submit your application. In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. If any of the following requirements are not met, a Third Party Guaranty will be required:

1. **Sufficient Income** - Three times the rental amount per month. Income may be combined by multiple Applicants for the same Dwelling Unit. (Permanent employment of at least 4 months at the same job is preferred).
2. **Verifiable Good Credit** - Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** – **Swan Range Property Management** will make a reasonable attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying this information lies with the Applicant. **Swan Range Property Management** reserves the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application** - This application must be completed in its entirety. Failure to complete the entire application may delay processing or result in a denial of the application. Complete applications will be processed in the order in which received.

Swan Range Property Management makes every effort to process applications within 24 hours of submission; however, processing can take several days due to inability to contact previous landlords, employers or other references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from **Swan Range Property Management** within 48 (business day) hours of submission. Applications will not be “pre-screened” outside the

standard process under any circumstances and incomplete or falsified applications may be rejected without further notice. All applications submitted become the property of **Swan Range Property Management**.

We cannot guarantee any unit you have seen to be available by the time your application is processed. Dwelling Units are rented to the first approved applicant with the full security deposit paid. A security deposit will not be accepted until the Rental Application is approved.

If your application is approved and your move-in date is not immediate, a security deposit and first month's rent will be collected in advance. **THE SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE PAID BY CHECK OR MONEY ORDER.** Subject to the terms and conditions of your Rental Agreement, the Security Deposit is fully refundable within 30-days of move-out, depending upon the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. Those **Dwelling Units that allow pets require payment of an additional Security Deposit and monthly pet rent** as specified in the individual Rental Agreements of such units. Please be aware that only select properties allow pets and the presence of unauthorized pets in a Dwelling Unit is grounds for collection of additional fees and/or immediate termination of lease under our standard Rental Agreement.

DISCLOSURE AND AUTHORIZATION

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by **Swan Range Property Management**. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with **Swan Range Property Management**, its principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, and my rental history. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to **Swan Range Property Management**, its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that **Swan Range Property Management** will rely upon this Rental Application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this Application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of **Swan Range Property Management**, **Swan Range Property Management** may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom. The Rental Application and Third Party Guaranty are an integral part of the rental agreement and will be used in conjunction with all legally binding documents and/or agreements. After executing a rental agreement ("lease") with **Swan Range Property Management**, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours.

I understand that **Swan Range Property Management** reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me, including any amendments, renewals or extensions thereof. Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Rental Agreement including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the rental or lease of a residence for which application was made.

Beginning at the time that I tender a deposit for a property which I intend to lease, and **Swan Range Property Management** . accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, although at the time a written lease may not be signed. The starting date for my occupancy of the property will be the first day the property is made available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted.

Swan Range Property Management . welcomes all applicants and supports the precepts of equal access and "Fair Housing." **Swan Range Property Management Co.** will not refuse access to any housing, accommodation, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND **Swan Range Property Management Co.: Your Property Management Co.** is the sole and exclusive agent of the Owner of the properties listed for rent or lease and represents the Property Owner's interest in any and all transactions related to the rent or lease of said property.

Applicant Signature _____ **Date** _____
Time _____

Received by: _____
Date _____ **Time** _____

PERSONAL INFORMATION :

Name: Applicant's Full _____

Have you ever used another name(s) ? Y / N If yes, name(s) _____

Social Security Number: _____ - _____ - _____ Current Phone #: _____

E-mail Address: _____ Cell Phone #: _____

List any other persons who will reside with you below (Include age and relationship):

Do you have pets? Y / N If yes, how many? _____ What type(s)? _____
Breed(s)? _____ Age(s)? _____ Weight(s)? _____
Gender(s)? _____

Do any of the people who will be residing in this unit smoke? Y / N

If you own the following, please check: _____ Vacuum Cleaner _____ Hose and Sprinkler _____ Lawn Mower

Do you have any special needs or requirements that we need to be aware of? Y / N

If yes, please describe _____

Name of nearest living relative _____ -
_____ Phone _____ Relationship _____

Who should we contact in case of emergency? _____

Relationship _____ Phone _____
Address _____

RESIDENCE HISTORY :

Present Address _____ How long at this address?
From _____ To _____

City _____ State _____ Zip _____ Rent/Mort.
Amount: \$ _____

Present Landlord or Mortgage Holder _____
Telephone _____

Reason for moving _____

Is your lease expired? Y / N _____ If not, when is your lease expiration date? _____

Previous Address _____ How long at this address? From _____ To _____

City _____ State _____ Zip _____ Rent/Mort. Amount: \$ _____

Previous Landlord or Mortgage Holder _____
Telephone _____

Reason for moving _____

Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? Y / N _____
If yes, please explain, including dates, rental premises address, and contact information for property owner and property manager:

*Applicant Signature: _____
Date: _____

CRIMINAL HISTORY

1. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or "no contest" to a felony? Yes _____ No _____
2. Have you or any other intended occupant, including minors, ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct or the manufacturing of drugs whether or not resulting in a conviction? Yes _____ No _____
3. Are you or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction? Yes _____ No _____

EMPLOYMENT INFORMATION :

Employed By _____ How Long? _____ Yrs _____ Mos.

Employers Address _____
Telephone _____

Supervisor _____ Position _____ Monthly Income _____

Previously Employed By _____ How long?
Yrs _____ Mos. _____

Employers Address _____
Telephone _____

Position _____ Monthly Income _____
Supervisor _____

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, family assistance, etc.)

***Provide recent copies documenting each source of income**

BANKING & CREDIT INFORMATION :

***Provide most recent copy of statement for each bank account**

Bank _____ Phone _____

Checking Acct # _____ Savings Acct # _____

Have you ever filed bankruptcy? Y / N When? _____ Are there any judgments against you? Y / N

If Yes, list specifics of judgments and collections:

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc.)

- 1) _____ \$ _____ / Mo
- 2) _____ \$ _____ / Mo
- 3) _____ \$ _____ / Mo
- 4) _____ \$ _____ / Mo
- 5) _____ \$ _____ / Mo

***Applicant Signature:** _____

Date: _____

***Applicant: Please sign the last line on this page. We will fax this form to your previous landlord.**

RENTAL HISTORY VERIFICATION FORM

_____ (applicant) has made an application for a property managed by **Swan Range Property Management.** It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Thank you,

Swan Range Property Management.

Past Address

Date

RENTAL HISTORY QUESTIONS

1. Is this the social security number you have on file for this applicant? Y / N
SS# _____
2. Is the applicant currently living in your community? Y / N
3. Are you related to the applicant? Y / N
4. Did the applicant have a lease? Y / N
5. Date applicant moved in _____ Moved out _____
6. What was the monthly rent? \$ _____
7. Did the applicant have a record of paying rent promptly? Y / N
8. If applicant paid late, how many days late? _____ How often? _____
9. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
10. Does the applicant still owe you money? Y / N If yes, how much?

11. Did the applicant keep the unit clean? Y / N
12. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear? Y / N
13. Did the applicant pay for the damage? Y / N
14. Did you keep any of the applicant's security deposit? Y / N
If yes, how much and why?

15. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y / N
If yes,
describe _____
16. Did the applicant ever create any noise disturbances or disruptions? Y / N
If yes, describe

17. Did the applicant ever have anyone other than those named on the lease living in the unit? Y / N

18. Did the applicant ever have any pets in the unit ? Y / N If so, were they
authorized? Y / N
19. Did the applicant give you proper notice before moving? Y / N
20. Did you ever give the applicant a termination notice? Y / N
If yes, why?
-

21. Would you rent to this applicant again? Y / N
Why or why not?
-

INFORMATION PROVIDED AND VERIFIED BY:

Company _____
Name (please print) _____
Title _____
Signature _____
Date _____

RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to Swan Range Property Management.

***Applicant Signature** _____ **Date**
