

# Application to Rent/Screening Fee

Read Carefully And Follow Directions

A separate application is required for anyone over 18, or an emancipated minor. There is a non-refundable \$40 fee per applicant. Fees are to be paid with a money order or cashiers check only. Checks are to be made out to **RPM**. Applicant understands, as soon as **Coldwell Banker Rental Property Management** receives the application, payment will be owed even if tenant withdraws from the property or is not accepted to be the tenant. **Coldwell Banker Rental Property Management** will not release any reports to applicants. They will become sole possession of **Coldwell Banker Rental Property Management**. If you have credit problems or any other issues please include an explanation on Pg. 3. You must also include with this application a copy of your drivers license, check stubs from your employer, and bank statements. Make sure you fill out this application completely.

**Applicant is completing application as (check one) \_\_\_\_\_ tenant \_\_\_\_\_ tenant with co-tenant(s) or \_\_\_\_\_ guarantor/co-signor. Total # of applicants are \_\_\_\_\_.**

## Property Information

Application to rent property at: \_\_\_\_\_

Proposed move in date: \_\_\_\_\_

## Personal Information

**Full name of applicant** \_\_\_\_\_.

**Age** \_\_\_\_\_ **Date of birth** \_\_\_\_\_ **Social Security #** \_\_\_\_\_.

**Driver's License#** \_\_\_\_\_ **State** \_\_\_\_\_ **Expires** \_\_\_\_\_.

**Phone: Home#** \_\_\_\_\_ **Work#** \_\_\_\_\_ **Cell#** \_\_\_\_\_.

**Email Address** \_\_\_\_\_.

Names of all other proposed occupants and relationship to applicant (also include ages)

\_\_\_\_\_

\_\_\_\_\_

Pets (number and type) \_\_\_\_\_.

Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate# \_\_\_\_\_.

State \_\_\_\_\_ Color \_\_\_\_\_ Other Vehicles: \_\_\_\_\_

In case of emergency, person to notify \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Has applicant been a party to an unlawful detainer action/evicted or filed for bankruptcy in the past 7years?  
No \_\_\_\_\_ Yes \_\_\_\_\_. If yes please explain on Pg. 3

Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  
No \_\_\_\_\_ Yes \_\_\_\_\_. If yes please explain on Pg. 3

Has applicant or any proposed occupant ever been asked to move out of a resident? No \_\_\_\_\_ Yes \_\_\_\_\_. If yes please explain on Pg.3

Do you have/had any judgements against you or have/had any accounts that have gone to collection?  
No \_\_\_\_\_ Yes \_\_\_\_\_. If yes please explain on Pg.3

## Residence History

Current Address \_\_\_\_\_ Previous Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Name of landlord \_\_\_\_\_ Name of landlord \_\_\_\_\_  
Landlord's phone# \_\_\_\_\_ Landlord's phone# \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Current Rent \_\_\_\_\_

## Employment History

Current Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's phone# \_\_\_\_\_  
Position or Title \_\_\_\_\_ Phone# to verify employment \_\_\_\_\_  
Employment gross income \_\_\_\_\_ per month.

Any other income \_\_\_\_\_ Amount \_\_\_\_\_ per month.

Previous employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_ Position \_\_\_\_\_

## Debt

Name of creditor \_\_\_\_\_ Amount owed \_\_\_\_\_ Monthly payment \_\_\_\_\_

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Total debt \_\_\_\_\_ Total monthly payments \_\_\_\_\_

## Assets

Name of bank \_\_\_\_\_ Account# \_\_\_\_\_ Type of account \_\_\_\_\_

Account balance \_\_\_\_\_.

Name of bank \_\_\_\_\_ Account# \_\_\_\_\_ Type of account \_\_\_\_\_

Account balance \_\_\_\_\_.

## Personal References

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone# \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone# \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

## Nearest Relatives

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone# \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone# \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone# \_\_\_\_\_ Relationship \_\_\_\_\_

### **Explain Credit Problems Here And Any Other Issues:**

Applicant understands this is an application to rent only and does not guarantee that applicant will be offered the premises. **Coldwell Banker Rental Property Management** may receive multiple applications and maintains the right to choose the best applicants. Applicant represents the above information they provided is true and complete and understands that **Coldwell Banker Rental Property Management** will process only those applications that are complete and have been submitted with a money order or cashiers check to cover costs. Applicant's  
signature \_\_\_\_\_ Date \_\_\_\_\_



## Credit Report Authorization

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

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

**Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

**Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

I/We hereby authorize Coldwell Banker Associated Brokers Realty Rental Property Management to obtain information regarding my/our credit. I/we are aware that this information is only for a pre-check and may not at this time be completely accurate. Coldwell Banker Associated Brokers Realty Rental Property Management is authorized to provide a copy of our report to prospective landlords and/or sellers. All parties are aware that Coldwell Banker Associated Brokers Realty Rental Property Management makes no determination as to credit worthiness of the parties. The parties hereto agree to **HOLD HARMLESS** Coldwell Banker Associated Brokers Realty Rental Property Management for information contained in said reports or any inquiries as a result.

\_\_\_\_\_  
Buyer/Tenant

\_\_\_\_\_  
Buyer/Tenant

Received: \_\_\_\_\_

\_\_\_\_\_  
Date