

Rental Application

Duffey Leasing & Management

Phone: 404.210.7701 Fax: 770.830.9448

Applicant Name: _____

Rental Property Address: _____

Rental Policies and Procedures

The following policies have been established to ensure that all applicants for a property managed by Duffey Leasing & Management. Please read the following policies. If you feel you meet the guidelines for qualifying we encourage you to submit an application.

Fair Housing

Duffey Leasing & Management adheres strictly to all requirements of the Fair Housing laws. We do not discriminate against any applicant for any reasons of race, color, creed, national origin, sex, age, marital status, or physical or mental disability.

Applicant

- Each person 18 years of age or older must legibly & completely fill out and sign an application.
- The application will NOT be considered with missing or false information. All applications submitted become the property of Duffey Leasing & Management.
- If a co-signer is necessary, they must also fill out and sign an application and pay a \$30.00 processing fee.
- Applications must be accompanied by a processing fee to be considered.

Processing Fees

- There will be a \$30.00 charge for each applicant. Without this fee, your application is considered incomplete and will not be processed.
- You may pay the application fee by money order, cashier's check, personal check, or credit card.
- Make checks payable to: Duffey Leasing & Management

Credit Criteria

- Duffey Leasing & Management will obtain a credit report.
- Applicant-supplied reports will not be accepted.
- No unlawful detainers within the last 3 years will be accepted.
- No unsatisfied judgments or liens will be accepted.
- Credit score of 650 or higher. Exceptions may be made with conditions (owner authorization, and/or increased deposits, and/or other)

Income Criteria

- Self-employed applicants must provide recent tax return and three months' bank statements.
- Proof of earnings from social security, child support, alimony or spousal support must be documented.
- Unverifiable income will NOT be considered.

Pets

- If pets are allowed, the security deposit will be increased by \$250.00 or a nonrefundable pet fee of \$100.00 will apply before move-in. Both the deposit and fee are per pet.
- The following dog breeds are not approved for any of our rental properties: Rotweillers, Dobermans or any dog known as "pit bull" (also known as American Staffordshire Terrier, American Bulldog, American Pit-Bull Terrier, etc). No exceptions.

Approval and Move-In Conditions

- Duffey Leasing & Management will continue to advertise and consider all other applications for the subject property until the following has been provided:
 - Application(s) have been paid for, completely verified and approved.
 - All income verification has been received.
 - All applicants have provided a form of Photo ID and a copy of their Social Security Card.
 - A rental reservation deposit has been paid or rental agreement has been signed.

SECURITY DEPOSIT AND FIRST MONTHS RENT PAYMENT MUST BE IN THE FORM OF A MONEY ORDER, CASHIERS CHECK, PERSONAL CHECK OR CREDIT CARD. CASH WILL NOT BE ACCEPTED.

Property Information

Address of Rental Property _____

Desired Move-In Date _____ Desired Length of Occupancy _____

Applicant Information

Applicant Name _____ Date of Birth _____
First M.I. Last

Social Security # _____ Drivers License # & State Issued _____

Present Address _____

Applicant's Phone # Cell _____, Home _____ Work _____

E-mail Address _____

Vehicle Make, Model, Color & Year _____

License Plate # and State Issued _____

Rental and Credit History

Length of Time at **Current** Address _____ **Current** Rent Payment Amount _____

Reason for Moving _____

Current Landlord's Name and Phone Number _____

Previous Address _____

Previous Landlord's Name and Phone Number _____

Length of Time at **Previous** Address _____ **Previous** Rent Payment Amount _____

Reason for Moving _____

Employment Information

Current Employer _____ Position _____

Length of Employment _____ Supervisor's Name _____

Current Employer Phone Number _____

Annual Income _____

Please list & describe any additional income(s) _____

*If you have been employed less than 2 years at current job, please complete the following section:

Previous Employer _____ Position _____

Previous Employer Phone Number _____

Length of Employment _____ Reason for Leaving _____

Financial Information

Please complete the following information with the amounts **per month**.

Car Payment _____ Credit Card Payment _____

Child Support, Alimony and/or Spousal Support Payment _____

Please list and describe any additional monthly expense(s) _____

Other Adult Occupant Information

Other Adult Occupant's Name _____ Date of Birth _____

Social Security # _____ Drivers License # & State Issued _____

Current Employer _____ Position _____

Length of Employment _____ Supervisor's Name _____

Annual Income _____

Please list and describe any additional income(s) _____

Total number of children and adults that will be living with you _____

Children's Ages _____

Emergency Contact

Name _____ Relationship to Applicant _____

Phone Number _____

Address _____

Nearest Relative (not residing in the property)

Name _____ Relationship to Applicant _____

Phone Number _____

Address _____

Pets

Will any pets be living with you? _____ If so, how many? _____

Please list all pets, include breed information, weight and specify if they are living indoors or outdoors.

Applicant Questions

*Please answer the following questions with **yes** or **no**.*

Have you ever been asked to move out of a residence? _____

Are you a registered sex offender? _____

Have you or any member of your household been convicted or pleaded no contest to a felony? _____

Do you have liquid furniture? (i.e. waterbed) _____

Do you have renter insurance? _____

Have you ever filed bankruptcy? _____

Have you ever been evicted? _____

Have you ever had a vehicle repossessed? _____

Have you ever had collections? _____

References

***Please List One Relative**

1. Reference's Name _____

Reference's Phone Number _____ Reference's Email _____

Reference's Mailing Address _____

2. Reference's Name _____

Reference's Phone Number _____ Reference's Email _____

Reference's Mailing Address _____

3. Reference's Name _____

Reference's Phone Number _____ Reference's Email _____

Reference's Mailing Address _____

Application Completion

DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct and understands that false statements may result in rejection of this and any future applications for housing we manage. The undersigned does further understand that all persons or firms associated with Duffey Leasing & Management may freely give any requested information concerning me. I waive all right to action for any consequences resulting from releasing such information.

I also hereby authorize Duffey Leasing & Management to verify my past and present employment earnings records, bank statements, previous residences and or any information given for the purposes of renting and or lease through Duffey Leasing & Management including but not limited to a credit check. I further understand and agree that Duffey Leasing & Management will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant the facts contained in this Application are true. If any facts prove to be untrue, Duffey Leasing & Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorneys fees resulting there from. You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way. Duffey Leasing & Management welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Notice is hereby given of the contractual relationship between the Property Owner and Duffey Leasing & Management. Duffey Leasing & Management is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

INVESTIGATIONAL BACKGROUND SEARCH DISCLOSURE

Duffey Leasing & Management conducts applicant screening on persons applying to live in our managed properties, such screenings may include criminal background investigations. **It's Duffey Leasing & Management's policy not to accept prospective residents who have been charged with and or convicted of certain felonies and misdemeanors.** Prior to acceptance of an applicant, Duffey Leasing & Management may use an independent consumer reporting agency to search public records which may contain criminal background information regarding the applicant. Duffey Leasing & Management will determine if the criminal background information pertains to the applicant and if the report indicates that one or more such felony and or misdemeanor records were found. Duffey Leasing & Management will then compare the records to Duffey Leasing & Management's established acceptance policies to determine whether or not the applicant may be accepted. If your application is denied based upon the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report to Duffey Leasing & Management. An applicant who is declined based on a criminal background may obtain a free copy of the report and may initiate a reinvestigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the procedures that you should follow in order to do so.

Valid Photo Identification must be presented prior to the final approval of this application.

I, the undersigned Applicant, agree to the above terms and do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief. I understand that by signing below I am thereby confirming that I have read and agree with all the above statements and have provided complete and accurate information. Applicant authorizes verification of references given and declares that the statements made in this application are true and correct and agrees landlord may terminate the contract entered into in reliance on any misstatement made in this application.

Applicant Signature _____ Date _____