

# APPLICATION TO RENT [wwwApartmentsbyTroy.com](http://wwwApartmentsbyTroy.com)

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
first middle last

SS#: \_\_\_\_\_ Driver's Lic. State & # \_\_\_\_\_ Email: \_\_\_\_\_ Birth Date: \_\_\_\_\_

1) Current Address: \_\_\_\_\_  
city state zip

Since: date \_\_\_\_\_ Why are you moving? \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

2) Previous Address: \_\_\_\_\_  
city state zip

From: date \_\_\_\_\_ to date \_\_\_\_\_ Why did you move? \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

3) Previous Address: \_\_\_\_\_  
city state zip

From: date \_\_\_\_\_ to date \_\_\_\_\_ Why did you move? \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Have you ever: **Been evicted?** Y/N; **Been Sued by a Landlord?** Y/N; **Filed Bankruptcy?** Y/N **Been convicted of a criminal offense?** Y/N **If yes to any of these, please explain:** \_\_\_\_\_

## EMPLOYMENT

1) Applicant's Employer: \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay: \$ \_\_\_\_\_  Full Time  Part Time

2) Previous Employer: \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay: \$ \_\_\_\_\_  Full Time  Part Time

3) Other Income: \$ \_\_\_\_\_ Source: \_\_\_\_\_

4) Other Income: \$ \_\_\_\_\_ Source: \_\_\_\_\_

**BANK REFERENCE**

1) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Acct. #: \_\_\_\_\_

**PERSONAL REFERENCES**

1) Next of kin: name \_\_\_\_\_ address \_\_\_\_\_ relationship \_\_\_\_\_ Tel #: \_\_\_\_\_

2) \_\_\_\_\_ name \_\_\_\_\_ address \_\_\_\_\_ relationship \_\_\_\_\_ Tel#: \_\_\_\_\_

3) \_\_\_\_\_ name \_\_\_\_\_ address \_\_\_\_\_ relationship \_\_\_\_\_ Tel#: \_\_\_\_\_

**PERSONAL PROPERTY**

**MEMBERS OF HOUSEHOLD:**

1) Automobile: make \_\_\_\_\_ year \_\_\_\_\_ Lic# \_\_\_\_\_ state \_\_\_\_\_

For purposes of Identification only,

2) Automobile: make \_\_\_\_\_ year \_\_\_\_\_ Lic# \_\_\_\_\_ state \_\_\_\_\_

names and ages of other persons  
to occupy unit:

3) **Do you Own:** Piano/Organ? **Y/N** Water filled furniture? **Y/N** Aquarium? **Y/N** \_\_\_\_\_

4) Pets: \_\_\_\_\_

**APPLICANT COMMENTS & EXPLANATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT SCREENING FEE DISCLOSURE(S):**

- 1) Owner may obtain a tenant screening or credit report which generally consists of:
  - a) credit history;
  - b) public records, including but not limited to judgments, evictions and collections;
  - c) information verification;
  - d) current obligations and credit ratings;
  - e) criminal records.
- 2) Owner is charging a Screening Fee of \$40, none of which is refundable, unless applicant isn't screened. Application valid for up to two weeks from date of receipt by Owner.
- 3) Upon receipt of the application and fee, Owner may conduct a search of public records to determine whether the Applicant has been convicted of any crime within the previous 10 years. A conviction for any felony or any misdemeanor which involves theft, dishonesty, assault, intimidation, drug-related or weapons charges, may be grounds of denial of application.

I understand, I have the right to dispute the accuracy of any information provided to the Owner by a screening service or credit reporting agency. I'm aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing.

Applicant \_\_\_\_\_ Date \_\_\_\_\_



# APPLICANT SCREENING POLICIES

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## APPLICATION PROCESS

- We offer application forms to everyone who inquires about the rental.
- We review completed applications in the order in which they are received.
- We may require up to two business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.

## APPLICATION SCREENING PROCESS

### Complete Application

- Each applicant must submit an individual application.
- We will not review incomplete applications.
- We will accept the first qualified applicant(s).

### Identification

- Applicants must show two pieces of identification. One must include a photo.

### Prior Rental History

- Rental history of two years must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
- Exceptions may be made for applicants with qualified co-signers or increased deposits.

### Sufficient Income/Resources

- Net household income shall be at least twice the rent (excluding utilities).
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.
- Verifiable employment for two years.

### Credit/Criminal/Public Records Check

- A negative check and/or criminal/public records check may be performed.
- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.

## REQUIRED DOCUMENTS

- One month of pay stubs.
- Most current year's W2 form(s).
- If self employed, one year's worth federal tax return.



Please Fax to: 503-214-8655 OR Email: [yortlee7170@msn.com](mailto:yortlee7170@msn.com)