

APPLICATION PROCESS

Welcome to RE/MAX Prosperity. **We ask that you review our criteria for approval prior to sending out** the application and please feel free to discuss any concerns you may have in regards to the criteria and/or application process. **You must move in to the property two weeks following lease acceptance.** Thank you for your interest in RE/MAX Prosperity Rental Properties.

APPLICATION PROCESS

Application:

The fee to process your application is **\$45.00** per single adult and **\$70.00** per married couple. We will accept cash or a money order only. *Please allow 3 business days to process your application.* This may vary depending on the timelines of responses from previous landlords and current employers. While your application is processed, the property applied for will remain on the available list until you are approved and have placed a deposit.

Deposit:

Once notified of your application approval, you will have 48 hours to deliver your security deposit to our office. The security deposit **MUST BE IN THE FORM OF A MONEY ORDER OR CASHIER'S CHECK.**

Rent:

Once you have placed your security deposit, RE/MAX Prosperity will place a 14-day hold on your property in order for you to have time to move into your new home. **You must move in to the property 14 days following lease acceptance.** Your first month's rent or pro-rated amount is due on the day you pick up the keys.

Rental History:

No more than 1 late payment for any 12 month period.

Income:

Rent cannot exceed 33 percent of gross monthly income (before taxes). Rent plus all long term debt cannot exceed 50 percent of gross monthly income.

Credit Report:

No repossessions or collections within the last 2 years. No more than 3 late payments within the last year on credit cards or other loans. Minimum FICO score of 580.

Bankruptcy:

No late payments or collections for two years from the bankruptcy file date.

Evictions:

No evictions in the last 7 years.

Criminal record:

No convictions of any felony within the last 7 years. No more than 2 arrests within the last 7 years.

Pet Policy:

Due to the nature of the breed, RE/MAX Prosperity does not accept Rottweiler, Pit Bulls, Chows, German Shepherds, Doberman Pinchers or any mix of these breeds. An additional \$250.00 is required of those with pets. *\$125.00 is refundable and \$125.00 is non-refundable.* Please ask concerning pet requirements on each property.

RENTAL APPLICATION

Property Address: _____ City _____ Date: ___ / ___ / ___
Request Lease To Begin On ___ / ___ / ___
Referral Agent: _____ Referral Agent's Phone # _____

****All Prospective Tenants Over 18 Must COMPLETE an Additional Application Form****

APPLICANT(S) NAME & CURRENT ADDRESS INFORMATION

Last Name _____ First Name _____
Cell Phone # _____ - _____ - _____
Email : _____
SSN _____ - _____ - _____ DOB ___ / ___ / ___
Driver LIC# _____ State _____
Current Address _____
City _____ State _____ Zip _____
Previous Address _____
City _____ State _____ Zip _____
Landlord (Complex Name) _____
Phone # _____ Amount \$ _____
Duration _____ Reason For Moving _____
Employer _____
Employer's Phone # _____ - _____ - _____
Salary \$ _____ Per _____

Last Name _____ First Name _____
Cell Phone # _____ - _____ - _____
Email : _____
SSN _____ - _____ - _____ DOB ___ / ___ / ___
Driver LIC# _____ State _____
Current Address _____
City _____ State _____ Zip _____
Previous Address _____
City _____ State _____ Zip _____
Landlord (Complex Name) _____
Phone # _____ Amount \$ _____
Duration _____ Reason For Moving _____
Employer _____
Employer's Phone # _____ - _____ - _____
Salary \$ _____ Per _____

ADDITIONAL RESIDENT'S INFORMATION

Full Name _____ Relationship _____ Age _____
Full Name _____ Relationship _____ Age _____
Full Name _____ Relationship _____ Age _____

PET INFORMATION

- No Pets
 Pets

Number _____ Breed(s) _____
Age/Weight _____ / _____ Age/Weight _____ / _____ Age/Weight _____ / _____

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____
Address _____ City _____ State _____ Zip _____ Ph # _____ - _____ - _____

VEHICLE INFORMATION

Number of Vehicles (including Company Cars) _____
 Type (Car, Truck, Motorcycle) _____
 Make _____ Model _____ Color _____
 Year _____ License # _____ State _____

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RENTAL VERIFICATION AUTHORIZATION

Name of Applicant _____

If hereby authorize release of the information requested below for my rental address at:

_____ STREET _____ CITY _____ STATE _____ ZIP _____

 Applicant's Signature

 Date

COMMENTS & REQUESTS

Please tell us any other information about yourself that might help us evaluate your application:

AUTHORIZATION

Applicant understands that occupancy is limited to only those names on this application and occupancy is contingent upon approval of this application by the owner or his/her agent.

Applicant understands that the information herein is submitted as representation for the procurement of occupancy and recognized that if any information is discovered to be false, the application can be rejected, the lease can be voided and deposits forfeited, and all at the owner's option

Applicant authorizes verification of all information on this application, including credit checks, employment verifications and rental history reports by the management of the rental unit

In the event that the applicant is accepted, the security deposit will be required to be paid within 24 hours by cash or cashier's check to hold the unit off the rental market. Applicant agrees to sign a lease agreement in the standard for required by management.

In the event that applicant is accepted and has paid the security deposit but fails to enter into the rental agreement or fails to take occupancy on the date specified or changes their decision on occupancy for whatever reason, the deposit will be forfeited and retained by management as damages for holding the rental unit off of the rental market.

The preparation and execution of this application does not create a tenancy between applicant and management nor any interest by applicant in the rental unit. Applicant accepts the rental unit in its current condition and no promises by landlord except those in writing shall be enforceable.

Credit process could take 1-3 days depending on your credit.

- Completed Application(s)
- Application Fee (Non-Refundable)
- Proof of Income (2 Most Current Pay-Stub)
- Copies of Valid Photo ID's

 Applicant's Signature

 Date

 Applicant's Signature

 Date