

ADMINISTRATIVE USE ONLY	
App fee paid (circle one):	YES NO
(Circle one):	Approved Declined
Move in Date:	____ / ____ / ____



RENTAL APPLICATION / APPLICANT QUALIFYING CRITERIA

- APPLICATION:** Full and accurate information is required on this application. All information must be verifiable. Falsification or omission of information will result in the denial of application.
- PROCESSING FEE:** **A \$40.00 NON-REFUNDABLE PROCESSING FEE is required to process this application.**
- INCOME:** Applicant(s) must provide verifiable income. If Child Support, Social Security, or Disability are provided as a source of income, you must provide our office with proper documentation of such.
- CREDIT HISTORY:** Credit history will be verified.
- RENTAL HISTORY:** Present and previous rental history will be verified. Family members will **NOT** be used as a rental reference. Applicants must have a history of prompt rental payments, cleanliness, and good conduct. No public disturbances or Police action. No record of past Evictions or pending Evictions. No balance owed to another landlord. Proper notice given to present and previous landlords.
- EMPLOYMENT:** All Employment must be verifiable. Minimum of six months at present employer. Stable work history and income verification will be processed. If you are not currently employed you must provide us with proof-of-means by which you live, such as savings account, Trust Fund, etc. If you are self-employed you will be required to provide a copy of a recent tax return, bank statement or six most recent pay stubs.
- MAXIMUM STANDARD: OCCUPANCY**

Maximum number of persons per apartment / house size	
Studio/Efficiency Unit	Two (2) persons
One (1) Bedroom Unit	Two (2) persons
Two (2) Bedroom Unit	Four (4) persons
Three (3) Bedroom Unit	Six (6) persons
Four (4) Bedroom Unit	Eight (8) persons
- EQUAL HOUSING:** No discrimination on the basis of Race, Color, Sex, Age, Family Status, Handicap or National Origin with regard to housing, is the comprehensive Policy of Real Estate Group of CENLA, LLC

I / We have read and understand the above information. I / We authorize *Credit Bureau Name* and Real Estate Group of CENLA, LLC, to process my / our application for residency.

(Applicant)

(Date)

(Co-Applicant)

(Date)

Rental Application

Residential address in which you are interested: _____

Deposit \$ _____ Rent \$ _____

Desired date of Occupancy: ____/____/____ Do you own any pets? YES _____ NO _____

What are your reasons for moving from your present address? _____

Have you or any member of your household ever been convicted of a felony? YES _____ NO _____

If YES, Please explain: _____

Personal Information: Applicant

_____, _____, _____, _____
(First Name) (Middle Name) (Last Name) (Jr, Sr, I, II)
_____/_____/_____
(Date of Birth) (Social Security Number) (Marital Status)

Other occupants (Spouse, Children, other)	Relationship	Date of Birth	Social Security
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

CURRENT HOUSING INFORMATION

Address: _____
(Include House / Apt Number, Street, City, State & Zip Code)

Phone: Cell _____ Home _____ Work _____

Email Address: _____

Landlord / Mortgage Co Name Landlord / Mortgage Co Phone Rent / Mortgage Amount

PREVIOUS HOUSING INFORMATION

Address: _____
(Include House / Apt Number, Street, City, State & Zip Code)

Previous Landlord / Phone Length of time at address Rent Amount

Employment Information:

Employer _____ Phone _____

Employer Address _____

Position Held _____ How Long _____ Supervisor _____

Income \$ _____ Per _____

Previous Employment Information:

Previous Employer _____ Phone _____

Previous Employer Address _____

Position Held _____ How Long _____ Supervisor _____

Income \$ _____ Per _____

Co-Residents Employment Information:

Employer _____ Phone _____

Employer Address _____

Position Held _____ How Long _____ Supervisor _____

Income \$ _____ Per _____

Co- Residents Previous Employment Information:

Previous Employer _____ Phone _____

Previous Employer Address _____

Position Held _____ How Long _____ Supervisor _____

Income \$ _____ Per _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past Seven (7) years? YES _____ NO _____

Have you ever been evicted from a rental residence? YES _____ NO _____

Have you had Two (2) or more late rental payments in the past year? YES _____ NO _____

Have you ever willfully or intentionally refused to pay rent when due? YES _____ NO _____

If YES to any of the above, Please explain: _____

Automobile Information:

Applicant Drivers License #: _____ State _____

Co-Applicant Drivers License #: _____ State _____

Make _____ Year _____ Color _____ Tag # _____ State _____

Make _____ Year _____ Color _____ Tag # _____ State _____

Make _____ Year _____ Color _____ Tag # _____ State _____

Other Household Income: Must provide proper documentation:

\$ _____ Per _____ Source _____

\$ _____ Per _____ Source _____

In Case of Emergency, Notify: _____

Relationship _____ Address _____

Phone _____ Email _____

I / We hereby make application to lease said property and certify that this information is correct. I / We authorize you to contact any references that I / We have listed. I / We understand and hereby give permission for Real Estate Group of CENLA, LLC., to run a full background check on me / us.

(Applicant Signature) (Date) (Time)

(Co-Applicant Signature) (Date) (Time)