

**CREDIT APPLICATION**

Property Applying For: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Soc. Sec.#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dr. Lic.# \_\_\_\_\_ State Issued: \_\_\_\_\_

Email: \_\_\_\_\_

**LANDLORD HISTORY**

Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

How Long at Current Address: \_\_\_\_\_ yrs \_\_\_\_\_ mos. Rental Rate: \_\_\_\_\_

Notice Given: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**If current landlord is less than 2 years or if you currently own, please give the following information:**

Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Dates from: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Gross Income: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

**If above is new employment or less than 2 years in length:**

Previous Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Length of Employment \_\_\_\_\_ Gross Income: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_

**SPOUSE INFORMATION**

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

Soc. Sec. #: \_\_\_\_\_ Dr. Lic.# \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Gross Income: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**OTHER INFORMATION**

Do you own any pet(s): \_\_\_\_\_ If yes, Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Full names of **all persons** to occupy unit: \_\_\_\_\_

In Case of Emergency, Notify: \_\_\_\_\_

Address \_\_\_\_\_ Home# \_\_\_\_\_  
Work# \_\_\_\_\_

Car Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Car Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**LEASE TERMS**

**Each** applicant has paid an application fee of **\$40.00**, which is understood to be **non-refundable**.

Applicant has submitted a **holding fee** of \$ \_\_\_\_\_, made payable to **APARTMENT SEARCH, INC.**, to be held uncashed until approval of the application to rent the property listed above under the following terms:

**Lease length:** \_\_\_\_\_ year(s) \_\_\_\_\_ months. **Move-in date:** \_\_\_\_\_

**Monthly rental rate:** \$ \_\_\_\_\_ **Pet Deposit:** \_\_\_\_\_ **Pet rent:** \_\_\_\_\_

**The application will not be processed until both the application fee and holding fee have been submitted.**

If the application is not approved within three (3) days or if this application is rejected by owner, the holding fee will be returned to applicant. **If approved, the holding fee shall be deposited and become the property of the owner and applied to the security deposit of the premises applied for. In the event applicant fails to execute a lease agreement, he/she will forfeit some or all of the holding fee as liquidated damages.**

Requested repairs and other terms to be agreed on prior to application acceptance: \_\_\_\_\_

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

RESPONSIBILITIES: I understand that Apartment Search is a leasing brokerage only. I understand the Landlord is fully responsible for all repairs, complaints or damages related to the property I am applying for. Apartment Search is not responsible for any rental payments or security deposits.

Initials: \_\_\_\_\_

INSURANCE: I understand that my personal property is not insured by the Landlord, and agree to maintain a Renter's Insurance Policy for the duration of the lease and each succeeding lease. I agree to provide Landlord proof of insurance within 30 days of move-in.

Initials: \_\_\_\_\_

DUAL AGENCY: I understand that Apartment Search may be acting in a dual-agency capacity on behalf of the Landlord and the Tenant in lease negotiations, and am aware that all information provided to Apartment Search will be shared with the Landlord. Landlord shall be responsible for any and all commissions due Apartment Search.

Initials: \_\_\_\_\_

CONSENT: I understand the only charge to me is the application fee, which shall be used to run a personal credit check, as well as to verify my income and previous and current landlord histories. Apartment Search agrees to hold all information between Landlord and Tenant as confidential and divulge only to the necessary parties.

Initials: \_\_\_\_\_

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

Co-applicant \_\_\_\_\_ Date: \_\_\_\_\_

Apartment Search Agent: \_\_\_\_\_