



## APARTMENT RENTAL APPLICATION

**Note:**

**TO COMPLETE YOUR APPLICATION, WE NEED THE FOLLOWING:**

- 1) A **COPY** of your **last two (2) PAYROLL RECEIPTS**
- 2) A **COPY** of your last two (2) **RENT RECEIPTS**
- 3) A **COPY** of your last **W-2** form from the last fiscal year
- 4) A **COPY** of your **DRIVER'S LICENSE** (when applicable)
- 5) A **COPY** of your last (2) **Bank Statements**
- 6) If you are new to your job (less than 1 year) **or** will have more income than last year's w-2 form indicates then please provide a letter from employer stating salary, position, and length of time on the job.

**AFTER** viewing the apartment, there is a **(\$50.00) NON-REFUNDABLE TRW (credit check) fee required**, which covers the reference and credit (TRW) report: Residential Background Investigation, Employment and Salary Verification, Financial Credit Profile, and Reference Check, payable **in order to rent an apartment**.

Area desired: \_\_\_\_\_  
Type of apt desired: \_\_\_\_\_  
Maximum rent you are willing to pay: \$ \_\_\_\_\_  
Where did you hear about us? Internet\_\_\_ Referral\_\_\_ Newspaper\_\_\_ Other \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

### **Applicant**

Applicant's Name: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Home # \_\_\_\_\_ Work# \_\_\_\_\_  
Cell# \_\_\_\_\_ Email \_\_\_\_\_

### **Employment**

Employer \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Occupation/Title: \_\_\_\_\_





Supervisor's Name \_\_\_\_\_

Dept \_\_\_\_\_

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

Annual Salary: \_\_\_\_\_

Length of time on job: \_\_\_\_\_ If less than two (2) years indicate previous  
job, address and phone #

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

Any other sources of income ( If so please describe): \_\_\_\_\_

Amount of additional income: \$ \_\_\_\_\_

**Housing**

Present landlord's Name: \_\_\_\_\_

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

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

Current rent? \_\_\_\_\_

Years Resided? \_\_\_\_\_

Number of children who reside with you: \_\_\_\_\_

Ages: \_\_\_\_\_

**Applicant References**

In case of emergency, whom shall we contact?

Name, Address,

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

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

Two Personal References:

|          |          |
|----------|----------|
| Name:    | Name:    |
| Address: | Address: |
| Phone:   | Phone:   |





Two Business references:

|          |          |
|----------|----------|
| Name:    | Name:    |
| Address: | Address: |
| Phone:   | Phone:   |

**Spouse /Co-Applicant/**

Name: \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address (If different than yours): \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Home # \_\_\_\_\_ Work# \_\_\_\_\_  
Cell# \_\_\_\_\_ Email \_\_\_\_\_

**Spouse /Co-Applicant Employment**

Employer: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Occupation/Title: \_\_\_\_\_  
Supervisors Name: \_\_\_\_\_  
Dept: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Annual Salary: \_\_\_\_\_

Length of time on job: \_\_\_\_\_ If less than two (2) years indicate previous job, address and phone #

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

Any other sources of income ( If so please describe): \_\_\_\_\_

\_\_\_\_\_





Amount of additional income: \$ \_\_\_\_\_

**Spouse/ Co-Applicant Housing**

Present landlord's Name: \_\_\_\_\_

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

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

Current rent? \_\_\_\_\_

Years Resided? \_\_\_\_\_

Number of children who reside with you: \_\_\_\_\_

Ages: \_\_\_\_\_

**Spouse/ Co-Applicant References**

In case of emergency, whom shall we contact?

Name, Address,

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

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

Two Personal References:

|          |          |
|----------|----------|
| Name:    | Name:    |
| Address: | Address: |
| Phone:   | Phone:   |

Two Business references:

|          |          |
|----------|----------|
| Name:    | Name:    |
| Address: | Address: |
| Phone:   | Phone:   |





**NOTE:**

A credit report (TRW) will be obtained on an application and the charge for this service (\$50.00) is **NON-REFUNDABLE**. **This application must be filled out completely and accurately.**

**In order to rent and secure an apartment one (1) month's rent, one (1) month's security, and the broker's commission (15% of the annual rent) is required, to be paid as follows: cash, certified check, or money order(s).**

**APPLICANT HEREBY VERIFIES THAT THE ABOVE IS ACCURATE AND COMPLETE AND THAT ANY MISREPRESENTATION WILL DISQUALIFY THE APPLICANT.**

**IN ORDER TO OBTAIN CONFIDENTIAL CREDIT, COURT, BAD CHECK AND EMPLOYMENT INFORMATION, THE UNDERSIGNED ("SUBSCRIBER") AND EDWARDS SISTERS REALTY ASSOCIATES LLC ENTER INTO THE FOLLOWING AGREEMENT:**

The subscriber agrees:

1. To comply with all of the provisions of the federal Fair Credit Reporting Act and any state laws that may apply.
2. To obtain prior written permission from any individual upon whom reports are ordered.
3. That the reports will be used only for the following permissible purpose:
  - To review or extend credit for real estate, rental or leasing transactions or to review for collection purposes.
4. To hold the information as confidential and not disclose it to any third parties. In no event will Edwards Sisters Realty Associates be held liable for any incidental or consequential damages, however arising. Subscriber shall indemnify, defend and hold Edwards Sisters Realty Associates harmless from and against any and all costs and liabilities which may be asserted against Edwards Sisters Realty Associates based upon the improper use by Subscriber of information furnished to Subscriber by Edwards Sisters Realty Associates.

Edwards Sisters Realty Associates LLC Agrees:

To use good faith in attempting to obtain information from sources deemed reliable and shall supply such information to Subscriber as it becomes available. Edwards Sisters Realty Associates does not guarantee the accuracy of information reported, and in no event shall Edwards Sisters Realty Associates be held liable for any loss or injury to Subscriber resulting from the obtaining or furnishing of such information.

Dated: \_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

