-PROPERTY MANAGEMENT COMPANY-

RENTAL PROPERTY APPLICATION PROCESS

We follow specific screening procedures when reviewing each prospective tenant before we rent to them. The application criteria include questions that we will ask, the application reviewing procedures that we follow, and reasons why an application may be rejected are listed below.

Please review the listed criteria and if you feel that you meet all of the criteria, please complete the attached application. Ruesch Companies LLC provides equal housing opportunity, we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, martial status, sexual orientation, lawful source of income, age, or ancestry.

**APPLICANT SCREENING CRITERIA**

-APPLICATION-

Each adult (18 years of age or older) MUST complete an application entirely and submit to Ruesch Companies LLC to apply to rent this property. If the application is not fully completed or explanations are not thoroughly provided to withheld information your application may be denied. Each individual will be required to provide a copy of drivers license to verify identity.

-RENTAL HISTORY-

It is the applicant’s responsibility to provide us with information to contact past landlords. If we are unable to verify your rental history, we reserve the right to deny your application. If you previously owned property and didn’t rent, we ask you provide references to your mortgage company.

-INCOME-

We must be able to verify the amount and stability of your income through documents such as pay stubs or any other source of income. If you are self-employed you will need to provide a business license, tax and bank records. Monthly income must be more than (3) times the total monthly rent.

**APPLICANT WILL BE DENIED IF:**

1. MISREPRESENTATION

If misrepresentations are found on your signed rental application.

1. CRIMINAL ACTIVITY

If you were convicted of any drug-related crime, violent criminal activity, or any other criminal activity that threatens the health, safety, and the right to peaceful enjoyment of the property of others.

1. MONEY JUDGEMENT

If you have money judgements against you which has not been satisfied other than a judgement for medical expenses.

1. EVICTION

If an eviction has been filed against you, regardless of outcome.

1. PAST RENTAL NONCOMPLIANCE

If previous landlords references state that you have had significant complaints of noncompliance activities such as: repeated disturbance of neighbors peaceful environment, reports of gambling, prostitution, drug dealing, drug manufacturing; reports of violence or threats to landlords or neighbors; allowing others to reside on property without them being listed on rental agreement; failure to give proper notification when vacating the property.

1. PAST RENTAL REFUSAL TO RENT AGAIN

If previous landlord reports that they would not rent to you again because of your past behavior as a tenant.

**PERSONAL INFORMATION**  \**Each person over the age of 18 must fill out a separate application\**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***First Middle Last*** | | ***Birth Date*** | | ***Social Security #*** |  | ***Drivers License*** | | |
|  | |  | |  |  | ***Provide a copy of license.*** | | |
| ***Email address:*** |  | | | | | | | |
| ***Any Other Names You’ve Used In The Past*** | |  | ***Home Phone*** | | | |  | ***Cell Phone*** |
|  | |  |  | | | |  |  |
| ***All Other Proposed Occupants*** | |  | ***Birth Date*** | | | | ***Relationship To Applicant*** | |
|  | |  |  | | | |  | |
|  | |  |  | | | |  | |
|  | |  |  | | | |  | |
|  | |  |  | | | |  | |

**RENTAL HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Current Residence*** | ***Previous Residence*** | ***Prior Residence*** |
| ***Street*** |  |  |  |
| ***City, State, Zip*** |  |  |  |
| ***Rent Amount Paid*** |  |  |  |
| ***Owner/Manager*** *(Required)* |  |  |  |
| ***Owner/Manager Phone #*** *(Required)* |  |  |  |
| ***Was Rent Paid in Full?*** |  |  |  |
| ***Did You Give Notice?*** |  |  |  |
| ***Were You Asked To Move Out?*** |  |  |  |
| ***Dates of Residency*** |  |  |  |

**EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Current Employment*** | ***Previous Employment*** | ***Prior Employment*** |
| ***Employed By*** |  |  |  |
| ***Address*** |  |  |  |
| ***Employers Phone #*** *(Required)* |  |  |  |
| ***Occupation*** |  |  |  |
| ***Name of Supervisor*** *(Required)* |  |  |  |
| ***Monthly or Hourly & Hrs/Wk***  ***(Please provide 3 pay stubs)*** |  |  |  |
| ***Dates of Employment*** *(Required)* |  |  |  |
| ***Other Notes*** |  |  |  |

**CREDIT HISTORY**

*Accounts: Checking Savings Both Financial Institution Name and Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Creditor Name Amount Owed***

|  |  |  |
| --- | --- | --- |
| ***Credit Cards (All)*** |  |  |
| ***Loans*** |  |  |

**VEHICLES** *(Include vehicles belonging to other proposed occupants)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Make*** | ***Model*** | ***Color*** | ***Year*** | ***License Plate*** | ***Loan on Vehicle & $ Amount Owed*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*When can you move in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*How many pets do you have? \_\_\_\_\_\_ (\*additional pet fees may apply) Breed, Size and Age of Pets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\*please be prepared to provide proof of vaccination and proof of licensing for pet\**

*Have you ever been served a late rent notice? Yes or No When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Have you ever filed for bankruptcy? If so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Have you ever been convicted of a felony? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Have you ever been evicted? If so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(If there is an eviction/bankruptcy/foreclosure on your record, we may require you to pay a double security deposit.)*

*Have you ever been late on rent? Yes or No If yes, When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*We will run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Have you ever had any problems with your current apartment or landlord? If yes please Explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Why are you moving? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*How did you hear about our rental? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**EMERGENCY CONTACTS***(These contacts will only be used in an emergency situation)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Emergency Contact #1*** | ***Emergency Contact #2*** | ***Emergency Contact #3*** |
| ***Name*** |  |  |  |
| ***Address*** |  |  |  |
| ***Ph. #*** |  |  |  |

*I believe that the statements I have made are true and correct. I hereby authorize Ruesch Companies LLC to do a landlord background check and a credit and/or criminal check, verify information I provided and communicate with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for a rental unit and does not constitute a lease agreement in whole or part. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please Include 3 Pay Stubs And A Photo ID, We Will Not Process Your Application Until All The  
Requested Information Is Provided To Ruesch Companies llc.*