



Management / Consulting / Renovation

# Rental Application and Offer to Lease Real Property

APPLICATION DATE _____	EXPECTED MOVE IN DATE _____	TYPE OF UNIT _____
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**PLEASE TELL US ABOUT YOURSELF**

Respond completely and accurately to each question or write "none". Each prospective adult tenant (18 years of age or older and emancipated minors) must complete a Rental Application. The contract to rent is subject to approval of this application by CTM. Tenancy is subject to the covenants and conditions in the Apartment Lease Agreement and Rules and Regulations which applicant(s) must execute and to which this application becomes a part.

**1. APPLICANT. LIST ALL NAMES BY WHICH YOU HAVE BEEN KNOWN.**

LAST	FIRST	MIDDLE INITIAL

2. APPLICANT SOCIAL SECURITY NUMBER	HOME PHONE NUMBER	E-Mail Address	OFFICE USE
			COMPARE CREDIT REPORT

**3. RESIDENCE HISTORY. LAST 5 YEARS (ATTACH ADDITIONAL SHEET IF NECESSARY)**

ADDRESS	MOVE-IN DATE MONTH/YEAR	MOVE OUT DATE MONTH/YEAR	RENT PER MONTH	PROPERTY NAME AND PHONE #	REASON FOR LEAVING	OFFICE USE
<b>PRESENT</b> STREET						VERIFY
CITY ZIP						
<b>PRIOR</b> STREET						VERIFY
CITY ZIP						

**4. DRIVERS LICENSE ID. ( A PHOTOCOPY FOR EACH RESIDENT GREATER THAN 18 IS OBTAINED AT THE TIME THE LEASE IS SIGNED)**

NAME	ADDRESS	DRIVERS LIC. #	STATE	EXPIRES	D.O.B.	HEIGHT	WEIGHT	OFFICE USE
								SEE LICENSE

**5. LIST ALL PERSONS TO OCCUPY PREMISES INCLUDING APPLICANT.**

NAME OF OCCUPANT	D.O.B.	RELATIONSHIP	NAME OF OCCUPANT	D.O.B.	RELATIONSHIP
1.			4.		
2.			5.		
3.			6.		

**6. PLEASE TELL US ABOUT YOUR JOB AND INCOME.**

EMPLOYER	ADDRESS	OCCUPATION	START DATE	EMPLOYER TELEPHONE	MONTHLY SALARY	OFFICE USE
<b>PRESENT</b>						VERIFY
<b>PRIOR</b>						VERIFY

**7. ADDITIONAL INCOME YOU WOULD LIKE US TO CONSIDER.**

SOURCE	ADDRESS	PHONE NUMBER	MONTHLY AMOUNT	OFFICE USE
				VERIFY
				VERIFY

**8. CREDIT ACCOUNTS AND DEBTS (STORES, BANKS, FINANCE COMPANIES, ETC.) IF CREDIT CARD, VERIFY BY OBSERVATION OF THE CARD.**

TYPE OF CREDIT ACCOUNT/NAME	ACCOUNT NUMBER	PRESENT BALANCE	TYPE OF CREDIT ACCOUNT/NAME	ACCOUNT NUMBER	PRESENT BALANCE

**9. PERSONAL REFERENCES.**

NAME	RELATIONSHIP	TELEPHONE	ADDRESS	OFFICE USE
				VERIFY
				VERIFY

10. EMERGENCY NOTIFICATION. WHO SHOULD WE NOTIFY IN CASE OF AN EMERGENCY?

NAME	ADDRESS	PHONE NUMBER	DURATION ACQUAINTED	RELATIONSHIP

11. PERMISSION TO ENTER PREMISES. IF I AM UNABLE TO ENTER MY PREMISES DUE TO EMERGENCY, HEALTH OR LEGAL REASONS, I AUTHORIZE THIS PERSON TO ENTER MY PREMISES AND REMOVE MY PERSONAL PROPERTY FROM THE PREMISES (INCLUDING MAILBOXES, GARAGE AND STORAGE AREAS).

NAME	RELATIONSHIP	ADDRESS	PHONE

12. VEHICLES. LIST ALL VEHICLES TO BE BROUGHT ON-SITE.

LICENSE NUMBER	EXPIRES	STATE	MAKE	MODEL	YEAR	COLOR

	EXPLAIN	YES	NO
13. HAS ANY CIVIL JUDGEMENT BEEN ENTERED AGAINST YOU FOR THE COLLECTION OF A DEBT IN THE PAST TEN (10) YEARS?			
14. DO YOU HAVE ANY PETS OR DO YOU INTEND TO GET ANY PETS?			
15. HAVE YOU DECLARED BANKRUPTCY IN THE PAST TEN (10) YEARS?			
16. HAVE YOU EVER BEEN EVICTED OR ASKED TO VACATE AN APARTMENT OR HOUSE FOR ANY REASON OR HAD ANY ACTUAL ACTION FILED AGAINST YOU FOR UNPAID RENT OR DAMAGES? (DESCRIBE YOUR SIDE)			
17. HAVE YOU EVER REFUSED TO PAY RENT FOR ANY REASON?			
18. HAVE YOU EVER LIVED HERE BEFORE, OR DO YOU KNOW ANYONE LIVING HERE NOW OR IN THE PAST?			
19. HAVE YOU EVER BEEN CONVICTED OF A FELONY OR RECEIVED DEFERRED ADJUDICATION FOR A FELONY?			
20. HAVE YOU EVER BEEN CONVICTED OF THE FOLLOWING: A) DRUG RELATED CRIME? B) DRUNK DRIVING? C) A CRIME WHERE ALCOHOL WAS A FACTOR?			
21. DO YOU INTEND TO, DO YOU CURRENTLY, OR HAVE YOU EVER BEEN ENGAGED IN THE SALE OF ILLEGAL DRUGS?			
22. DO YOU INTEND TO USE THE PREMISES FOR ANY PURPOSE OF COMMERCE WHICH WILL INVOLVE VEHICLES OR PEDESTRIANS COMING ONTO THE PREMISES AND/OR INTO YOUR APARTMENT?			
23. IF ANY QUESTIONS ABOVE ARE ANSWERED "YES" PLEASE EXPLAIN OR COMPLETE YOUR RESPONSE HERE:			

I hereby authorize CTM to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. **I hereby expressly release CTM, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.** Applicant(s) agree that any false statement for the purpose of securing tenancy shall be conclusive grounds upon which to deny the application or to cause future eviction. The applicants declare under penalty of perjury that all responses on the application are true. This is notice that a negative credit report reflecting on the Applicant(s) credit report may be submitted to a credit reporting agency if the Applicant(s) fail to fulfill the terms of his/her credit obligations.

_____	_____	_____	_____
APPLICANT SIGN HERE	DATE	NAME OF LEASING AGENT TAKING APPLICATION	DATE

**FOR MANAGEMENT USE ONLY.** VERIFY AS ABLE. IF INSUFFICIENT VERIFICATION IS AVAILABLE, DECLINE APPLICATION.

PRESENT LANDLORD VERIFICATION			PRIOR LANDLORD VERIFICATION		
SPOKE TO	MOVED IN	APT. SIZE	SPOKE TO	MOVED IN	APT. SIZE
NO. OF TENANTS	RENT AMOUNT	PAY ON TIME?	NO. OF TENANTS	RENT AMOUNT	PAY ON TIME?
NOTICES SERVED	REASON FOR LEAVING		NOTICES SERVED	REASON FOR LEAVING	
LEASE VIOLATIONS	CONDITION OF UNIT	PETS?	LEASE VIOLATIONS	CONDITION OF UNIT	PETS?
ANY PROBLEMS?			ANY PROBLEMS?		

EMPLOYMENT - PRESENT			
SPOKE TO	HIRE DATE	SALARY	POSITION

COMMENTS

EMPLOYMENT - PRIOR			
SPOKE TO:	HIRE DATE	SALARY	POSITION

COMMENTS:

NAME OF LEASING AGENT VERIFYING LANDLORD, BANK, EMPLOYMENT, AND INFORMATION ON CREDIT REPORT: \_\_\_\_\_

FILL IN EVERY LINE ON BOTH SIDES COMPLETELY OR WRITE THE WORD "NONE". CREDIT REPORT MUST BE CONSISTENT WITH SOCIAL SECURITY NUMBERS LISTED AND RESIDENCE HISTORY. PHOTOCOPY DRIVERS LICENSE AT THE TIME THE LEASE IS SIGNED. VERIFICATION OF CERTAIN ITEMS REQUESTED ABOVE MAY BE BY FAX OR PHOTOCOPY OF THE DOCUMENT.