

CREDIT REPORT FEE(S) AND SECURITY DEPOSIT WILL BE COLLECTED WHEN APPLICATION IS SUBMITTED (\$35.00 ea applicant - Funds must be certified check or money order: *Payable to A Step Above Property Mgt*)

PERSONAL CREDIT AND BACKGROUND INFORMATION

• **Tenant Name** _____ **SSN** _____
 DOB _____ Drivers License # _____ State _____
 Present Address _____ City/State/Zip _____
 Res Phone _____ Bus Phone _____ Amt of Rent \$ _____
 Cell Phone _____ Have you gave your landlord notice to vacate? YES _____ NO _____
 Residency from (date) _____ to (date) _____ Landlord / Agent _____
 OK to contact them? YES _____ NO _____ Landlord / Agent Phone _____

• **Tenants Previous Address** _____ City/State/Zip _____
 Amt of Rent _____ From (date) _____ to (date) _____
 Landlord / Agent Name _____ Phone _____

• **Name of Co-Tenant** _____ **SSN** _____
 DOB _____ Drivers License # _____ State _____
 Present Address _____ City/State/Zip _____
 Res Phone _____ Bus Phone _____ Amt of Rent \$ _____
 Cell Phone _____ Have you gave your landlord notice to vacate? YES _____ NO _____
 residency from (date) _____ to (date) _____ Landlord / Agent Name _____
 OK to contact them? YES _____ NO _____ Landlord / Agent Phone _____

• **Co-Tenants Previous Address** _____ City/State/Zip _____
 Amt of Rent _____ From (date) _____ to (date) _____
 Landlord/Agent Name _____ Phone _____

• People to occupy property _____
 • Smokers _____ Animals YES _____ NO _____ Type _____
 • Can you supply animal veterinary record: YES _____ NO _____ Picture of animal _____ Number of Vehicles _____
 • Car Make _____ Year _____ Model _____ License # _____
 • Car Make _____ Year _____ Model _____ License # _____
 • Car Make _____ Year _____ Model _____ License # _____

OCCUPATION

Tenant's Present Occupation

Employer _____
 Job Description _____
 Bus Address _____
 Supervisor _____
 Phone # _____
 How Long _____
 Monthly Gross Income _____
 Full time _____ Permanent Position _____

Co-Tenant's Present Occupation

Employer _____
 Job Description _____
 Bus Address _____
 Supervisor _____
 Phone # _____
 How Long _____
 Monthly Gross Income _____
 Full time _____ Permanent Position _____

If employed less than 2 years, please provide information on prior employment.

Tenant:		Co-Tenant
Employer _____		Employer _____
Job Description _____		Job Description _____
Bus Address _____		Bus Address _____
Bus Phone _____		Bus Phone _____
Supervisor _____		Supervisor _____
How Long _____		How Long _____
Monthly Gross Income _____		Monthly Gross Income _____

- If there is additional income you want considered other than employment income please attach proof of income source.

Income for - Name: _____ Income is from: _____

Amount _____ Received how often _____

REFERENCES

Tenant's Personal Reference

Address _____

Phone _____

Length of Acquaintance _____

Co-Tenants Personal Reference

Address _____

Phone _____

Length of Acquaintance _____

Emergency Contact _____

Relationship _____

Phone # _____

Emergency Contact _____

Relationship _____

Phone # _____

- Have you / Co-tenant ever been evicted? _____ If so please use separate sheet of paper and give
- Have you / Co-tenant ever been convicted of a crime? _____ If so please use separate sheet of paper and give explanation.

I / We declare that the forgoing in true and correct, **I / We authorize all verification and the obtaining of a Credit Report and Background check.** I agree that the Landlord may terminate any agreement entered into if any misstatements are made above. Dated _____

Applicant _____ Applicant _____

Applicant _____ Applicant _____

Applicant _____

APPROVAL PROCESSING DEPOSIT

Landlord reserves the right to reject a rental application any time prior to execution and delivery of lease. In the event of rejection or the rental application deposit will be refunded to Applicant.

Received from _____ a sum of \$ _____ as a deposit and
\$ _____ a NON-REFUNDABLE credit / background check fee.

In the event Applicant is approved and the property is available, but Applicant is either unwilling or unable to take possession on the date agreed by all parties, **the process shall terminate and 50% of the deposit shall be forfeited.**

Applicant

Applicant

Agent for Owner

Date

Approved / Denied Notified: _____

Applicant Signature if they have been denied for occupancy: they have received Security Deposit and any Prepaid rent.

Date: _____

Manager Signature

Date