**Rental Application**

Thank you for choosing Excel Property Management for your rental needs. In order to process your application in a timely manner, please refer to the following checklist for the items needed:

**Checklist**

* Completed application for all adults (18 years of age or older)
* Please provide **5 years of Rental History**
* Copy of Valid Photo I.D. & Social Security #
* Two months’ most recent pay check stubs and/or any other verifiable proof of income (i.e., AFDC, SSI, SSD, Employment Verification Letter, etc.).
* Non-Refundable Application Processing fee of $35.00 per adult (18 years of age or older) in the form of money order or cash

Incomplete applications will not be processed. Please return your complete application to our office or upload everything (including paying the processing fee) online on our website www.epmrentals.com.

Again, we thank you for choosing Excel Property Management and we hope we are able to provide you with excellent service now, and in the future.

Sincerely,

Excel Property Management

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

Total occupants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Applicant Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: Phone Number: SSN/ITIN #:

DL/I.D. #: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Automobile Make/Model: License Plate #:

**Present Address:** City/State/Zip Code:

Move in/move out date: Monthly Rent: Reason for Moving:

**Owner/Manager**: Phone #:

**Previous Address**: City/State/Zip Code:

Move in/move out date: Monthly Rent: Reason for Moving:

**Owner/Manager**: Phone #:

**Present Employer:** Phone #:

Employer Address: City/State/Zip Code:

Position: Monthly Gross Income: Employed Since:

If Present Employer is less than one year, please list previous employer name, phone number, and address:

**Other Source(s) of Income:** Monthly Income:

**Personal Reference**: Phone #:

**Emergency Contact**: Relationship: Phone #:

**Co-Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_ Phone Number: SSN/ITIN #:

DL/I.D. #: Automobile Make/Model: License Plate #:

**Present Address:** City/State/Zip Code:

Move in/move out date: Monthly Rent: Reason for Moving:

Owner/Manager: Phone #:

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**Previous Address**: City/State/Zip Code:

Move in/move out date: Monthly Rent: Reason for Moving:

Owner/Manager: Phone #:

**Present Employer:** Phone #:

Employer Address: City/State/Zip Code:

Position: Monthly Gross Income: Employed Since:

If Present Employer is less than one year, please list previous employer name, phone number, and address:

**Other Source(s) of Income:** Monthly Income:

**Personal Reference:** Phone #:

**Emergency Contact:** Relationship: Phone #:

**Name & age of all minors 18 and under: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Miscellaneous Information**

Have you ever filed bankruptcy? □ Yes □ No Have you ever been evicted? □ Yes □ No

Do you have any liquid fill furniture (i.e. waterbed)? □ Yes □ No

Do you have any pets? □ Yes □ No Number of pets: Inside or Outside Pet:

Type/Breed: Description of Pet: Weight:

Upon approval of your application, you must provide the rental office with a current photo of your pet. A $500.00 additional deposit for each pet is required upon signing the rental agreement. **Please note that pets are only allowed in houses upon manager & owner approval. No pets are allowed in any apartments.**

Applicant(s) state(s) the above information to be true, correct, and complete and hereby authorize(s) verification of the information provided, including obtaining credit report(s) to be paid by applicant(s). The cost of the credit report is not a deposit or rent and will not be applied to future rent or refunded, even if the application to rent is declined. Applicant(s) understand that the landlord may terminate any rental agreement entered for any misrepresentations made above.

**Applicant Signature:** **Date:**

**Co-Applicant Signature:** **Date:**

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**Credit & Reference Authorization**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have applied for a rental property with Excel Property Management. I state and acknowledge the information I have provided on the rental application is true and correct.

I hereby authorize Excel Property Management to obtain and review my credit report. I understand and agree my credit report will be used for the purpose of evaluating my financial readiness to rent a home.

I authorize Excel Property Management to contact any person(s), landlord(s), and employer(s) to verify any information needed.

My signature below serves as an authorization to release information to a representative of Excel Property Management and allow a copy of this form to be faxed, mailed, or e-mailed as needed.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Applicant Signature |  |  | Date |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have applied for a rental property with Excel Property Management. I state and acknowledge the information I have provided on the rental application is true and correct.

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|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Co- Applicant Signature |  |  | Date |