



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



Property Address: _____

2nd Option Address: _____

Total occupants: _____

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 #: _____



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 (under 18): _____

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.

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:** _____



Credit & Reference Authorization

APPLICANT

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

CO-APPLICANT

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.

Co- Applicant Signature

Date