



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 of required items. **Incomplete applications will not be processed.**

Checklist

- ☐ **Completed application** for all adults (18 years of age or older)
- ☐ 5 years of verifiable **Rental History**.
- ☐ Copy of Valid **Photo I.D. & Social Security Number** (or ITIN).
- ☐ **Paycheck stubs for the past two months** 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+) via money order or cash.

Please return your complete application to our office or upload everything (including paying the processing fee) online at www.epmrentals.com

Self-guided tours are available by checking out keys from our office Monday through Friday between 8:00 AM and 2:00 PM. To check out keys, we will require a valid photo ID and a \$40 cash key deposit.

We look forward to assisting you.

Sincerely,

Excel Property Management



Property Address Applied For:

1. _____
2. _____
3. _____

Total Occupants: _____

APPLICANT PERSONAL INFORMATION

Name: _____ Email Address: _____

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

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

RENTAL HISTORY

Current Address: _____ City/State/Zip Code: _____

Dates: Move In ___/___/___ Move out: ___/___/___ Monthly Rent: _____ Reason for Moving: _____

Owner/Manager: _____ Phone: _____

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

Dates: Move In ___/___/___ Move out: ___/___/___ Monthly Rent: _____ Reason for Moving: _____

Owner/Manager: _____ Phone: _____

EMPLOYMENT

Present Employer: _____ Phone: _____

Address: _____ City/State/Zip Code: _____

Position: _____ Monthly Gross Income: _____ Employed Since: _____

If Present Employer is less than one year, please provide:

Employer: _____ Address: _____ Phone: _____

Other Source(s) of Income (i.e., AFDC, SSI, SSD): _____ Monthly Income: _____

PERSONAL REFERENCES

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: _____

RENTAL HISTORY

Current Address: _____ City/State/Zip Code: _____

Dates: Move In ____/____/____ Move out: ____/____/____ Monthly Rent: _____ Reason for Moving: _____

Owner/Manager: _____ Phone: _____

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

Dates: Move In ____/____/____ Move out: ____/____/____ Monthly Rent: _____ Reason for Moving: _____

Owner/Manager: _____ Phone: _____

EMPLOYMENT

Present Employer: _____ Phone: _____

Address: _____ City/State/Zip Code: _____

Position: _____ Monthly Gross Income: _____ Employed Since: _____

If Present Employer is less than one year, please provide:

Employer: _____ Address: _____ Phone: _____

Other Source(s) of Income (i.e., AFDC, SSI, SSD): _____ Monthly Income: _____

HOUSEHOLD INFORMATION

Name & Age occupants under the age of 18:

Co-Applicant: Name and Phone, Emergency Contact
and Personal Reference

Do you have any pets? ☐ Yes ☐ No

(Note: Pets are only allowed upon manager & owner approval. A current photo of the pet and an additional \$500.00 deposit per pet is required upon signing the lease.)

Number of Pets: _____ Inside or Outside? _____ Type/Breed: _____ Weight: _____

Have you ever filed **bankruptcy**? ☐ Yes ☐ No

Have you ever been **evicted**? ☐ Yes ☐ No

Do you have any **fluid-filled furniture** (i.e., waterbeds)? ☐ Yes ☐ No

Refrigerator Status: ☐ I need a refrigerator provided with the rental unit.

☐ I own my own refrigerator and will provide it.

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

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