



APPLICATION TO RENT

APPLICANTS MUST HAVE:

- Good references from current and previous landlords
- Approved credit and public records history

- Monthly income equal to or greater than three times asking rent
- Number of occupants per unit within the limits of the law

Note: Each adult to occupy the apartment must complete an application. All applications must be fully completed. Any false statements will be cause for rejection of the application.

Property Name: _____ Unit #: _____

Full Legal Name: _____ Phone H: (____) _____

Last Name First Name Middle Name Phone W: (____) _____

Prior Names (if applicable) _____ email: _____ Mobile: (____) _____

Date of Birth ____ / ____ / ____ **Social Security Number** _____ (required for credit check)

Driver's License # _____ State _____ Expires ____ / ____ / ____ ☐ **Photo ID shown to leasing agent**

Year/Make/Plate # of vehicle(s) 1. _____ 2. _____

Bank & Branch _____ Type of Account(s) _____

Credit References (List names of creditors to expect on your credit report or to use as references. Do *not* include account #s.)

1. _____ 2. _____ 3. _____

Are these accounts in your name? _____ If not, under what name(s)? _____

Applicant's Current Employer _____ Title _____

Hire Date ____ / ____ / ____ Salary (gross) \$ _____ /month Supervisor/Phone ____ / ____

Previous Employer _____ Position/Title _____

Dates Employed ____ / ____ - ____ / ____ Salary (gross) \$ _____ /month Supervisor/Phone ____ / ____

Nearest relative, other than roommate, to be notified in case of emergency:

Name _____ Relationship _____

Address _____ Phone H: (____) _____ W: (____) _____

If nearest relative is out of state, list a local friend as well to be notified in case of emergency:

Name _____ Phone H: (____) _____ W: (____) _____

List other persons, including relatives, to occupy the apartment. All occupants over 18 must complete separate applications.

Full Legal Name	Occupation/Employer

Do you plan to have a pet or pets reside on the premises? ☐ No ☐ Yes If yes, inquire if pets are allowed. If allowed, provide:
Pet's Weight _____ lbs; Breed: _____; Reference/Phone: _____ Breed/weight restrictions may apply.

Do any of the planned occupants smoke? ☐ No ☐ Yes If yes, inquire if property or unit is non-smoking.

Has a landlord ever withheld applicant's security deposit? ☐ No ☐ Yes If yes, explain reason: _____

Do planned occupants have a current renter's insurance policy? ☐ No ☐ Yes If yes, note agent info below and update insured's address.
Renter's Insurance Company Name: _____ Agent/Phone _____

Do planned occupants intend to install a water bed or aquarium? ☐ No ☐ Yes If yes, additional insurance rider is required.

Have planned occupants been arrested or detained in the last 7 yrs? ☐ No ☐ Yes If yes, explain year/charge/sentence: _____

Are you aware of credit issues that may disqualify you for housing? ☐ No ☐ Yes If yes, explain: _____

How did you hear about us? ____ vacancy sign ____ print ad ____ website ____ referral Further details: _____

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page two

Applying for _____ Unit # _____

Applicant's Full Name: _____

List all places of residence over the last four (4) years, listing the most recent address first. Attach additional page if necessary.

Full Address	City, State & Zip	Owner/Mgr Name	Phone	Dates (to-from)
				/ / - / /
				/ / - / /
				/ / - / /

I hereby authorize Phillips Real Estate or Phillips Residential Group, as Managing Agent for the Landlord, and/or the resident manager of the above listed property, to verify my credit rating, employment and landlord references. I agree a copy of this application may be faxed or copied for verification of such authorization. Pursuant to the Fair Credit Reporting Act, Agent must advise all applicants of the source of information used for applicant's credit screening, which is Credit Retriever/Transunion of Greenwood Village, CO. Applicant understands that this Application shall not be considered as 'submitted' until the attached Disclosure Notice is completed and signed by Landlord or its Agent.

Date: _____ Applicant's Signature _____

FOR USE BY REFERENCES, LEASING AGENT AND/OR RESIDENT MANAGER ONLY

SCREENING RESULTS

If written authorization is requested for release of references, fax/email this page of the Application only, to request completion and return.

Landlord References: Please note response to the following questions.PRESENT RESIDENCEPREVIOUS RESIDENCE

- | | | |
|--|-------|-------|
| a. Was rent paid promptly? | _____ | _____ |
| b. Was tenant destructive or disruptive? | _____ | _____ |
| c. Did tenant give proper notice to vacate? | _____ | _____ |
| d. Would you re-rent to this tenant? | _____ | _____ |
| e. If no, why? | _____ | _____ |
| f. Name and title of party giving reference: | _____ | _____ |
| g. Other comments: | _____ | _____ |

Income Verification

Employment:

- a. Name of person giving information: _____ Title: _____
- b. Length of employment: _____ Salary: \$ _____ /month /year
- c. Outlook for continued employment: _____ Other Comments: _____

Other Income Sources: (Housing Allowance, Government Assistance, Child Support, etc.)

- a. Name of person giving information: _____ Title: _____
- b. Amount of Assistance allowed for rent: \$ _____ Other allowances: \$ _____ for _____
- c. Time period for which assistance is guaranteed: _____ Guaranteed by: _____

Call Phillips or enter online to request Credit/Public Records/Eviction check:

Credit Record: ☐ Approved ☐ No record-verify Social Sec # ☐ See Property Manager ☐ Not Approved

Public Record: ☐ No record ☐ Record, but not applicable ☐ See Property Manager ☐ Record is applicable

Specifics: _____ (kept on file secured electronically)

Determine Status of Application:

Application has been: ☐ accepted ☐ placed on hold for future vacancy ☐ denied, due to reason listed below:

Reason: _____

_____ Phone: (____) _____

Date Screened _____ By/Signature: ☐ As Resident Manager ☐ As Leasing Agent

Denied Applications must state reason for denial and be kept on file with Phillips for a minimum of five years. Denial letter must be sent to applicant.Accepted Applications must be copied to file with original sent to management along with the completed lease/rental agreement.

DISCLOSURE NOTICE

Acknowledgement, Terms and Receipt:

I (We) hereby acknowledge the dollar amount required prior to move-in as noted below. I understand I acquire no rights in a rental unit until I sign a rental or lease agreement in the form submitted to me and make a holding deposit of \$_____ on the rental unit I have selected. The holding deposit is to be held in accordance with this Acknowledgement plus a \$40.00 (\$3.96 sales tax included) per applicant non-refundable application processing fee. In consideration of the landlord's holding of this unit for me, I hereby waive all rights to the return of this holding deposit. Said deposit shall be retained as liquidated damages in the event I do not choose to enter into the rental or lease agreement applied for herein. In the event said Landlord *does not* accept my(our) application for tenancy, the holding deposit shall be returned to the applicant(s). In the event both parties *accept* this tenancy applicant agrees that the holding deposit shall be applied to the amounts required for move-in, as listed below. The \$40.00 per applicant fee for application processing will be expensed by Landlord in processing and not refunded.

NOTE: A COPY OF THIS DISCLOSURE NOTICE SHALL CONSTITUTE ACKNOWLEDGEMENT OF AGENT/OWNER'S RECEIPT OF FUNDS LISTED AS PAID ABOVE. IF WRITTEN RECEIPTS ARE ISSUED IN ACCEPTANCE OF FUTURE PAYMENTS SUCH RECEIPTS MUST BEAR THE PHILLIPS RESIDENTIAL GROUP OR PHILLIPS REAL ESTATE SERVICES' LOGO TO BE A VALID RECEIPT.

ALL PAYMENTS ARE TO BE MADE BY CHECK, MONEY ORDER OR CASHIER'S CHECK PAYABLE TO THE PROPERTY NAME OR PHILLIPS RESIDENTIAL GROUP, AS AGENT. NO CASH WILL BE ACCEPTED.

Lease/Rental Agreement Terms, Rent, Fees and Deposits:

☐ Your Rental Agreement will be month-to-month. ☐ Your Lease Agreement will be for a period of _____ months.

The monthly rent for unit # _____ at _____ shall be \$_____ provided it is paid on the 1st day of each month or as stated otherwise in your rental/lease agreement. Before moving into this rental unit, you will need to pay to Agent/Owner the sum of the following amounts listed below:

First full month's rent \$_____

Security Deposit* \$_____

Application Processing Fee (\$40.00 per applicant) \$_____

Non-Refundable Cleaning Fee \$_____

Other: _____ +\$_____

Less Amounts Paid (Holding Deposit/Processing) < _____ > Date Pd ____/____ Ck # _____

TOTAL BALANCE DUE PRIOR TO MOVE-IN \$_____

*The Security Deposit is refundable upon termination of tenancy in accordance with the terms of your rental or lease agreement. Holding Deposits collected at the time of application may be applied to payment of the security deposit, if tenancy is accepted. The non-refundable cleaning charge is not refundable.

Acknowledgements:

Agency Acknowledgement. Applicant is aware that the parties negotiating this tenancy are not the property owners(s) but are acting as Agents for the property owners. To further understand the agency relationship, a Law of Real Estate Agency pamphlet is: ☐ attached. I acknowledge receipt of the pamphlet by my signature below.

☐ available for my review online at www.phillipsre.com under the 'Forms' tab. I acknowledge this preference by signature below.

Acknowledgement of Terms by Applicant. By signature below applicants acknowledge understanding of terms outlined above.

Date Applicant

Date Co-Applicant

Date Co-Applicant

Acknowledgement by Leasing Agent:

Completed application(s) was(were) received from the above party(ies) on ____/____/____ at ____:____ AM/PM at _____ for an estimated move in date of ____/____/____.

Property Name _____

Date Signature, Leasing Agent: _____, As Agent for Property Owner Phone: (____) _____

