



Thank you for your interest in making an application for one of our great apartments.

Prior to completing our rental application, all new applicant(s) should gather the following documentation to submit for our screening process.

- A completed Apartment Application
- 2 most recent Pay Stubs from your Employer, or most recent Tax Return filed if you're Self-Employed.
- Employment Verification Letter that specifies your Employment Status, Salary, Position and Length of Employment (must be on company stationery from Human Resources dept)
- 2 Character Reference Letters from a Business / Professional source and Personal Acquaintance (no relatives) – must include full name, phone number and email address of party furnishing a reference.
- A clear copy of the Photo Identification of each party applying to lease the apartment (acceptable forms of identification are: Drivers License, Military ID, Employer ID, Passport and any Federal, State or local Municipality issued Photo ID)
- Payment of \$25 Credit Report fee for each party applying to lease the apartment (which you can do at our website. Just visit the apartment's web page you're applying for and look on the right side for our PayPal link)

Once you've completed the application and assembled the required documents...

1. Phone the Agent who showed you the apartment to inform them you're faxing your application in. (make sure you have the web Listing ID or Apt Address printed on the application)
2. Gather all documents and use your apartment application as the fax cover page by placing it at the front of your transmission.
3. Fax your application and documents to **(888) 517-7817**

(Each fax is sent to a secure electronic fax line and not at an office machine printing your transmission)

Our agent will phone you confirming receipt of your fax and will begin the screening process.

If you are missing any of the required information, our agent will contact you to explain what's missing. Additional information requested by the agent should be sent to the same fax number above, using your rental application as your fax cover sheet.

Once all documents have been submitted and the agent completes the screening process (i.e. reviewing application, contacting references, verifying income, employment and credit history, including criminal background review) they will meet with the landlord to present your application in person.

Please contact the agent you're working with if you have any questions regarding the screening process.



# Rental Application

**Address or Web Listing ID:** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_

**Applicant #1:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **SS#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant #2:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **SS#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Other Persons to reside inside the apartment:**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Sex ( M / F )

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Sex ( M / F )

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Sex ( M / F )

**Applicant # 1 Employment Information**

Current Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

\_\_\_\_\_

Company Phone: (\_\_\_\_) \_\_\_\_\_

Name of Manager: \_\_\_\_\_

Manager Phone: (\_\_\_\_) \_\_\_\_\_

Years Employed: \_\_\_\_\_ Position: \_\_\_\_\_

Income: \$ \_\_\_\_\_ per ( hr / wk / Bi Wk / Mth )

Are you a full time employee \_\_\_\_\_

**Applicant # 2 Employment Information**

Current Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

\_\_\_\_\_

Company Phone: (\_\_\_\_) \_\_\_\_\_

Name of Manager: \_\_\_\_\_

Manager Phone: (\_\_\_\_) \_\_\_\_\_

Years Employed: \_\_\_\_\_ Position: \_\_\_\_\_

Income: \$ \_\_\_\_\_ per ( hr / wk / Bi wk / Mth )

Are you a full time employee \_\_\_\_\_

**Reason for moving:** \_\_\_\_\_

**Character References:**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Does anyone in the household smoke? ( yes / no ) Do you have a pet? ( yes / no ) what kind \_\_\_\_\_**

**Are you a citizen of the United States? ( yes / no ) Have you ever been arrested? ( yes / no )**

**Have you ever been convicted of a crime? ( yes / no ) Are you required to pay Child Support? ( yes / no )**

**With my signature, I certify that the above statements are true and can be verified through a formal screening process, which I pledge my full cooperation by authorizing Corley Realty Group to generate a current credit, criminal and background report.**

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_