



# APPLICATION CRITERIA

3-D Brokerage

PM: \_\_\_\_\_ UNIT: \_\_\_\_\_



## **ALL APPLICANTS UNDERSTAND AND AGREE TO THE FOLLOWING CRITERIA:**

1. Everyone over the age of 18 who will be residing in the unit must fill out an application.
2. Picture identification and proof of Social Security is required for everyone over 18.
3. Application fee and security deposit must be paid separately in the form of money orders or cashier's checks. Cash is not accepted.
4. Applicant grants permission for a credit check. If credit is poor, application may be denied or larger deposit may be required.
5. The monthly gross income must exceed three (3) times the rental rate or a co-signer may be required.
6. To expedite the application process, please include two most recent pay stubs. If applicant cannot provide pay stubs, please provide a letter of verification of employment from your supervisor on company letterhead. If on a fixed income (SSI, disability, etc.), check stubs and bank records are sufficient.
7. To hold the property, half of the deposit must be paid at the time of application submission. This will hold the property until the move-in date. We can hold most properties no more than 14 days from the approval date. If deposit is not paid, the property may be rented to another applicant.
8. If applicant declines to take the property, the deposit is forfeited for non-performance.
9. If applicant is denied, the deposit will be fully refunded.
10. Applicant understands that if moving in after the 20<sup>th</sup> of the month, the pro-rated rent plus the following month's rent will be paid at the time of move-in.

11. Pro-rated and first month's rent must be paid in the form of a money order or cashier's check. The rent for the remainder of the Rental Agreement term may be paid by check provided no N.S.F. checks have been received. At no time will a third party check or cash be accepted.
12. The maximum persons allowed per bedroom is two (2).
13. Applicant understands that, if approved, utility service that is the applicant's responsibility must be established prior to move-in date in order to avoid uninterrupted service.
14. If property allows pets, Tenant understands that all pets must be spayed and neutered. Tenant further understands that pets under one year of age will not be permitted on the property and neither will rottweilers, pit bulls or chows.
15. Applicant will automatically be denied if carrying an outstanding balance with a prior landlord. Applicant will also be automatically denied for most felony and some misdemeanor convictions. For specific information on criminal qualification, please ask.

**I HAVE READ AND UNDERSTAND THE ABOVE CRITERIA**

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

LANDLORD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# RENTAL APPLICATION

## 3-D Brokerage

PM: \_\_\_\_\_ UNIT: \_\_\_\_\_



Rental Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Move-in Date: \_\_\_\_\_

Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Length of Agreement (Months): \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

*The following **must be filled out completely** (leave no blanks) or your application will **not** be considered. **PLEASE PRINT***

**1. Applicant:** \_\_\_\_\_  
 Last First MI Birth Date (MM/DD/YY)  
 Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Marital Status: \_\_\_\_\_

**2. Spouse:** \_\_\_\_\_  
 Last First MI Birth Date (MM/DD/YY)  
 Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**3. Occupants:** List name, age and relationship of all persons who will occupy the premises. A separate application is required for all occupants 18 years or older, except spouse.

Full Name	Birth Date	Social Security Number	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**4. Current Address:** \_\_\_\_\_  
 Street Address City, State Zip Code  
 Monthly Rent/Mortgage: \$ \_\_\_\_\_ How Long Did You Live There (Years/Months)? \_\_\_\_\_  
 Management Company/Apartment Name: \_\_\_\_\_ Contact/Owner Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
 Street Address City, State Zip Code  
 Monthly Rent/Mortgage: \$ \_\_\_\_\_ How Long Did You Live There (Years/Months)? \_\_\_\_\_  
 Management Company/Apartment Name: \_\_\_\_\_ Contact/Owner Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

**5. Applicant Employer:** \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Street Address City, State Zip Code  
 Position: \_\_\_\_\_ Length of Employment (Years/Months): \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Street Address City, State Zip Code  
 Position: \_\_\_\_\_ Length of Employment (Years/Months): \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

**6. Spouse Employer:** \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Street Address City, State Zip Code  
 Position: \_\_\_\_\_ Length of Employment (Years/Months): \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Street Address City, State Zip Code  
 Position: \_\_\_\_\_ Length of Employment (Years/Months): \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

**7. Other Income:** List additional sources of income. Please specify and provide proof of income:  
 (a) \_\_\_\_\_ \$ \_\_\_\_\_  
 (b) \_\_\_\_\_ \$ \_\_\_\_\_  
 (c) \_\_\_\_\_ \$ \_\_\_\_\_

8. **Additional Questions:** Have you or anyone (regardless of age) who will be residing with you ever (all questions **must** be answered):

- (x) Lived in another state?..... Yes  No ;      (x) Been or currently are involved in illegal activity?..... Yes  No ;
- (x) Had eviction proceedings filed against them?..... Yes  No ;      (x) Been or currently are in a gang?..... Yes  No ;
- (x) Received a non-renewal notice?..... Yes  No ;      (x) Had or currently have an arrest warrant?..... Yes  No ;
- (x) Been a petitioner in a case in bankruptcy court?..... Yes  No ;      (x) Been sued for non-payment of a debt?..... Yes  No ;
- (x) Been placed on probation, parole or affected by the Megan Laws?..... Yes  No ;
- (x) Been arrested, cited, prosecuted, plead guilty to or been convicted of any crime?..... Yes  No ;
- (x) Moved to avoid eviction or because of problems with a tenant or landlord?..... Yes  No ;

If yes to any question, please explain in detail (use the back of this page if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. **Vehicles:** List all vehicle, motorcycles, boats and/or RVs that will be parked on the property. You may be asked to find alternative parking arrangements for certain vehicles.

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ License Number: \_\_\_\_\_  
 Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ License Number: \_\_\_\_\_  
 Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ License Number: \_\_\_\_\_

10. **Pets:** Will a pet or an assistive animal of any type live in your unit? Yes  No ; A fully refundable pet deposit of \$150 per pet may be required. If yes, please describe all pets:

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Spayed/Neutered: Yes  No ; License Date: \_\_\_\_\_  
 Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Spayed/Neutered: Yes  No ; License Date: \_\_\_\_\_  
 Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Spayed/Neutered: Yes  No ; License Date: \_\_\_\_\_

11. **Emergency Contacts:** Person(s) to notify and person you authorize to take possession of your personal property in case of emergency:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

12. **Referral:** How you were referred to 3-D Brokerage? \_\_\_\_\_

**REPRESENTATIONS AND UNDERSTANDINGS, AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

1. Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references and credit records. Applicant acknowledges that false information furnished herein will constitute grounds for rejection of this application or termination of the Rental Agreement, as a material breach of the Rental Agreement, if discovered subsequent to occupancy. Material falsification is defined as misleading information about the number of occupants, pets, income, social security number, and employment. Non-curable material falsification includes criminal records, prior eviction records and current criminal activity.
2. An Application Fee is required for each Applicant 18 years or older (including Spouse) and the fees are non-refundable.
3. Payment of the Application Fee and Deposits must be made by separate money orders or cashier's checks. Payment of the first month's rent also must be made by money order or cashier's check; personal checks may be accepted thereafter.
4. Applicant understands that half of the Deposit must be paid upon submission of this application in order for property to be held exclusively for applicant. Deposit will hold the property until the move-in date. Most properties can be held up to 14 days from the approval date. If applicant declines to take the unit, Deposit is forfeited for non-performance. If applicant is denied for any reason, Deposit will be fully refunded.
5. Applicant releases and authorizes 3-D Brokerage, Landlord, itself or through designated agents, to now, or any time while applicant is renting, conduct a verification of applicant's current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to applicant which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. Landlord agents include Background Info USA. The results of this verification process will be used to determine applicant eligibility under Landlord's tenant policies.
6. Applicant has read and understands this release and consent, and voluntarily and knowingly authorizes the background verification. Applicant authorizes persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Landlord, itself or through its designated agents, with all information that may be requested. Applicant hereby releases all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. Applicant agrees that any copy of this document is as valid as the original.

APPLICANT/COSIGNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPLICANT/COSIGNER: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	RENTAL	CRIMINAL	EMPLOYMENT
CREDIT	COMMENTS	COMMENTS	COMMENTS