Rental Application

One application for each adult (18 or older) who will live in the unit

1. RENTAL YOU ARE APPLYING FOR

PROPERTY ADDRESS AND UNIT

DESIRED MOVE IN DATE | MONTHLY RENT ($) | LEASE TERM

2. APPLICANT

FULL LEGAL NAME | DATE OF BIRTH

PHONE | EMAIL

SSN OR ITIN (FOR THE CREDIT CHECK ONLY) | ID TYPE AND NUMBER

OTHER PEOPLE WHO WILL LIVE WITH YOU (NAMES) | TOTAL OCCUPANTS

3. WHERE YOU LIVE NOW

CURRENT ADDRESS

MOVED IN (MONTH AND YEAR) | MONTHLY RENT ($) | OWN OR RENT

LANDLORD OR MANAGER NAME | LANDLORD PHONE

REASON FOR MOVING

4. PREVIOUS ADDRESS (IF LESS THAN 2 YEARS AT YOUR CURRENT ADDRESS)

PREVIOUS ADDRESS | FROM | TO | LANDLORD NAME AND PHONE

5. EMPLOYMENT AND INCOME

EMPLOYER | POSITION

EMPLOYER ADDRESS

SUPERVISOR OR HR PHONE | START DATE | GROSS INCOME PER MONTH ($)

OTHER INCOME (SOURCE AND AMOUNT PER MONTH)

Proof of income I can provide: ☐ Pay stubs ☐ Bank statements ☐ Tax return ☐ Benefit or award letter

6. EMERGENCY CONTACT

NAME | PHONE | RELATIONSHIP

7. PETS AND VEHICLES

PETS (TYPE, BREED, WEIGHT, NUMBER) | VEHICLE 1 (MAKE, MODEL, PLATE) | VEHICLE 2 (MAKE, MODEL, PLATE)

Do not list assistance animals here. A request for an assistance animal is handled separately as a disability accommodation.

8. RENTAL HISTORY

Question	Yes	No
Have you been evicted or asked to move out by a landlord?	☐	☐
Have you ever broken a lease or left owing rent?	☐	☐
Do you smoke or vape?	☐	☐

IF YES, PLEASE EXPLAIN

9. APPLICATION FEE

FEE ($) | PAID BY | DATE PAID

10. AUTHORIZATION AND SIGNATURE

I certify that the information in this application is true and complete. I understand that false or missing information may be a reason to deny my application. I authorize the landlord named below, and screening companies working for the landlord, to obtain consumer reports about me (such as credit, rental history and background reports) and to contact my current and past landlords, employers and other sources listed here, to evaluate this rental application.

LANDLORD OR MANAGER NAME

APPLICANT SIGNATURE | PRINTED NAME | DATE

FOR LANDLORD USE ONLY

DATE RECEIVED | FEE RECEIVED ($) | REPORTS ORDERED | DECISION DATE

Decision: ☐ Approved ☐ Approved with conditions ☐ Denied

ADVERSE ACTION NOTICE SENT ON (IF A REPORT AFFECTED THE DECISION)

Equal housing opportunity: we do not discriminate based on race, color, religion, sex, national origin, familial status or disability, or any other class protected by state or local law.

Instructions for the landlord

Keep this page. Do not send it to the tenant.

BEFORE YOU HAND IT OUT

- Give one application to each adult who will live in the unit.
- Ask only what your state and city allow. Some places limit questions about evictions or criminal records.
- Some states cap or ban application or screening fees. Check your state and local rules before you charge one.

WHEN YOU GET IT BACK

- Use the same written criteria for every applicant.
- If a credit or background report played any part in a denial or in conditions, send an adverse action notice.
- Shred reports and this application securely when you no longer need them.

FREE GUIDE

simplerentledger.com/rental-application-form/