



RENTAL APPLICATION GUIDELINE

Dear Applicant:

Thank you for considering leasing one of our rental properties. We will be pleased to answer any questions you may have. Below is a list of our policies and procedures for renting:

- When completing the rental application please attach a copy of each applicant's driver's license and/or social security card, please provide (3) years residential and employment history, along with the contact names and telephone numbers where the individuals can be reached to verify the information.
- Provide (2) most recent paystubs for each adult applicant. If we are unable to verify income, applicants may be required to produce additional information such as W-2 or 1099 forms, and if self-employed, a copy of (2) years of federal income tax returns. If military, please include a copy of your most recent L.E.S.
- Each adult residing at the property must complete an application. The processing fee is \$40.00 per applicant.
- At the time of lease signing the security deposit is due, and the first month's rent is due on or before your move-in date, or when obtaining keys to the property. All deposits and first month's rent must be via Money Order or Cashier's Check Payable to Sterling-Walker Enterprises.
- All parties are required to be noted as occupants and/or Lessees on the application and lease. Please be sure to list all occupants and indicate whether you have a pet.
- No lease is considered fully ratified until prospective lessee(s) and owner(s) (or agent for owner) have signed and ratified said lease.
- If a lease is not signed and returned with the required funds to management within 24 hours of receipt, the management company may relist the property on the active market at the owner's discretion and withdraw the approval.
- Tenant understands that should they default on their obligation in taking possession of the property, the owner may charge an early termination fee as liquidated damages.
- A complete application can expedite processing.

Thank you for choosing Sterling – Walker Enterprises.



APPLICATION FOR LEASE

Date _____

This Rental Application is made to lease premises known as _____
(ADDRESS OF PROPERTY YOU ARE APPLYING FOR)

for ___ year(s), beginning on the ___ day of _____, 20 ___, for the monthly rent of \$_____ payable in advance on the first day of each month.

It is understood the premises is to be used as a single family residence occupied by not more than _____ persons; and that occupancy is contingent upon property being vacated by present occupant. All personal property placed in said premises shall be at tenant's risk and TENANTS ARE ENCOURAGED TO obtain renter's insurance at their own expense and provide proof of coverage during their occupancy.

The Processing Fee is \$40.00 per applicant. Applicants acknowledge that the processing fee is NON-REFUNDABLE.
A COMPLETE APPLICATION WILL EXPEDITE PROCESSING.

Where can you be reached prior to the lease term? Cell #1: _____ Cell #2: _____
Email address: _____ Work: _____

RESIDENTIAL LEASE APPLICATION

1. APPLICANT INFORMATION:

Name (full legal name): _____
Social Security Number: _____ - _____ - _____ DOB: ___/___/___
Home Phone: _____ Work Phone: _____
Driver's License / ID Number: _____ State: _____

NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT

Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____

APPLICANT / OCCUPANT VEHICLE(S):

Make: _____ Model: _____ Year: _____ Tag# _____
Make: _____ Model: _____ Year: _____ Tag# _____
Make: _____ Model: _____ Year: _____ Tag# _____

APPLICANT EMPLOYEMENT HISTORY:

Current Employer:

Name and Address: _____
Phone: _____ Supervisor: _____
Length of Employment: Begin _____ Still employed? (Check one) Yes No

Previous Employer

Name and Address: _____
Phone: _____ Supervisor: _____
Length of Employment: Begin _____ End _____

APPLICANT RENTAL HISTORY:

Current Address: _____

Dates Lived at This Address: From _____ to _____
Reason for leaving: _____
Landlord/Manager: _____ Landlord/Manager's Phone: _____

Previous Address: _____

Dates Lived at This Address: From _____ to _____
Reason for leaving: _____
Landlord/Manager: _____ Landlord/Manager's Phone: _____

APPLICANT INCOME:

Gross Monthly Employment Income Before Deductions: \$ _____
Gross Monthly Income From Other Sources (average): \$ _____
TOTAL GROSS MONTHLY INCOME: \$ _____

APPLICANT CREDIT and FINANCIAL INFORMATION:

Bank and Financial Accounts

Checking:
Institution Name _____ Branch _____ Acct # _____

MISCELLANEOUS: (check appropriate answer)

Do you have pets? Yes No If yes, describe _____

NOTE: There may be additional fees and/or deposits required for pets housed on premises.

In addition, specific rules and regulations regarding pets may apply.

Do you smoke? Yes No

Have you ever been evicted? Yes No If yes, explain below.

Have you ever been convicted of a felony? Yes No If yes, explain below.

Have you ever filed for bankruptcy? Yes No If yes, explain below.

Explanation:

APPLICANT PERSONAL REFERENCES:

Name: _____ Relationship: _____

Address: _____ Phone: _____

Known this reference how long? _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Known this reference how long? _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Known this reference how long? _____

APPLICANT EMERGENCY CONTACT INFORMATION:

Contact in Emergency (Name): _____ Relationship: _____

Emergency Contact Address: _____ Phone: _____

2. CO-APPLICANT INFORMATION:

Name (full legal name): _____

Social Security Number: ____ - ____ - ____ DOB: ____/____/____

Home Phone: _____ Work Phone: _____

Driver's License / ID Number: _____ State: _____

NAME OF OCCUPANTS AND RELATIONSHIP TO CO-APPLICANT:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

CO-APPLICANT / OCCUPANT VEHICLE(S):

Make: _____ Model: _____ Year: _____ Tag# _____

Make: _____ Model: _____ Year: _____ Tag# _____

Make: _____ Model: _____ Year: _____ Tag# _____

CO-APPLICANT EMPLOYMENT HISTORY:

Current Employer:

Name and Address: _____

Phone: _____ Supervisor: _____

Length of Employment: Begin _____ Still employed? (Check one) yes no

Previous Employer

Name and Address: _____

Phone: _____ Supervisor: _____

Length of Employment: Begin _____ End _____

CO-APPLICANT RENTAL HISTORY:

Current Address: _____

Dates Lived at This Address: From _____ to _____

Reason for leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Previous Address: _____

Dates Lived at This Address: From _____ to _____

Reason for leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

CO-APPLICANT INCOME:

Gross Monthly Employment Income Before Deductions: \$ _____

Gross Monthly Income From Other Sources (average): \$ _____

TOTAL GROSS MONTHLY INCOME: \$ _____

Bank and Financial Accounts

Checking:

Institution Name _____ Branch _____ Acct # _____

MISCELLANEOUS: (check appropriate answer)

Do you have pets? Yes No If yes, describe _____

NOTE: There may be additional fees and/or deposits required for pets housed on premises.

In addition, specific rules and regulations regarding pets may apply.

Do you smoke? Yes No

Have you ever been evicted? Yes No If yes, explain below.

Have you ever been convicted of a felony? Yes No If yes, explain below.

Have you ever filed for bankruptcy? Yes No If yes, explain below.

Explanation: _____

CO-APPLICANT PERSONAL REFERENCES:

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
Known this reference how long? _____

CO-APPLICANT EMERGENCY CONTACT INFORMATION:

Contact in Emergency (Name): _____ Relationship: _____
Emergency Contact Address: _____ Phone: _____

I hereby certify and affirm that all information provided above is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false, misleading or incomplete statement(s) in this application. I hereby authorize verification of all information provided in this application, including financial and credit information, via credit bureaus and/or current and previous landlords and personal references.

APPLICANT

DATE

CO-APPLICANT

DATE