

# RENTAL MANAGEMENT LLC

12211 Bernard Parkway  
Gulfport, MS 39503  
Phone: 228-385-4663  
Fax: 228-388-1727



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## Application Process

Thank you for viewing one of our rental properties. If you are interested in applying for the property that you have seen, please call to schedule an appointment to complete the application. All applicants must be present and please bring the following information with you to the appointment:

- For **ALL** adults (any person over the age of 18):
  - Color copy of Driver License or ID
  - Color copy of Social Security Card
  - 3 months' proof of income (or 24 months' proof, if receiving Social Security income)
  - Tax transcript from the IRS (Free) **OR** copy of last year's tax return and a \$10 fee (if you filed)
- For all children:
  - Color copy of Social Security Card
  - Color copy of Birth Certificate
  - If you receive child support, please bring 24 months' proof **AND** the court order
- Section VIII voucher, if applicable
- Application fee (\$30 for 1 adult, \$40 for 2 adults)
- Completed and signed application
- The Working with a Real Estate Broker form (on the back of the application) should also be checked and signed as **CUSTOMER**. The last paragraph on the form explains what being a customer means.

Please note that we will make all necessary copies of any required documents if originals are brought in. All applications must be completed by appointment only and must be started before 4:30 p.m.

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The typical application is processed in about 2 weeks once all information and application fees are received. On rare occasions, it may take longer. Rental Management, LLC will run credit and background checks on all adults, as well as get rental verifications from the most recent two landlords.

Target move-in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Address of desired rental property: \_\_\_\_\_

**Personal Information:**

(1) Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

DOB: \_\_\_\_\_ Phone # \_\_\_\_\_ SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long did you live here?: \_\_\_\_\_ Landlord Name: \_\_\_\_\_

Landlord's #: \_\_\_\_\_ Current lease expires: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rent Amount: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long did you live here?: \_\_\_\_\_ Landlord Name: \_\_\_\_\_

Landlord's #: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

.....  
(2) Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

DOB: \_\_\_\_\_ Phone # \_\_\_\_\_ SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long did you live here?: \_\_\_\_\_ Landlord Name: \_\_\_\_\_

Landlord's #: \_\_\_\_\_ Current lease expires: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rent Amount: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long did you live here?: \_\_\_\_\_ Landlord Name: \_\_\_\_\_

Landlord's #: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

**FOR OFFICE USE ONLY:**     Application Fee     Copy of Social and ID     Proof of Income

**Occupants of the Property:**

- 1. Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_
- 2. Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_
- 3. Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_
- 4. Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

**Occupation:**

**Applicant 1:**

Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
Position Held: \_\_\_\_\_

**Applicant 2:**

Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
Position Held: \_\_\_\_\_

**Nearest Relative:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Miscellaneous:**

Car Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate # \_\_\_\_\_  
Desired move in date?: \_\_\_\_\_ Do you receive any other income (SSI?) \_\_\_\_\_  
Section VIII?: \_\_\_\_\_ Pets: \_\_\_\_\_ IF YES, WHAT BREED? \_\_\_\_\_  
Has a landlord ever had to file against you in Justice Court for non-payment? \_\_\_\_\_  
Have you ever filed for bankruptcy? \_\_\_\_\_ If yes, when? \_\_\_\_\_  
Have you ever been convicted of a felony or are you out on felony bond? \_\_\_\_\_

I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF CONSUMER CREDIT REPORT AND BACKGROUND CHECK.

I agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

Applicant \_\_\_\_\_ Applicant \_\_\_\_\_ Date \_\_\_\_\_



# WORKING WITH A REAL ESTATE BROKER

Approved 01/2003 By  
MS Real Estate Commission  
P. O. Box 12685  
Jackson MS 39232

**\*\*THIS IS NOT A LEGALLY BINDING CONTRACT\*\***

## GENERAL

Before you begin working with any real estate agent, you should know whom the agent represents in the transaction, Mississippi real estate licensees are required to disclose, which party they represent in a transaction and to allow a party the right to choose or refuse among the various agency relationships

There are several types of relationships that are possible and you should understand these at the time a broker or salesperson provides specific assistance to you in a real estate transaction.

The purpose of the Agency Disclosure is to document an acknowledgement that the consumer has been informed of various agency relationships, which are available in a real estate transaction

For the purpose of this disclosure, the term seller and/or buyer will also include those other acts specified in Section 73-35-3 (1), of the Miss Code ' list sell purchase, exchange rent lease, manage, or auction any real estate, or the improvements thereon including options "

## SELLER'S AGENT

A seller can enter into a "listing agreement" with a real estate firm authorizing the firm and its agent(s) to represent the seller in finding a buyer for his property. A licensee who is engaged by and acts as the agent of the Seller only is known as a Seller's Agent. A Seller's agent has the following duties and obligations:

To the Seller:

\*The fiduciary duties of loyalty, confidentiality, obedience, disclosure, full accounting and the duty to use skill, care and diligence

To the Buyer and Seller:

\*A duty of honesty and fair dealing.

\*A duty to disclose all facts known to the Seller's agent materially affecting the value of the property, which are not known to, or readily observable by, the parties in a transaction

## BUYER'S AGENT

A buyer may contract with an agent or firm to represent him/her. A licensee who is engaged by and acts as the agent of the Buyer only is known as the Buyer's Agent

If a Buyer wants an agent to represent him in purchasing a property, the buyer can enter into a Buyer's Agency Agreement with the agent. A Buyer's Agent has the following duties and obligations:

To the Buyer:

\*The fiduciary duties of loyalty, confidentiality, obedience, disclosure, full accounting and the duty to use skill, care and diligence

To the Seller and Buyer:

\*A duty of honesty and fair dealing

## DISCLOSED DUAL AGENT

A real estate agent or firm may represent more than one party in the same transaction. A Disclosed Dual Agent is a licensee who, with the informed written consent of the Seller and Buyer, is engaged as an agent for both Seller and Buyer

As a disclosed dual agent, the licensee shall not represent the interests of one party to the exclusion or detriment of the interests of the other party. A disclosed dual agent has all the fiduciary duties to the Seller and Buyer that a Seller's or Buyer's agent has except the duties of full disclosure and undivided loyalty

A Disclosed Dual Agent may not disclose:

- (a) To the Buyer that the Seller will accept less than the asking or listed price, unless otherwise instructed in writing by the Seller
- (b) To the Seller that the Buyer will pay a price greater than the price submitted in a written offer to the Seller, unless otherwise instructed in writing by the Buyer
- (c) The motivation of any party for selling, buying, or leasing a property, unless otherwise instructed in writing by the respective party, or
- (d) That a Seller or Buyer will agree to financing terms other than those offered, unless otherwise instructed in writing by the respective party.

## IMPORTANT NOTICE!

"Customer" shall mean that person not represented in a real estate transaction. It may be the buyer, seller, landlord or tenant

A Buyer may decide to work with a firm that is acting as agent for the Seller (a Seller's Agent or subagent). If a Buyer does not enter into a Buyer Agency Agreement with the firm that shows him properties, that firm and its agents may show the buyer properties as an agent or subagent working on the seller's behalf. Such a firm represents the Seller (not the Buyer) and must disclose that fact to the Buyer.

When it comes to the price and terms of an offer, the Seller's Agent will ask you to decide how much to offer for any property and upon what terms and conditions. They can explain your options to you, but the final decision is yours, as they cannot give you legal or financial advice. They will attempt to show you property in the price range and category you desire so that you will have information on which to base your decision.

The Seller's Agent will present to the Seller any written offer that you ask them to present. You should keep to yourself any information that you do not want the Seller to know (i.e. the price you are willing to pay, other terms you are willing to accept, and your motivation for buying). The Seller's agent is required to tell all such information to the Seller. You should not furnish the Seller's agent anything you do not want the Seller to know. If you desire, you may obtain the representation of an attorney or another real estate agent or both.

### THIS IS NOT A CONTRACT. THIS IS AN ACKNOWLEDGEMENT OF DISCLOSURE

The below named Licensee has informed me that brokerage services are being provided me as a:

- Client (Seller's or Landlord's Agent)
- Client (Buyer's or Tenant's Agent)
- Client (Disclosed Dual Agent)
- Customer (Not as my Agent)

By signing below, I acknowledge that I received this informative document and explanation prior to the exchange of confidential information which might affect the bargaining position in a real estate transaction involving me

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Client)

\_\_\_\_\_  
(Licensee)

\_\_\_\_\_  
(Customer)

\_\_\_\_\_  
(Client)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Customer)

LICENSEE -Provide a copy of disclosure acknowledgement to all parties and retain signed original for your files