

RENTAL APPLICATION INSTRUCTIONS

We do not charge an application fee, however, each applicant 18 years or older must submit a copy of their criminal background check along with the completed application.

Criminal background checks can be obtained from the City of Covington Police Department or the Newton County Sheriff's Department. In addition, we will accept a copy from a current employer if the background check is less than a year old.

RENTAL APPLICATION

The following information must be accurate and complete. Failure to complete all sections of this application could result in denial.

PERSONAL INFORMATION: DO YOU OWN A PET? Yes / No Type (be specific) _____

APPLICANT Name: _____

Last First Middle

Date of Birth: _____ Social Security# _____

Driver's License# _____ Expiration Date: _____

Home Telephone# _____ Beeper/Cell: _____

Vehicle: _____

Year Make Model Color Tag#

Current Address: _____

Street, P.O. Box# City, State, Zip

How long at current address: _____ Current Rent Amount \$ _____

Lease Expiration Date: _____ Rent paid through: _____

Landlord Name: _____ Telephone # _____

If at current address less than 1 year list previous address, landlord name & contact #: _____

Additional Occupants: (occupants over 18 are co-applicants & need separate application)

Name: _____ Age: _____ Relationship _____

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EMPLOYMENT & INCOME INFORMATION:

EMPLOYER: _____ OCCUPATION: _____

NAME OF SUPERVISOR: _____ PHONE#: _____ EXT: _____

MONTHLY INCOME: \$ _____ HOURLY WAGE: \$ _____

HOW LONG AT PRESENT EMPLOYER: _____ DO YOU GET PAID MONTHLY, BI-WEEKLY OR EACH WEEK? _____

Other sources of income/benefits: (place a check mark if you receive income from the following sources & list the monthly amount)

TANF _____	\$ _____
SSI _____	\$ _____
Disability _____	\$ _____
Unemployment _____	\$ _____
Pensions _____	\$ _____
Child Support _____	\$ _____
Other: _____	\$ _____

Section 8 _____

COMPLETE THE FOLLOWING:

Amount of Certificate \$ _____

Amount of Voucher \$ _____

of Bedrooms Approved for: _____

How long on Program: _____

What is your Agents Name & Phone Number: _____

Have you ever had a Sect. 8 Hearing? _____ If yes, explain:

List Monthly Expenses:

Child Care \$ _____

Vehicle \$ _____

Other \$ _____

Medical \$ _____

Other \$ _____

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CREDIT INFORMATION / REFERENCE: please complete the following information accurately & completely.

Have you ever been evicted? Circle one: YES / NO If yes, when (month & year): _____

Explain briefly reason for eviction: _____

_____ Judgment Amount\$ _____

Have you ever willfully or intentionally refused to pay any rent due or pay for damages to a residence?

Yes / No If yes, please explain _____

Have you ever filed bankruptcy? Circle one: YES / NO If yes, when (month & year) _____

Company Name that has provided you credit (ex: car payment, credit card, etc)

Creditor Name: _____

Account Name: (how is the account titled) _____

Phone # _____ Account # _____ Date Opened: _____

PERSONAL REFERENCE: (this information will also be used in case of emergency during tenancy and as a means to reach you if we are unable to do so by using the numbers provided on the first page under Personal Information)

Name, Address & Telephone # of nearest relative or other personal reference:

Name	Address	Phone #	Relationship

UNIT APPLYING FOR: _____

WHEN DO YOU NEED THE UNIT: _____

HAVE YOU GIVEN 30 DAYS NOTICE TO YOUR CURRENT LANDLORD: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? Circle one: YES / NO If yes, please provide explanation & date: _____

I declare that the information provided in this Rental Application is true and correct. I understand and authorize all or part of this application to be verified for accuracy. I understand and authorize that the information provided will be used to obtain credit information, criminal history, verify my employment and verify income from all listed sources. I further understand and agree that providing false or misleading information may be cause for termination of any agreement entered into with Landlord.

Applicant's signature: _____ Date: _____

IF SOMEONE REFERRED YOU TO OUR OFFICE PLEASE WRITE THEIR NAME HERE: _____

DO NOT WRITE IN THIS SECTION – FOR LANDLORD USE ONLY:

APPLICATION APPROVED BY: _____ DATE: _____

DEPOSIT INFORMATION

Deposits are required to reserve a unit.

Deposits are non-refundable if:

1. You give false or misleading information
2. You decide not to move into the unit once the deposit has been paid & the unit reserved
3. Unit is vacated without, at minimum, a 30 day notice
4. Unit is vacated prior to the end of the lease agreement
5. Unit is damaged or left unclean
6. Outstanding rent is due or a balance is due for repairs or utilities
7. All keys are not returned at the time the unit is vacated
8. A forwarding address is not left with the landlord

Deposits are refunded within 30 days of the date the premises are vacated unless the unit is left damaged or unclean and in need of repairs. If the unit is left damaged or unclean, the deposit will be refunded once all repairs are completed and invoices are received from sub-contractors. If all or part of a deposit is not refunded, you will be sent an explanation with listed deductions.

I have read and understand completely the above deposit information.

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____