

## APPLICATION TO RENT

DeWitt Real Estate Services

Today's Date: \_\_\_\_\_

Apt #: \_\_\_\_\_ Each occupant over 18 years of age must submit a separate application. Date of move-in: \_\_\_\_\_

NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE NUMBER	STATE	HOME PHONE NUMBER
SPOUSE'S NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE NUMBER	STATE	HOME PHONE NUMBER

COMPLETE PRESENT ADDRESS	OWN HOME Y / N IF NO, PROPERTY NAME AND PHONE
ZIP	DATE IN: _____ PROPERTY: _____ DATE OUT: _____ PHONE: _____

IF LESS THAN 3 YEARS AT ABOVE ADDRESS, PRIOR ADDRESS	OWN HOME Y / N, IF NO PROPERTY NAME AND ADDRESS
ZIP	DATE IN: _____ PROPERTY: _____ DATE OUT: _____ PHONE: _____

RELATIVE TO CONTACT IN CASE OF EMERGENCY		
NAME	RELATION	PHONE

AUTOMOBILE MAKE	MODEL	YEAR	LICENSE PLATE #

CURRENT LOCAL EMPLOYMENT	
EMPLOYER	OCCUPATION
LOCAL ADDRESS	HIRE DATE
PHONE NUMBER	SUPERVISOR'S NAME

IF EMPLOYMENT IS LESS THAN 3 YEARS, PRIOR EMPLOYMENT IS REQUESTED	
EMPLOYER	OCCUPATION
LOCAL ADDRESS	HIRE DATE
PHONE NUMBER	SUPERVISOR'S NAME

SPOUSE'S CURRENT EMPLOYMENT	
EMPLOYER	OCCUPATION
LOCAL ADDRESS	HIRE DATE
PHONE NUMBER	SUPERVISOR'S NAME

IF EMPLOYMENT IS LESS THAN 3 YEARS, PRIOR EMPLOYMENT IS REQUESTED	
EMPLOYER	OCCUPATION
LOCAL ADDRESS	HIRE DATE
PHONE NUMBER	SUPERVISOR'S NAME

GROSS MONTHLY INCOME	SPOUSE'S GROSS MONTHLY INCOME
\$ _____ PER MONTH	\$ _____ PER MONTH

ALL OCCUPANTS UNDER 18 YEARS OF AGE		
OCCUPANT NAME	RELATION	AGE

PET BREED	AGE	SEX	COLOR	NAME
1. _____				
2. _____				

HAVE YOU EVER BEEN ASKED TO MOVE? Y / N EXPLAIN \_\_\_\_\_  
 APPLICANT REPRESENTS THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT AND HEREBY  
 AUTHORIZES VERIFICATION OF THE ABOVE ITEMS INCLUDING BUT NOT LIMITED TO THE OBTAINING OF A  
 CREDIT REPORT AND AGREES TO FURNISH ADDITIONAL CREDIT REFERENCES ON REQUEST.

HAVE YOU EVER FILED FOR BANKRUPTCY? Y / N \_\_\_\_\_ HAVE YOU EVER FILED FOR BANKRUPTCY? Y / N \_\_\_\_\_  
 X \_\_\_\_\_ X \_\_\_\_\_

# GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

ALL APPLICATIONS FOR RESIDENCY WILL BE EVALUATED USING THE FOLLOWING CRITERIA:

**RENTAL APPLICATIONS MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE AND OLDER WHO WILL BE THE RESPONSIBLE LEASE HOLDER.**

**A NON-REFUNDABLE APPLICATION FEE MUST BE PAID FOR EACH OCCUPANT 18 YEARS OF AGE AND OLDER FOR PROCESSING CRIMINAL BACKGROUND.**

**I. SALARY / INCOME**

APPLICANTS RECOMMENDED, "APPROVED" BY SAFERENT MUST COMPLY WITH THE FOLLOWING INCOME REQUIREMENTS

Prior to move-in income must be verified by obtaining one of the following: confirmation on employer letterhead, copies of the last two payroll check stubs, previous year W-2 or copies of the last 2 months' bank statements.

Must be currently employed, but if unemployed or retired, proof of income/assets should be provided, and must be equal to 3 times the contractual amount of the lease term.

Gross monthly income of combined applicants must be 3 times the effective rent of the apartment being leased. Roommate applications must be processed simultaneously.

**II. MARGINAL APPLICATIONS**

If apartment rent exceeds 3 times the verifiable gross monthly income, then a guarantor will be allowed if they meet rental requirements and qualifications.

A screening of eviction and/or rental history will be performed on applicants that represent a higher risk than DeWitt Real Estate Services would normally accept. If an eviction record or lease violation is discovered, the application will be declined.

**III. DECLINED APPLICATIONS (if any of the following apply, the application will be declined):**

No verifiable income or salary.

Falsification of the Application.

Criminal Record – Any past felony conviction will result in a declined application. Any felony arrest during the past 7 years will result in a declined application. In addition, any misdemeanor conviction or arrest in the past 7 years related to public peace, weapons, illegal drugs, or sex crimes, will result in a declined application.

Non-U.S. citizens who do not provide the required U.S. INS documents.

**IV. SECURITY DEPOSIT REQUIREMENTS**

A security deposit is required to be paid in full prior to moving in. If applicant is not approved, a check for the full deposit amount will be mailed within thirty (30) days of notification.

Conventional – If after seventy-two (72) hours you or any co-applicant withdraws an application, we will retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.

**V. OCCUPANCY**

Conventional – Maximum number of persons per apartment; 2 persons per bedroom plus 1.

Example – 1 bedroom limit is 3 people, 2 bedroom limit is 5 people, and 3 bedroom limit is 7 people.

In the event an adoption or birth of a child occurs causing the occupants to exceed the maximum number permitted per bedroom, residents will have until the expiration of the lease term to transfer to the appropriate apartment to comply with occupancy limits.

**VI. CO-SIGNERS**

Co-signers are accepted only if the rent to income ratio is not met.

Must complete an application for residency and be processed through SafeRent as a co-signer.

**VII. APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER**

Must complete the Additional Supplemental Application for Non-U.S. Citizens.

Required to submit INS documents for verification. Acceptable forms included 1551, 1688, 1688a, and I-94.

The document must be a minimum 6-month permission period when they apply.

If the I-94 is being submitted, a valid passport and visa must also be submitted.

Proof of Income- Acceptable sources includes two recent paycheck stubs or six months bank statements.

Students may also submit the I-20 as an acceptable source of income verification.

**VIII. SCORING OF YOUR CONSUMER CREDIT REPORT.** This community uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations. Based upon your credit score, your application will either be accepted, accepted with conditions, or denied. If your application is denied or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information to us.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

