



Always There For You™



ERA John Gray Realty, Inc. Rental Property Application

Property Applied For: _____

Date Occupancy Required: _____ Showing Agent's Name: _____

AMOUNT OF FUNDS DEPOSITED WITH APPLICATION: _____ (Minimum required is one half the amount of monthly rent to be applied to security deposit and should be paid in certified funds. Application Fees must be paid separately in either certified funds or cash.)

General Rules and Guidelines Please read the following carefully

1. All Applicants normally must see the exterior and interior of the property prior to submitting an application.
2. Processing an application may take two to three business days or longer depending on response from employers, landlords and similar outside parties. Processing will not begin until both application fee and binder have been received.
3. An application must be filled out completely and signed by all applicants. Incomplete and unsigned application will not be processed. A separate information sheet is required for all persons signing the lease and all signatories must be 18 years of age or older.
4. A valid photo ID is required.
5. APPLICATION FEES MUST BE PAID IN CASH OR CERTIFIED FUNDS AND ARE NON REFUNDABLE. AN APPLICATION FEE OF \$60.00 WILL BE CHARGED FOR EACH PERSON SUBMITTING AN APPLICATION.
6. Deposits should normally be in cash or certified funds and will be deposited. If a personal check is accepted, any refund on a denied application will not be made until it can be verified that the check has cleared the banking system.
7. If we are required to verify employment through a third party administrator, such as: The Work Place, there will be an additional charge per required inquiry. Charges for verification are determined by the third party administrator.
8. Employment for the past two years must be verifiable. Military personnel may submit L.E.S. Retired persons must provide a copy of their award letter or other document that verifies their retirement income.
9. Residency for the past 24 months must be verifiable and all previous rental history satisfactory.



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General Rules and Guidelines Continued
Please read the following carefully

10. You must not have been convicted of a felony in the past five years.
11. Credit history must be satisfactory or any negative reports must be accepted by the owner of the property.
12. Generally rent will not exceed 28% of gross monthly income. In addition rent plus other financial obligations including child support and alimony will not exceed 38% of gross monthly income. Co-makers are accepted on a case by case basis and must meet all requirements of the application process and lease.
13. A Non Refundable Pet Fee as determined by each owner will be collected at occupancy. Pets will be approved on a case by case basis. Rottweilers, Pit Bulls, German Shepard, Dobermans, Chows, and non-neutered male cats will not be accepted under any circumstances.
14. If you have any form of water filled furniture you will be required to carry special insurance siting ERA John Gray Realty, Inc. as the Beneficiary.
15. Vacant properties will not be held for more than 20 days from the date of application. Occupied properties may be held up to 10 days after they become vacant.
16. Keys will normally be issued no earlier than the afternoon prior to the start date of the lease.
17. The first month's rent shall be prorated, if starting on other than the first day of the month.
18. Normally Applications will be processed on a first come first serve basis; however, due to our relationship with the owner as their agent, if more than one Application is received before approval can be achieved, we are required to select the best rated application.

RENTAL APPLICATION REQUIRED INFORMATION

Full Name: _____ SSN: _____

Email Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Drivers Licence Number: _____ State of Issue: _____ Active Military? Yes No

DOB: _____ Place of Birth: _____ Mothers Maiden Name: _____

Current Address: _____ From: _____ To: _____

City: _____ State: _____ Zip Code: _____

Landlord/Lender: _____ Telephone No: _____ Fax No: _____

Monthly Payment: _____ Account Number: _____

Previous Address: _____ From: _____ To: _____

City: _____ State: _____ Zip Code: _____

Landlord/Lender: _____ Telephone No: _____ Fax No: _____

Monthly Payment: _____ Account Number: _____

Current Employer: _____

Job Title: _____ Gross Monthly Pay: _____ Length of Employment: _____

Supervisor/HR Manager: _____ Telephone No: _____ Fax No: _____

Previous Employer: _____

Job Title: _____ Gross Monthly Pay: _____ Length of Employment: _____

Supervisor/HR Manager: _____ Telephone No: _____ Fax No: _____

Name, Address & Phone of nearest relative not living with you: _____

Have you ever been evicted? Yes No Have you ever filed Bankruptcy? Yes No
Do you have a Criminal Record? Yes No Has your Bankruptcy been Discharged? Yes No

Your Current Vehicle Make: _____ Model: _____ Year: _____ Lic #: _____

RENTAL APPLICATION REQUIRED INFORMATION

Full Name: _____ SSN: _____

Email Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Drivers Licence Number: _____ State of Issue: _____ Active Military? Yes No

DOB: _____ Place of Birth: _____ Mothers Maiden Name: _____

Current Address: _____ From: _____ To: _____

City: _____ State: _____ Zip Code: _____

Landlord/Lender: _____ Telephone No: _____ Fax No: _____

Monthly Payment: _____ Account Number: _____

Previous Address: _____ From: _____ To: _____

City: _____ State: _____ Zip Code: _____

Landlord/Lender: _____ Telephone No: _____ Fax No: _____

Monthly Payment: _____ Account Number: _____

Current Employer: _____

Job Title: _____ Gross Monthly Pay: _____ Length of Employment: _____

Supervisor/HR Manager: _____ Telephone No: _____ Fax No: _____

Previous Employer: _____

Job Title: _____ Gross Monthly Pay: _____ Length of Employment: _____

Supervisor/HR Manager: _____ Telephone No: _____ Fax No: _____

Name, Address & Phone of nearest relative not living with you: _____

Have you ever been evicted? Yes No Have you ever filed Bankruptcy? Yes No
Do you have a Criminal Record? Yes No Has your Bankruptcy been Discharged? Yes No

Your Current Vehicle Make: _____ Model: _____ Year: _____ Lic #: _____

Additional Occupants

In addition to the applicants signing the lease I/WE hereby certify that the following persons will be the only other occupants of the premises:

Name: _____ **Age:** _____ **Relationship:** _____

Name: _____ **Age:** _____ **Relationship:** _____

Name: _____ **Age:** _____ **Relationship:** _____

Name: _____ **Age:** _____ **Relationship:** _____

PETS: Yes: _____ **No:** _____ **Type:** _____ **Breed :** _____

Age: _____ **Sex:** _____ **Has pet been neutered?** _____

IMPORTANT

READ THE FOLLOWING BEFORE SIGNING

AUTHORIZATION: I/ We hereby authorize ERA John Gray Realty, Inc. to verify all the information in this application and conduct a full background check including but not limited to credit, bank accounts, employment, eviction, criminal background and to contact any persons or companies listed on the application. I/We understand that each prospective occupant is subject to approval. I/We understand that all applicants over 18 years old must complete an application. If approved I/We agree to execute a lease within two working days of notification of approval or the application may be rejected and any monies deposited will be forfeit. **If I/We withdraw application after processing is initiated all sums deposited may be forfeit.** I/We understand that an application will not be processed prior to receipt of the applications fee and minimum deposit as described in application instructions. It is understood that all moneys deposited at time of application with the exception of applicable application fees will be returned if application is denied. Refunds will occur after verifying any deposit made has cleared the bank. I/We understand that if the property is occupied at this time I/We may be held to occupancy up to ten days after scheduled date without claim of any kind to the Owner or ERA John Gray Realty, Inc. should current tenants not vacate as scheduled. If occupancy is not delivered at schedule date the rent for undelivered dates will be credited.

I/We the undersigned applicant(s), affirm the information in this application is true, accurate, complete and correct to the best of my ability and agree that if it is not so, my application may be denied and/or my lease held in default and I/We be made subject to possible eviction. I/We understands that due to Fair Credit Reporting Act, I/We will not be furnished a copy of my credit from ERA John Gray Realty, Inc. And that this application is the property of ERA John Gray Realty, Inc.

Applicant Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____