

## RENTAL APPLICATION

Thank you for your interest in renting from Empire Property Solutions, LLC. In order to be approved in a timely manner the following information must accompany a completed application.

### *Application*

The attached rental application must be filled out completely. Signed and dated. Information **not** provided will result in rejection of your application. Every adult (18 years and older) are to complete an application even if they will be applying as an occupant.

### *Application Fee*

A **NON-REFUNDABLE** application fee of **\$40.00 per applicant** must accompany each application. Applications will **NOT** be processed until the fee is paid. Additional applications will be accepted until an approved applicant has signed the lease and paid the required security deposit. PayPal is provided as an on-line payment portal. No personal checks are accepted, cash or money order only when paying in person. Credit or criminal reports supplied by applicants are not accepted.

### *Application Requirements*

The following information is required by **each** adult (18 years and older) and must accompany every rental application.

1. Government Issued Photo ID. This ID must include a clear photo. This is required for each applicant, and occupant age 18 and older.
2. Proof of income for the prior 12 months.
3. Proof of income for previous 24 months if self-employed or retired.
4. Any and all additional information verifying all other income and sources.

If you are applying as a co-applicant (roommate) you must fill out a separate application.

**Failure to provide the requested information will deem the application incomplete and will be rejected.**

[www.EmpirePropertySolutions.com](http://www.EmpirePropertySolutions.com)

## RENTAL APPLICATION

Please print clearly

### Contact Information

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone/Cell: \_\_\_\_\_

Property Address Applying to Rent: \_\_\_\_\_

Desired Move In Date \_\_\_\_\_

Co-Applicant(s) Name(s) \_\_\_\_\_

How did you hear about this Property? \_\_\_\_\_

### Applicants Personal Information

**Applicant's Full Name** \_\_\_\_\_

First

Middle

Last

D.O.B \_\_\_\_\_ Drivers Lic. # \_\_\_\_\_

SS# \_\_\_\_\_

Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

e-mail \_\_\_\_\_

**Spouse Full Name** \_\_\_\_\_

First

Middle

Last

D.O.B \_\_\_\_\_ Drivers Lic. # \_\_\_\_\_

SS# \_\_\_\_\_

Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

e-mail \_\_\_\_\_

**If you are applying as a co-applicant (roommate) you must fill out a separate application.**

**Physical Address**

**Current Physical Address** \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Dates Living at this address \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Rent amount paid \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone# \_\_\_\_\_

**Date Notice was given to move** \_\_\_\_\_

**Previous Address** \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Dates Living at this address \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Rent amount paid \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone# \_\_\_\_\_

**Date Notice was given to move** \_\_\_\_\_

**Previous Address** \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Dates Living at this address \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Rent amount paid \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone# \_\_\_\_\_

**Date Notice was given to move** \_\_\_\_\_

**Employment History**

**Applicant's Occupation/Employment** \_\_\_\_\_

Self Employed d.b.a. \_\_\_\_\_

**Employers Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

**Type of Business** \_\_\_\_\_

Position Held \_\_\_\_\_

**Supervisor's Name** \_\_\_\_\_

Phone# \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**Monthly Gross Income** \_\_\_\_\_

**Additional Income** \_\_\_\_\_

Source \_\_\_\_\_

Amount \_\_\_\_\_

**What is your TOTAL income every month** \_\_\_\_\_

**Spouses Occupation/Employment** \_\_\_\_\_

Self Employed d.b.a. \_\_\_\_\_

**Employers Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

**Type of Business** \_\_\_\_\_

Position Held \_\_\_\_\_

**Supervisor's Name** \_\_\_\_\_

Phone# \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**Monthly Gross Income** \_\_\_\_\_

**Additional Income** \_\_\_\_\_

Additional Income Source \_\_\_\_\_

Amount \_\_\_\_\_

**What is your TOTAL income every month** \_\_\_\_\_

**Occupants**

**Full Names of All Occupants (First, Middle and Last Names)**

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

**Credit Reference**

**Bank Name** \_\_\_\_\_ **Branch** \_\_\_\_\_

Checking Account# \_\_\_\_\_ Savings Account # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

**Bank Name** \_\_\_\_\_ **Branch** \_\_\_\_\_

Checking Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

**Personal Credit References**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_

**Vehicle Information**

Make \_\_\_\_\_ Model \_\_\_\_\_ License# \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_

Name(s) on Title \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ License# \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_

Name(s) on Title \_\_\_\_\_

**Other Information**

**Applicant/ Spouse/Co-applicant**

**The following questions must be answered yes / no yes / no**

Have you ever had a bankruptcy, collection or judgment?

If so, explain \_\_\_\_\_ [ ] [ ]

Do you use a controlled substance? \_\_\_\_\_ [ ] [ ]

Do you smoke? \_\_\_\_\_ [ ] [ ]

Have you ever been evicted? \_\_\_\_\_ [ ] [ ]

If so explain \_\_\_\_\_ [ ] [ ]

Have you ever willfully or intentionally refused to pay rent?

If so, explain \_\_\_\_\_ [ ] [ ]

Have you ever been charged with or convicted of a criminal offense?

If so, Explain? \_\_\_\_\_ [ ] [ ]

Have you ever been convicted of a felony or misdemeanor offense?

If so, Explain? \_\_\_\_\_ [ ] [ ]

Do you have any charges or court date(s) pending?

If so, Explain? \_\_\_\_\_ [ ] [ ]

**Pet Information**

Do you own a pet?

What kind \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

What kind \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

**Personal References**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_  
Length of Acquaintance \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_  
Length of Acquaintance \_\_\_\_\_

**Nearest Relative** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_  
Relationship \_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_

***I DECLARE THE FOREGOING IS TRUE AND CORRECT. I AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF, BUT NOT LIMITED TO, CREDIT CHECKS, CRIMINAL BACKGROUND CHECKS, AND UNLAWFUL DETAINER CHECKS. I AGREE THAT OWNER/MANAGER MAY TERMINATE ANY AGREEMENT ENTERED INTO IN RELIANCE ON ANY MISSTATEMENT MADE ABOVE.***

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_ Date \_\_\_\_\_



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## RELEASE OF INFORMATION

**PLEASE PRINT CLEARLY**

I, \_\_\_\_\_ SS# \_\_\_\_\_

Give permission to all employers rental providers, credit providers and other agencies to provide personal information concerning my employment, criminal, rental and credit history, any other information requested to **EMPIRE PROPERTY SOLUTIONS, LLC**. I authorize a copy of this to be treated as an original if necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_