

Tenant Rental Application

Tenant must clearly fill out application and submit back to the Manager. Applications will be processed in a timely manner and applicant will be notified of application status.

A picture I.D. copy must be provided with your application. (*Driver's license or State issued I.D. acceptable*)

Meticulous Management LLC supports Fair Housing, ADA (American Disabilities Act) and Human Resource Council. We do not discriminate against a person because of marital status, sex, race, religion, age, familial status, color, and national origin, physical or mental challenged persons.

Note: Occupancy Standard is no more than 2 people per bedroom.

Applications are accepted and approved based on the following criteria:

1. Sufficient Income- approximately 3 times the monthly rental amount minimum requirement.
2. Full Time Employment with a minimum of 6 months is required.
Provide 2 months past-to-current date bank statements for stable income verification.
3. Verifiable Good Credit- confirmation of credit references as well as a Credit Bureau report will be obtained. A history of delinquencies and/or collections may require a Co-Signer.
4. Previous Rental History- Good standing with previous landlord(s) & rental history review of late rent payments, notices for noise disturbance, unauthorized pets or tenants etc...
It is important to provide accurate names and phone numbers to contact.
*(2 Late rent Maximum over course of all rental history- see Manager with questions
Co-Signer will be required)
5. Applicants with Felonies will be declined- No exceptions.

Applications require a \$20.00 non-refundable application fee, which is applicable to any of our rental units. If paying application fee by check or money order Payable to: Meticulous Management LLC

Applications become the property of the Manager. Should the applicant decide not to rent the rental unit once the application is approved, the applications will remain the property of the Manager.

Rental properties are approved on a first approved basis, so it is important to accurately fill out your application. We cannot guarantee a rental unit you have applied for or were shown while your application is being processed. Incomplete or falsified applications will be denied.

First month's rent and security deposits must be paid in guaranteed funds- cashier's check or money order and must be paid before you will be able to occupy the residence.

Manager is available to answer any questions regarding the application process, rental agreement, or other pertinent information regarding the rental application approval process. Management wants to make sure that you understand what you are reading and signing. *If not, please ask!*

If you are financially, supported by someone other than yourself you will need a Co-Signer. If you have inadequate credit history, a history of late rental payments you will need a Co-Signer to complete a Co-Signer Application. Once approved as a Co-Signer they will complete a Third Party Guaranty form.

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If you are using Personal Savings, Social Security Income etc... You will need to provide statements showing your allotted amount available to you for these funds to be accepted as "income". All statements must have the current date, your full legal name, and be legible to be considered.

Do any of the people who will be residing in this unit smoke? **Yes** **No**

Do you have any special needs or requirements that we need to be aware of? **Yes** **No**

If yes, please describe: _____

Do you own any of the following items? Please check all items that you own and frequently use:

_____ Vacuum Cleaner _____ Hose and Sprinklers _____ Lawn mower _____ Mop

_____ Broom _____ Snow Shovel _____ Rake other: _____

Personal Information:

Applicant's Full Name: _____ Date of Birth: _____

Have you ever used another name(s)? **Yes** **No** If yes, name(s) _____

Driver's License State ID # _____ Social Security Number: _____

Current Phone number(s) _____ Email Address: _____

*Sorry No employee work or University/school email addresses accepted.

List any other persons who will reside with you; Include age and relationship to you:

Pets:

Properties that will allow a pet are subject to an additional security deposit per each pet. Some properties also include a monthly pet rent that will be added to the monthly rent due. A separate Pet Agreement will also be included and completed at lease signing appointment. If you have a pet please complete an additional Pet Profile Application.

Do you have pet(s) **No** **Yes** _____ Attached Completed Pet Profile Application

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Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filled? **Yes No** If yes, when & where: _____

Residence History: - Current Residence

Present Address: _____ City _____ State _____ Zip _____

Move in Date: _____ Move out Date: _____ Lease Expiration Date: _____

Monthly Rental/Mortgage Amount: \$ _____ Included in monthly rent? **Power Heat Water**

Present Landlord/Mortgage Holder: _____

Telephone # :_(____) _____ Number of roommates you lived with: _____

Did you have a Pet(s)? _____ Reason for leaving: _____

Did you give your Landlord 30 day notice? **No Yes-** When? _____

Did you/Do you expect to get your full unit security deposit returned? **Yes No**

If No, explain:

Residence History: - Past Residence

Past Address: _____ City _____ State _____ Zip _____

Move in Date: _____ Move out Date: _____ Lease Expiration Date: _____

Monthly Rental/Mortgage Amount: \$ _____ Included in monthly rent? **Power Heat Water**

Past Landlord/Mortgage Holder: _____

Telephone # :_(____) _____ Number of roommates you lived with: _____

Did you have a Pet(s)? _____ Reason for leaving: _____

Did you give your Landlord 30 day notice? **No Yes-** When? _____

Did you get your full unit security deposit returned? **Yes No**

If No, explain deductions: _____

Automobile Information:

**Note: A current copy of your vehicle registration for each vehicle located at residence will be required at lease signing.*

Make: _____ Model: _____ Year: _____ Color: _____

VIN# _____ Plate ID: _____

Emergency Contact:

Name: _____ Relationship: _____

Contact Number(s): _____ Address: _____

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Criminal History:

1. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or "no contest" to a Felony? **Yes No**
2. Have you or any other intended occupant, including minors, ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct or the manufacturing of drugs whether or not resulting in a conviction? **Yes No**
3. Are you or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction? **Yes No**

Banking Information & Credit Information:

Bank: _____ Checking Account # _____

Bankruptcy? **Yes No** When? _____ Are there any judgments against you? **Yes No**

List judgments and collections: _____

List all financial obligations (including student loans, credit cards, auto, home loan, child support, insurance, family loans, etc.)

- | | |
|-----------------------|-----------------------|
| 1. _____ \$ _____ /Mo | 2. _____ \$ _____ /Mo |
| 3. _____ \$ _____ /Mo | 4. _____ \$ _____ /Mo |
| 5. _____ \$ _____ /Mo | 6. _____ \$ _____ /Mo |
| 7. _____ \$ _____ /Mo | 8. _____ \$ _____ /Mo |

Employment Information:

Employer: _____ Hire Date: _____

Employer Phone: _ (_____) _____ Job Title/Position: _____

Monthly "take home" Income: \$ _____ Supervisor: _____
(Net Pay)

Is this job: **Full-Time Part-Time Seasonal** (circle one)

Employer: _____ Hire Date: _____

Employer Phone: _ (_____) _____ Job Title/Position: _____

Monthly "take home" Income: \$ _____ Supervisor: _____
(Net Pay)

Is this job: **Full-Time Part-Time Seasonal** (circle one)

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Please let us know how you heard about the rental unit you are applying for:

_____ Tenant Referral _____ Yard Sign _____ Internet - What Site? _____

Please read acknowledgment and sign below, complete the Applicant Authorization & Consent form on page 6 and double check you have your required attachments to complete your Rental Application.

*See checklist below

_____ Current Bank Statement/ Income Verification Documents _____ Copy of Legal Photo ID

_____ Application fee _____ Pet Profile Application

_____ Third Party Guarantor Application _____ Co-Signers Application fee

_____ Signed off and completed Authorization (page 6)

Thank you for the opportunity to assist you with your rental needs. We value you as a customer and we look forward to working with you during this application process.

Meticulous Management LLC

I, Applicant further understand and agree that Management will rely upon this rental application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of Management, the Manager may terminate my tenancy immediately and collect from me any damages, incurred including reasonable attorney fee's resulting there from. The rental application and Third Party Guaranty are an integral part of the rental agreement (lease) with Manager, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

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Applicant Authorization and Consent for Release of Information

This release and authorization acknowledges that Meticulous Management LLC, may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Meticulous Management LLC, tenant policies.

I authorize you or any third-party vendor and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative Meticulous Management LLC.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former Landlords and other organizations and agencies to provide Meticulous Management LLC all information that may be requested. I hereby release all of the persons and agencies provided such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____
(Clearly Print)

Applicants Birthdate: _____