

## PROSPECTIVE TENANTS

Thank you for your interest in DSI Properties. Please remember that we need the following information to most accurately process your application.

1. Current State ID, Driver's License or Picture ID.
2. Most recent paycheck stub(s), tax returns or other verification of employment, and/or award letters for TANF, Social Security Benefits, Food Stamps.
3. Social Security cards for each member of your household, if you are not a U.S. Citizen we require a copy of your passport and visa.
4. Completed and signed application.
5. Money order to process application\_\_\_\_\_

### RENTAL CRITERIA

1. Below are some of the guidelines for renting an apartment. Complete guidelines are available in the rental office:
  - A. Currently in Bankruptcy is automatic disqualification. We will not allow a Co-signor for this.
  - B. No more than 1 Eviction within the last 4 years. (An Eviction will affect your Move In special)
  - C. You must **gross** 2 times the monthly rent and have 6 months of consistent employment.(Unless on Social Security)
  - D. You must have more good than bad credit and rental history.
  - E. All residents over 18 must complete an application.
  - F. If you are not a U.S. citizen we require a copy of your passport and visa.
  - G. Conviction or more than 1 arrest in the past 3 years for burglary, violent crimes, damaging property, fraud, sex offenses or drug related crimes is automatic disqualification. also, any open warrants, pending or active criminal cases is automatic disqualification. We will not allow a Co-signor for this.
2. A copy of your drivers' license is needed. we prefer to receive that upon receipt of your application. If this is not possible, we **must** receive it at the lease signing.
3. Completed applications are processed in the order received. To be complete the application must be filled out in full and signed with an application fee. Faxed applications are not complete until the fee is received. If more than one person will be living in the apartment we will allow up to 24 hours for the additional person(s) to bring the application fee.

### No Pets Allowed

### STATEMENT OF INTENT

**I hereby deposit with owner/agent, the sum of \$\_\_\_\_\_ as partial\_\_\_\_\_ full\_\_\_\_\_ holding fee/security deposit on the above premises pending execution of a lease agreement. I understand that my holding fee/deposit WILL be applied toward any rent loss, advertising costs, re-rental fees, etc., if I am unable to fulfill the conditions of occupancy.**

**(IF I CHANGE MY MIND I WILL NOT GET ANY MONEY BACK)**

A Charge of \$ 30.00 is made for the purpose of verifying the information included on this application.  
**(I understand this application fee is not under any circumstances to be returned to me.)**

**I have been shown a copy of the lease agreement and agree to the conditions of occupancy that are enumerated therein and will enter into this lease agreement if my application is approved by owner/agent. The holding fee will be returned promptly by check if this application is not approved providing all the questions are answered correctly and truthfully. I am not and have not been evicted nor do I have any rental or bad check collections outstanding, I am also in good standings with the utility company. I hereby grant permission to the owner/agent to verify the validity of the application.**

Owner/Agent \_\_\_\_\_ APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

=====TO BE COMPLETED BY APPLICANT=====

How did you hear about us? \_\_\_\_\_ Your e-mail address \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

SSN # \_\_\_\_\_ Date of Birth \_\_\_\_\_

PRESENT Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

Present Owner \_\_\_\_\_ Owner's Address \_\_\_\_\_

Owner's Phone # \_\_\_\_\_ Rent Amt. \$ \_\_\_\_\_ Length of Occupancy \_\_\_\_\_

PREVIOUS Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Rent Amt. \$ \_\_\_\_\_ Length of Occupancy \_\_\_\_\_

Previous Owner \_\_\_\_\_ Owner's Phone # \_\_\_\_\_

PRESENT Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_ Dept. \_\_\_\_\_ Telephone # \_\_\_\_\_ Ext.# \_\_\_\_\_

Present Monthly Income(gross)\$ \_\_\_\_\_ Employment Dates \_\_\_\_\_ to \_\_\_\_\_ Full time \_\_\_\_\_ Part-time \_\_\_\_\_

PREVIOUS Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_ Dept. \_\_\_\_\_ Telephone # \_\_\_\_\_ Ext. # \_\_\_\_\_

Monthly Income(gross)\$ \_\_\_\_\_ Employment Dates \_\_\_\_\_ to \_\_\_\_\_ Full time \_\_\_\_\_ Part-time \_\_\_\_\_

Credit Cards Name \_\_\_\_\_ Name \_\_\_\_\_

Bank Bank Name \_\_\_\_\_ Checking Acct. # \_\_\_\_\_

References Bank Name \_\_\_\_\_ Savings Acct. # \_\_\_\_\_

IN CASE 1. Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Of Emergency Address \_\_\_\_\_ Relationship \_\_\_\_\_

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

2. Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

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

Occupants Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Spouse Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Spouse's SSN# \_\_\_\_\_

Maiden Name \_\_\_\_\_ Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Widow \_\_\_\_\_

Separated from whom: \_\_\_\_\_ Divorced from whom: \_\_\_\_\_

Vehicle Information:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Lic Plate # \_\_\_\_\_

## CRIMINAL QUESTIONNAIRE

1. Have you ever been **Arrested, Ticketed, Fined** \_\_\_\_\_
2. If so, list the dates (at least month & year) \_\_\_\_\_
3. What were the charges \_\_\_\_\_
4. Were charges filed or thrown out \_\_\_\_\_
5. What was the disposition of the case (i.e. guilty, dismissed, guilty with plea agreement) \_\_\_\_\_

## EVICTIONS/SKIPS/COLLECTIONS

1. \_\_\_\_\_  
Apartment/Individuals Name      Phone #      Date of Eviction      Reason      Date of Occupancy
2. \_\_\_\_\_  
Apartment/Individuals Name      Phone #      Date of Eviction      Reason      Date of Occupancy

## CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT

I/we hereby consent to and authorize any representative of DSI Properties and/or their agents to obtain, verify and exchange information on any reports concerning me as are maintained by, but not limited to: City, county, State, Federal Law enforcement agencies, credit reporting agencies, present and/or past employers, present and/or past residences. I understand that any information obtained may be considered by DSI Properties and/or their agent in their sole discretion as a factor in decisions they make with respect to the apartment/house for which I am applying.

Furthermore, I hereby release and hold harmless: agents, owners and affiliates of, but not limited to their officers, directors, employees, agents, law enforcement agencies, credit reporting agencies, present and/or past employers, present and/or past residences, it's officers and employees that shall provide information to DSI Properties and/or their agents upon request from and against any and all claims, demands suits or expenses arising from or related to the content validity or handling of said reports.

I/we hereby certify that information contained in this application for lease is accurate, full and complete. any discrepancy or lack of information will result in immediate rejection of the application. I/we understand that this is an application for an apartment and does not constitute a lease agreement in whole or in part. I/we hereby acknowledge a NON-REFUNDABLE APPLICATION FEE OF \$30.00 to be used in the processing of this application. Once an application is approved a lease must be signed within 48 hours and apartment if ready can be held no longer then 2 weeks.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*EMERGENCY CONTACT \_\_\_\_\_ PHONES \_\_\_\_\_

## Equal Housing Opportunity

=====FOR OFFICE USE ONLY=====

### Conditions of Occupancy

Address \_\_\_\_\_ Apt.# \_\_\_\_\_ Source of ID \_\_\_\_\_  
Monthly Rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Lease Term \_\_\_\_\_  
Pro-rated Rent \$ \_\_\_\_\_ Balance of Security Deposit \$ \_\_\_\_\_ Date Rent Begins \_\_\_\_\_  
Utilities Paid by Renter: Gas \_\_\_\_\_ Electric \_\_\_\_\_ Water \_\_\_\_\_  
Total Due \$ \_\_\_\_\_ **To be paid in the form of Cashier's Check/Money Order**

Total received \$ \_\_\_\_\_ Rental Application Approved \_\_\_\_\_ Rejected \_\_\_\_\_