

# Rental Application

For management use only

Date Received: \_\_\_\_\_  
Status of Application: \_\_\_\_\_  
Date of Status: \_\_\_\_\_

Resident     Guarantor    Rental Address: \_\_\_\_\_

PERSONAL INFO	Full Name		Bank Information			
	Phone #		Bank Name:			
	Date of Birth					
	Social Security #		Do you have a checking acct?		Bal:\$	
	Drivers License #		Do you have a savings acct?		Bal:\$	
	Email Address		<b>*Bank info will be needed for your online rent payment acct.</b>			
			Co-Occupant #1 (under 18yrs)		Co-Occupant #2 (under 18yrs)	
					Co-Occupant #3 (under 18yrs)	
VEHICLES	Vehicle #1		Vehicle #2		Vehicle #3	
	Vehicle Make					
	Vehicle Model					
	Year & Color					
	License plate #					
RESIDENCY	Present		Prior		Previous	
	Residence Address					
	City/State/Zip					
	Landlord/Lender Name					
	Landlord/Lender Phone					
	Tenancy Dates		Mo. Yr. - Mo. Yr.    \$		Mo. Yr. - Mo. Yr.    \$	
	Monthly Payments		/ - /		/ - /	
Reason for Leaving						
EMPLOYMENT			Present <input type="checkbox"/> W-2 <input type="checkbox"/> Sched C <input type="checkbox"/> Other		Prior <input type="checkbox"/> W-2 <input type="checkbox"/> Sched C <input type="checkbox"/> Other	
	Company Name					
	Occupation/Title					
	City/State/Zip					
	Supervisor Name/Title					
	Supervisor Phone #					
	Employment Dates/ Monthly Net Income		Mo. Yr. - Mo. Yr.    \$ / - /		Mo. Yr. - Mo. Yr.    \$ / - /	
<b>Additional Contact:</b>		Name:		Phone:		
				Address:		

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Additional Rental Information

Please answer ALL of the following questions. Feel free to explain any circumstances if desired, and make sure to be HONEST on all answers or your application could automatically be denied.

If YES, Please Explain

- |   |           |    |       |
|---|-----------|----|-------|
| #1. Do you receive any additional income?   | Yes       | No | _____ |
| #2. Do you <u>currently</u> have 3x the rent <u>or more</u> to use for move in costs? |           |    | _____ |
| #3. (Deposit, last month's rent, etc.)  | Yes       | No | _____ |
| #4. Will you need a payment plan to help with move in costs?                          | Yes       | No | _____ |
| #5. Do you have any pets(including birds, fish,etc)?                                  | Yes       | No | _____ |
| #6. Have you filed a bankruptcy petition within the past 3 years?                     | Yes       | No | _____ |
| #7. Have you ever been convicted of a non-traffic misdemeanor?                        | Yes       | No | _____ |
| #8. Have you ever been convicted of a felony?   | Yes       | No | _____ |
| #9. Have you ever willfully and intentionally refused to pay rent?                    | Yes       | No | _____ |
| #10. Have you ever had an eviction started against you?                               | Yes       | No | _____ |
| #11. Have you ever been asked to move by a landlord or manager?                       | Yes       | No | _____ |
| #12. Do you currently owe a landlord any money?                                       | Yes       | No | _____ |
| #13. Are you or anyone in your household a sex-offender?                              | Yes       | No | _____ |
| #14. Do you currently have renters insurance?   | Yes       | No | _____ |
| #15. Does anyone in your household smoke nicotine or marijuana?                       | Yes       | No | _____ |
| #16. Does anyone in your household use drugs of any kind?                             | Yes       | No | _____ |
| #17. How would you rate the cleanliness of your household?                            | 1 thru 10 |    | _____ |

**Additional explanation or comments:**

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<b>Sign:</b>	<b>Date:</b>
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# Rental Application

## APPLICATION PROCESSING POLICIES & PROCEDURES

(POLICIES MAY CHANGE AT ANYTIME WITHOUT NOTICE)

Each person 18+ who intends to reside at the property must submit a separate Rental Application, regardless of the familial/marital status or relationship to any other applicant for tenancy. A **\$35.00 PER APPLICATION FEE** covers the costs of initially processing your application. Before you submit your application or pay any fees or deposits, you have the right to review the rental application, Rental Agreement and its Addendums. When signed, these documents are binding and legal. Some properties may consider a non-resident guarantor (aka co-signer) if applicant has limited or no credit, is supported in full or part by sources other than personal income, or lacks sufficient tenancy or employment history. Guarantors must meet specific requirements to qualify. Guarantors are required to submit a complete application and pay the applicable \$35.00 fee. Application fees must be paid by cash, money order, or debit card and are due upon submission of each application. Application fees once submitted, are **NOT REFUNDABLE**. HOWEVER, we reserve the right to accept **Up to three (3) Applicants per available rental**. Applicants will be chosen by the "most qualified" out of the available three, and if your application did not make it to the credit/criminal/rental pulling stage, your application fee MAY be returned to you by mail, in a money order, minus the amount of purchasing the money order and mailing charges.

The approval or denial of any application will be determined based upon multiple factors including credit, employment verification, residency references, stability in tenancy and employment, pets, bankruptcies and/or short sales. Marcoc Management may increase security deposit, require a guarantor, or decline applications if credit scores are below 700, if unable to verify references provided, or on the basis of derogatory information received.

Only select properties allow pets; permission to have pet(s) will result in an increase to security deposit. The presence of unauthorized pets in a dwelling unit is a violation of the rental contract, and grounds for termination of tenancy under the standard Rental Agreement.

We make every effort to process applications within three (3) business days of submission; however, processing time can be negatively influenced (or halted) due to the inability to contact previous landlords, employers or other references. Applications will not be "pre-screened" outside the standard process under any circumstances and incomplete or falsified applications may be rejected without further notice. All applications submitted become property of Marcoc Management.

**We cannot guarantee any unit you have seen will still be available by the time your application is submitted or processed.** Units are rented to the first approved applicant who has paid the required "Holding Deposit". A Holding Deposit will not be accepted until the Rental Application is approved. **The Holding Deposit and any other move in costs, plus first month's rent must be paid in money order only.**

**COMPLETE APPLICATION:** The application must be completed in its entirety. Failure to fill out the application properly and legibly may delay processing, increase security deposit or result in the denial of application.

**SUFFICIENT INCOME AND HISTORY:** In order to qualify for any specific property, the combined tax verifiable NET income of all individuals applying must equal at least two and a half times (2.5x) the monthly rent, at the time the application is submitted. One and a half (1.5) month's paystubs must be provided for each working applicant. If self employed or sole proprietor, 2 most recent tax returns will be required. Self-employment income is classified as Form 1040, Schedule C, Line 31: "Net Income" plus line 13: "depreciation". If documenting alternate assets or income, provide three (3) most recent asset statements showing consistent balance of at least twelve times (12x) the monthly rent. We require 3 years of job history, or the last three (3) tax verifiable employment positions.

**CREDIT REPORT & SCORE:** Credit reports will be obtained from a national credit bureau. Credit scores above 700 are expected. Applicants with credit scores under 700 will be charged an additional deposit or possibly denied if items on credit are unfavorable to a property lessor.

**CRIMINAL HISTORY:** Applicants cannot have ANY criminal history within the past two years. Any criminal history prior to the most recent two years will only be approved on a case-by-case basis depending on length of Applicant's criminal history, kinds of charges and the discretion of the property owner. Applicant's with criminal history will pay a higher deposit. **Applicant's charged with any type of sex offense will be denied.**

**SUFFICIENT RENTAL HISTORY:** We require three (3) years' residency history or the three (3) most recent tenancies., whichever is greater. We make diligent effort to verify present and prior landlord and/or lender information as submitted by Applicant. However, final responsibility for ensuring access to this data rests with Applicant.

## APPLICANT DISCLOSURE & AUTHORIZATION

The undersigned applicant declares that the information contained in the Rental Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed or represented by Marcoc Management, LLC.

I/we, the undersigned, authorize Marcoc Management, LLC, its agents and the property owner to obtain an investigative consumer credit report including but not limited to credit history, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. This investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold Marcoc Management, LLC, its agents and the property owner completely free and harmless of any liability for any damages arising out of any improper use of this information.

I/we understand that Marcoc Management reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me, including any amendments, renewals or extensions thereof.

Marcoc Management welcomes all applicants and follows the rules and guidelines of the "Fair Housing Act".

**Notice of relationship between Marcoc Management & Property Owner:** Marcoc Management is the sole and exclusive agent of the Owner of the properties listed for rent or lease and represents the Property Owner's interest in any and all transactions related to the rental of said property.

**Sign:**

**Date:**

