



APPLICATION PROCESS

*******Please Note if you download and complete this application it cannot be submitted for online payment. If you would like to submit your application online and pay with a credit card*, please go to “Available Properties, Select the property you would like to apply for, and select “Apply Online.” *******

The application fee is \$50.00 for each person over the age of 18. The application fee is NON-REFUNDABLE, CERTIFIED FUNDS OR MONEY ORDERS ONLY. NO CASH OR PERSONAL CHECKS ACCEPTED.

Application fee(s) made payable to: Coldwell Banker Vanguard Realty, Inc.

Applications of which are incomplete, unreadable, not signed, or without a fee will be returned to you. If you are military, please submit your most recent LES along with your orders assigning you to the area. If you are self employed please submit a copy of previous (2) years tax returns and bank statements from the last (3) months.

Due to our fiduciary relationship with the owners, if more than one application is submitted before approval can be achieved, all applications are to be presented and we are required to select the highest rated application for placement. Upon acceptance of your application a rental agreement will be executed and your security deposit will be required. The property will not be taken off the market for rent unless the applicant is approved, deposit received, and rental agreement executed.

Applications will be processed within 48 hours of receipt of completed signed application and submitted funds. WEEKENDS AND HOLIDAYS NOT INCLUDED.

RENTAL FEE SCHEDULE

Application Fee	\$50.00 per applicant (persons over the age of 18) Pet
Fee	\$250.00 per pet, non-refundable pet fee
Pro-Rated Rent	daily rate if possession is not on the 1st of month
Lease Preparation Fee	\$100.00 certified funds
Security Deposit	minimum equivalent to one month’s rent (certified funds)
Monthly Processing Fees	ACH Auto draft \$3.00 per month. All personal checks, cashier’s checks and bank checks, money orders \$15.00 processing fee monthly.

*** Please note that credit card fees apply for online payments.**

PLEASE SUBMIT A VALID COPY OF DRIVERS LICENSE FOR ALL APPLICANTS

THANK YOU

**COLDWELL BANKER VANGUARD REALTY, INC. PROPERTY
MANAGEMENT DEPARTMENT**

RESIDENT SELECTION CRITERIA

- 1. All adult applicants 18 years of age and older must submit a fully completed, dated and signed rental application and non-refundable application fee. Applicant may be required to be approved by a condo/homeowner’s association and may have to pay an additional application fee for this approval.**
- 2. Applicants must have a gross income of at least three times the monthly rent. A minimum of two years residential rental history will be required *from a corporation or real estate property management company*.**
- 3. Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filing, Collections, liens or bankruptcy within the past 4 years.**
- 4. Self employed applicants will be required to produce 2 years of tax returns or 1099s and 3 months bank statement. Non employed individuals must provide verifiable proof of income.**
- 5. All sources of other income must be verifiable if needed to qualify for a rental unit.**
- 6. Criminal records must contain no convictions for felonies within the past seven years and no sexual convictions ever. Also, you cannot have a misdemeanor conviction for a crime of physical violence within the last 7 years.**
- 7. Previous rental history reports from landlords (corporations or real estate property management companies) must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks and no damage to unit or failure to leave the property clean and without damage at time of lease termination.**
- 8. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document.**
- 9. Applicants will be required to pay a security deposit at the time of application approval. We reserve the right to require a higher security deposit and/or additional prepaid rent.**
- 10. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.**
- 11. Any exceptions to our company’s criteria will need to be submitted in writing to the rental agent for presentation to the owner(s) for consideration. If approval is then given for such exceptions, additional security deposit and/or additional advance rent payments may be required.**
- 12. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent or any amounts owed to the credit bureau.**

APPLICANT’S SIGNATURE _____ **DATE** _____

APPLICANT’S SIGNATURE _____ **DATE** _____

COLDWELL BANKER VANGUARD REALTY, INC. PROPERTY MANAGEMENT

APPLICATION FOR RENTAL

This information is sought to assure the most responsible residents and to assist management in case of emergency. *Each co-resident must submit separate application.* The credit check/application fee is \$50.00 for each adult application. ALL ADULTS MUST COMPLETE AN APPLICATION. **CREDIT CHECK/APPLICATION FEES ARE NON-REFUNDABLE.**

Name _____ Age _____ Sex _____ D.O.B. _____
Last Name, First Name, Middle Initial

SSN _____ Drivers Lic. No. _____

Marital Status(check one) _____ Married _____ Single _____ Divorced _____ Separated _____

Spouse's Name _____ (Maiden Name) _____

Age _____ Sex _____ D.O.B. _____

Spouse's SSN _____ Drivers Lic. # _____

Your Current Hm phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

E-mail _____ Email Spouse _____

Current Street Address _____

City _____ State _____ Zip _____

Name of Present Landlord _____ Phone _____

How Long at your present address? _____

Reason for leaving your present address? _____

Name of previous Landlord _____ Phone _____

Previous Street Address _____

Employer _____ Phone _____

Employer Address _____

If Military, who are you attached to? _____ Rank _____

Kind of Work? _____ Hire Date? _____

Supervisor: _____ Monthly income is over \$ _____

Spouse's Employer _____ Phone _____

Spouse's Kind of Work _____ Hire Date? _____

Spouse's Employer Address _____

Supervisor: _____ Spouse's Monthly Income is over \$ _____

For Emergency, Notify _____ Relationship _____

Street Address _____ City/State _____ Phone _____

Date of Occupancy (move-in date) _____

How long do you plan to rent from us? _____ Referred By _____

How many pets? _____ Type of Pets _____

If you owe on a mortgage, What is your monthly payment? _____

In the next 5 years do you plan to buy your own home? _____ yes _____ no

If you are currently renting, How much is your monthly rent? _____

Have you or your spouse ever been convicted of a felony? _____

Have you or your spouse ever broken a rental agreement? _____

Have you or your spouse ever been evicted? _____

Have you ever filed for bankruptcy? If so, when was it discharged? _____

Have you or your spouse ever been sued for non-payment of rent or for damages to the property you were renting? _____

List all vehicles to be parked on the premises by applicant, spouse, or children. (including cars, trucks, motorcycles, trailers, boats, etc.)

Type of Vehicle _____ Make _____ Year _____ Lic No _____ State _____

Type of Vehicle _____ Make _____ Year _____ Lic No _____ State _____

Type of Vehicle _____ Make _____ Year _____ Lic No _____ State _____

Total number of Occupants is _____ List names, age, relationship of all persons to be occupying premises (including; children, relatives, and other co-residents)

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

This application is only preliminary and does not obligate either party to execute a rental agreement or to deliver possession of the rental dwelling unit. The property will not be taken off the market for rent unless the applicant is approved, a security deposit received, and a rental agreement executed. Keys for possession will only be furnished after receiving the applicant's first payment of rent. Applicant understands there will be no keeping of any pets (dogs, cats, birds, reptiles, fish, etc.) on the rented premises without the prior written consent from the agent. In consideration for permission to keep any pet on the rented premises there will be a \$250.00 **NON-REFUNDABLE** pet charge per pet. The following breeds of dogs are not permitted on the premises and are considered a violation of the rental agreement and subject to eviction and additional fees identified in the Rental Agreement: Pit/American Bulls, Staffordshire Terriers, Dobermans, Rottweiler, Chows, Presa, Canarios, Akitas, Wolf Hybrids, Huskies or any mixed breed with the above mentioned breeds.

Street address: _____

\$ _____ Monthly Rent \$ _____ Security Deposit

CORRECT INFORMATION

Applicant represents that all of the above information is correct and hereby authorizes us to obtain a credit reference through the credit bureau and to verify all other above references. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right to occupy, and forfeiture of deposits. Applicant understands that false information may constitute a criminal offense under the laws of this State. Applicant agrees to the terms of the below "Application Deposit Agreement."

APPLICATION DEPOSIT AGREEMENT

Tenants are **not** selected on a first come – first serve basis. Coldwell Banker Vanguard Realty Inc., is the listing and rental agent that represents the owner in this transaction and the undersigned further certifies this notice was received prior to entering into any lease agreement. Applicant understands the property will not be removed from the rental market until applicant is approved by the owner, rental agreement executed and security deposit collected. **SECURITY DEPOSITS MUST BE PAID IN THE FORM OF CERTIFIED FUNDS (ex. CASHIERS CHECK, MONEY ORDERS). IF TENANT SHOULD FAIL TO TAKE POSSESSION OF THE ABOVE PROPERTY THIS DEPOSIT SHALL BE FORFEITED.**

APPLICANTS SIGNATURE _____ Date _____

APPLICANTS SIGNATURE _____ Date _____

AGENTS SIGNATURE _____ Date _____

Showing Agent
Please Staple
Business Card
Here