

TENANT SCREENING APPLICATION

This application is for the rental of the property described below. Every adult (18 years of age or older) who will live in the property must complete a separate application. Please answer every question; an incomplete application may delay the review.

1. PROPERTY

Property address: _____

Landlord or property manager: _____

Monthly rent: \$ _____

Desired move-in date: _____

Application Fee (if applicable). The application fee is \$ _____. It covers the cost of screening this application, including obtaining consumer reports, and is non-refundable except as required by law.

2. APPLICANT

Full legal name: _____

Other names used (if any): _____

Telephone: _____

Email: _____

Identification (complete by hand on the signed copy). Do not enter these numbers online.

Date of birth: _____

Social Security number or ITIN: _____

Government photo ID type, number and issuing state: _____

3. OTHER OCCUPANTS

Other persons who will live in the property:

☐ No other persons will live in the property.

Full name	Relationship to applicant

4. PETS AND ANIMALS

☐ The applicant has no pets.

Type of animal	Breed, size and age

Assistance animals for persons with disabilities are not pets. A request for an assistance animal is handled as a reasonable accommodation request and is not subject to pet rules, pet fees or pet deposits.

5. VEHICLES

☐ The applicant will not keep any vehicles at the property.

Make, model and color	Year	License plate and state

6. RENTAL HISTORY

Current residence first, then previous residences, covering at least the past three (3) years:

Address	From - to	Monthly rent	Landlord name and phone	Reason for leaving
		\$		
		\$		
		\$		
		\$		
		\$		

7. EMPLOYMENT AND INCOME

☐ The applicant is not currently employed.

Employer and address	Position	Supervisor and phone	Start date	Gross monthly income
				\$
				\$
				\$
				\$
				\$

☐ Other Income. (if applicable) _____ : \$ _____ per month.

Total gross monthly income: \$ _____

The applicant may be asked for proof of income, such as pay stubs, tax returns or benefit statements. Income from any lawful source, including public assistance and housing vouchers, will be considered where required by law.

8. REFERENCES AND EMERGENCY CONTACT

Personal references (not relatives):

Full name	How the applicant knows them	Telephone

Emergency contact: _____

Relationship: _____

Telephone: _____

9. BACKGROUND

In the past seven (7) years, has a court entered an eviction judgment against the applicant? (check one): ☐ No ☐ Yes

If yes, explain:

In the past seven (7) years, has the applicant filed for bankruptcy? (check one): ☐ No ☐ Yes

If yes, explain:

A "yes" answer does not by itself disqualify an applicant.

10. AUTHORIZATION AND CERTIFICATION

Consumer Reports. I authorize the Landlord named above and its agents to obtain consumer reports about me, including credit reports, tenant screening reports and eviction records, from consumer reporting agencies, for the purpose of evaluating this application. This authorization ends when the Landlord makes a decision on this application, except as needed to verify information if I become a tenant.

Verification. I authorize the Landlord to verify the information in this application by contacting my current and previous landlords, employers, references and other sources of income, and I authorize them to release that information to the Landlord.

Adverse Action. If the Landlord denies this application, requires a co-signer or larger deposit, or charges higher rent based in whole or in part on a consumer report, the Landlord will give me a notice that names the consumer reporting agency and explains my right to obtain a free copy of the report and to dispute its accuracy.

Certification. I certify that the information in this application is true and complete. I understand that false, misleading or incomplete information may be grounds for denying this application or, if I become a tenant, for ending my tenancy as permitted by the lease and applicable law.

No Lease. Submitting this application does not create a lease or reserve the property. A lease exists only when it is signed by both the Landlord and me.

Privacy. The Landlord will keep the information in this application confidential, use it only to evaluate this application and administer any resulting tenancy, and dispose of consumer reports securely, except as otherwise required by law.

Fair Housing. The Landlord does not discriminate on the basis of race, color, religion, sex, national origin, disability, familial status or any other characteristic protected by federal, state or local law. The Landlord applies the same screening criteria to every applicant.

Applicant signature: _____

Printed name: _____

Date: _____

FOR LANDLORD USE ONLY

Date application received: _____

Application fee received: ☐ Yes ☐ No ☐ Not applicable

Decision: ☐ Approved ☐ Approved with conditions ☐ Denied Date: _____

Conditions (if any): _____

Adverse action notice given on: _____

Reviewed by: _____