



RENTAL APPLICATION

Address _____

Date _____

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INSTRUCTIONS

Please complete each section of this application and return it to the Townsend Rental Office with your application fee. Processing time is normally 1 business day, but may be greater if landlord references are delayed.

Attach proof of income with this application when you submit it to us.

Application fees are \$25 for the applicant, plus \$10 for each additional person over 18 years of age.



**APPLICATION REQUIREMENTS
&
LEASING POLICY**

AGENCY DISCLOSURE: The above named firm and its agents are representing the interests of the Landlord. As such, the firm and its agents must work to obtain for the Landlord the best price and terms possible. The firm and its agents must also furnish the Landlord any information obtained from you or any other source which is material to the transaction or which might influence the Landlord's decision to rent.

Rental properties are offered to the public for leasing in compliance with all state and federal housing laws, including but not limited to, any federal and state laws and regulations prohibiting discrimination on the basis of race, color, religion, sex, national origin, handicap or familial status.

INCOME: Applicant must be able to show a gross monthly income equal to four times the monthly rent. Any NON-EMPLOYMENT INCOME must be guaranteed for the term of the lease by the paying department or the individual. Married applicants can combine incomes for qualifying purposes, provided both have acceptable credit.

SOCIAL SECURITY CARD: Applicant must be able to show a social security card with their name on it or a payroll check showing such number. Simply remembering the number is not sufficient.

DELAYED MOVE-IN PERIOD: Vacant properties are available for immediate occupancy. Occupied properties have a rental availability date. Homes will not be kept off the market for a future tenant (without rent being paid) once a property is vacant, or a date past the rental availability date, except for a short period of time (usually 7 –14 days), as set by the owner of the property. This amount of time varies on a property-by-property basis.

TENANT PROCEDURES TO RESERVE A PROPERTY PRIOR TO OCCUPANCY: The following steps must be taken, in sequence, to reserve a property: (1) the prospective tenant must complete an application and pay the application fee; (2) the rental department must review the application, credit report and landlord reference, and approve the tenancy; and (3) the tenant must either: (a) pay the full security deposit and sign a lease, or (b) sign a binder. Until and unless all these procedures are completed, the property will remain on the market for rent. Should another applicant be approved prior to these steps being completed, the losing applicant forfeits the application fee.

I have read the above and fully understand that the policies stated above will be used in considering the acceptability of my/our application to rent a property from Townsend Real Estate.

Signature _____ Date _____

Signature _____ Date _____

**Townsend Real Estate
Rental Application (Continued)**

PROPERTY ADDRESS _____ Move-in Date: _____	
Rent Rate/Month: _____ Security Deposit: _____	
Pets Authorized? Y N (Circle one) Non-refundable Pet Fee: \$ _____ #Pets: _____	
Type/Breed/Age of Pet(s) _____	

LOCAL (CURRENT) EMPLOYMENT (A total of 2 years minimum)

APPLICANT	SPOUSE/CO-APPLICANT
Employer _____	Employer _____
Position _____ From _____ To _____	Position _____ From _____ To _____
Supervisor _____ Phone _____	Supervisor _____ Phone _____
Gross Monthly Income \$ _____	Gross Monthly Income \$ _____

PRIOR EMPLOYMENT (If less than 2 years at local employment above)

APPLICANT	SPOUSE/CO-APPLICANT
Employer _____	Employer _____
Position _____ From _____ To _____	Position _____ From _____ To _____
Supervisor _____ Phone _____	Supervisor _____ Phone _____
Gross Monthly Income \$ _____	Gross Monthly Income \$ _____

MAXIMUM RENT QUALIFICATION

A

Applicant's gross monthly income \$ _____ + Co-applicant's gross monthly income \$ _____ = \$ _____.

A

Total Gross monthly Income \$ _____ ÷ 4 = \$ _____ (Maximum Rent Amount)

For example, assume an applicant and spouse have documented earnings of \$2000 and \$1600 per month, respectively. Using the formula above, their combined total gross monthly income would be \$2000 + \$1600 = \$3600. The maximum rent they would be qualified to pay, based on their income, is \$900 (\$3600 ÷ 4 = \$900). This qualification would be subject to the other qualification requirements, among them being their rental, credit, and criminal histories.

Reminder: Rent may be combined for qualification for married couples only, but would require an additional credit report on the spouse.

Do You or any Other Occupant Have a History of the Following (Please Circle)

CIVIL CONVICTION: Y N CRIMINAL RECORD: Y N BANKRUPTCY: Y N SEX OFFENDER Y N

EMERGENCY POINT OF CONTACT: _____ PHONE: _____

Signed _____ Date _____ Signed _____ Date _____

Townsend Real Estate Rental Application (Continued)
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REQUEST FOR REPAIR(S) OR ALTERATIONS AS A CONDITION OF THE LEASE

Property Address: _____

Please indicate below if you will accept the property in an “as viewed” condition.

_____ I/We agree to accept the property in its present condition.

Applicant Signatures:

	Date _____
	Date _____

----- **OR** -----

_____ I/We request that the following repairs/improvements be done as a condition to my/our signing a lease to rent the above listed property:

Applicant Requested Repair/Improvement	Yes/No	Manager Response Comments

I/We accept the property with the responses provided by the manager as noted above.

Applicant Signatures:

Date:



Sources of Applicants

To: Applicants for our rental properties

We are required to indicate to the credit agency that provides us your credit report the reason that led you to inquire about a property managed by Townsend Real Estate. In the table below, please select one source from the column titled "Sources" and put a checkmark beside it in the column titled "Mark One." Thank you for your assistance.

The Rental Department

Mark One	Sources	Coding - OFFICE USE ONLY
	AmericanRentals.biz	Internet - Other
	AHRN.com	Scott AFB publication
	ApartmentFinder.com	Apartment Finder.com
	Apartment Finder magazine	Apartment Finder
	Current Resident	Returning Resident
	Newspaper (Fayetteville Observer-Times)	Newspaper
	Friend	Friend/current resident
	Multiple Listing Service	Locator
	Referred by a Realtor (not Townsend Real Estate)	Realtor
	Referred by a Realtor (Townsend Real Estate)	Referral Property
	Referred by a Current or Former Resident	Referral-resident
	Referred by an Owner	Scattered sites home ownership
	Returning Resident	Returning Resident
	Townsend Real Estate.com	Corporate/Property Web site
	Yard Sign (Drive-by)	Signage
	Other:	

Townsend Real Estate
Rental Application (Continued)

PROOF OF IDENTIFICATION
(COLOR PHOTO REQUIRED)

We are required to verify the identity of all individuals on which we obtain credit and criminal check verifications. In order to accomplish this requirement, please place the driver's license(s) of all individuals 18 years of age or older on the template below and make a color photo copy of the licenses. Your cooperation is appreciated.

Place
Applicant
Driver's
License
Here

Place
Spouse/Co-Applicant
Driver's
License
Here

Place
18+ Occupant's
Driver's
License
Here

Place
18+ Occupant's
Driver's
License
Here

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