

**Thank you for your interest in leasing a home from The Property Manager! Our Managing Broker will review your application and we will contact you with a decision, ultimately this decision will be made by the Landlord of the property. We have listed some guidelines and requirements of our qualifying criteria so that we may make a recommendation to the Landlord based upon the following factors:**

**1) Complete the Lease Credit Application:** Applicants must be 18 years of age. All occupants 18 years of age or older must complete a Lease Credit Application, pay all Application Fees (**\$45.00 per person over 18**) and are required to be on the lease as a resident.

**2) Security Deposit and Application Fees:**

**An application fee of \$45.00 per person over 18, \$70.00 joint application fee** (money order or Cashier’s Check) is required at the time the application is submitted. **You can also pay by credit card with a 2.75-3.75% fee.** We do require that your security deposit be submitted in the form of certified funds (Cashier’s Check, Money Order). You may also include with your application, the reserve property fee (half of the security deposit total) if you’d like us to hold the property for you while we process the application. The security deposit is not required, but is recommended to strengthen your application.

**3) Additional Deposit:**

If the owner approves a pet, an additional security deposit is required per the Landlord’s discretion. Pets are approved on a case by case basis. Generally, our pet deposit is \$300.00 per pet and is refundable.

**4) Income:** Any income that you list on the application must be legitimately verifiable. We prefer to see that your income is three (3) times the monthly rent for the property you are applying for. Please include two (2) months of your recent paystubs, employment letter, disability letter, etc. For those of you that are self-employed or retired we require a copy of 2 years of your prior tax returns, W2 or bank statement.

**5) Photo I.D.:** All applicants must provide a legible copy of their driver’s license or other approved photo I.D.

**6) Rental History:** A minimum of two years of rental history is required. (Living in a property that is owned by a relative is not considered a tenant/Landlord relationship for rental verification purposes) Owning your previous residence can take place of rental history. Residency has to be verifiable at the addresses you’ve listed.

**7) Credit:** A Credit Report must be processed for each applicant.

**Qualifying Criteria (based on prior two years)**

**Credit Issues past 24 months**

- Foreclosure
- Petitioned or Dismissed Bankruptcy
- Broken lease or negative rental history
- More than 50% negative credit
- 50% negative credit AND 50% positive credit with good rental
- More than 50% POSITIVE credit with good rental
- Good Rental with no credit or lack of credit
- No rental and no credit

**Deposit Required**

- Double Security Deposit (equal to 2x’s the monthly rent)
- Double Security Deposit
- Double Security Deposit
- Double Security Deposit
- ½ Additional Security Deposit
- Single Security Deposit
- Co-Signer or ½ Additional Security Deposit
- Double Security Deposit or ½ Additional Security Deposit with Co-Signer

**9) Automatic Decline:** Applicants will be automatically declined for the following:- Anyone having been evicted by a prior landlord for cause -Falsification of application -Invalid Social Security number -Failure to pay Application Fee -Any Application that has not been fully completed, including all pages signed, incomplete applications will not be processed.

**10) Property Acceptance:** Prospective tenant(s) are accepting the property in an as is condition. Requests for changes to the property must be submitted in writing with the application. Applicant must submit security deposit and signed lease within 48 hours of acceptance. Failure to do so will result in cancellation of the application.

**11) Signature:** By signing this you have reviewed the Qualifying Criteria and understand that this is the basis of how the results of your application will be determined.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

OKLAHOMA REAL ESTATE COMMISSION

OFFICE USE ONLY

Applicant Name (Last, First)

Best phone number

Best email

RESIDENTIAL LEASE APPLICATION

Section 1. Rental Property/Lease Information

Property Address: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_ payable in certified funds before or at time of possession.

Security Deposit \$ \_\_\_\_\_  payable in certified funds upon approval of application or  to be prepaid in advance by certified funds, shall not be refunded if application is approved and applicant fails to execute a lease and take possession of the subject property. Prepaid security deposit shall be refunded if application is not approved.

\_\_\_\_\_ Deposit \$ \_\_\_\_\_ payable in certified funds upon approval of application.

Processing Fee. The Application and Credit Check Processing Fee is \$ \_\_\_\_\_ for each credit report, payable in cash, certified funds at time of application. Employment, personal references, credit records, public records, current and previous property landlords' references and criminal records may be checked as part of the processing of the application. This Processing Fee is NOT REFUNDABLE.

Upon approval of application, applicant has the right to receive a copy of the lease for review for \_\_\_\_\_ days (3 days if left blank) before they are required to sign.

NOTICE: The above Property is offered for lease without regard to sex, race, religion, color, handicap, familial status, age or national origin.

Section 2. Applicant Information (A copy of photo identification for all applicants must be submitted with this application)

Applicant

Name: \_\_\_\_\_ (First, Middle, Last)

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers Lic. #: \_\_\_\_\_ Photo ID: \_\_\_\_\_ Yes \_\_\_\_\_ No

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Must not be a co-applicant or someone who will be residing in the residence with you.

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

Present Address Information

Is present Landlord related to you? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address Information

Was Landlord related to you? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Employment History**

Current Employer: _____	Previous Employer: _____
Position: _____	Position: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
How Long: _____ Gross Monthly Income: _____	How Long: _____ Gross Monthly Income: _____
Supervisor: _____ Phone #: _____	Supervisor: _____ Phone #: _____
Other Income: _____ Source: _____	
Do you have a checking/savings account? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes what bank? _____	
Have you ever:	
Filed for bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes date of discharge? _____	
Been evicted? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____	
Broken a lease? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____	
Been convicted of a felony/misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes, for _____	
Been sued for nonpayment of rent? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____	
Been sued for damage to rental property? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____	

**Section 3. Co-Applicant Information** (A copy of photo identification for all applicants must be submitted with this application)

**Applicant**

Name: \_\_\_\_\_  
(First, Middle, Last)

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers Lic. #: \_\_\_\_\_ Photo ID:  Yes  No

**In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
Must not be a co-applicant or someone who will be residing in the residence with you.

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

**Present Address Information**

Is present Landlord related to you? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Address Information**

Was Landlord related to you? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Employment History**

Current Employer: \_\_\_\_\_ Previous Employer: \_\_\_\_\_  
Position: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How Long: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_ How Long: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Other Income: \_\_\_\_\_ Source: \_\_\_\_\_  
Do you have a checking/savings account? \_\_\_ No \_\_\_ Yes, if yes what bank? \_\_\_\_\_  
Have you ever:  
Filed for bankruptcy? \_\_\_ No \_\_\_ Yes, if yes date of discharge? \_\_\_\_\_  
Been evicted? \_\_\_ No \_\_\_ Yes, please explain \_\_\_\_\_  
Broken a lease? \_\_\_ No \_\_\_ Yes, please explain \_\_\_\_\_  
Been convicted of a felony/misdemeanor? \_\_\_ No \_\_\_ Yes, for \_\_\_\_\_  
Been sued for nonpayment of rent? \_\_\_ No \_\_\_ Yes, please explain \_\_\_\_\_  
Been sued for damage to rental property? \_\_\_ No \_\_\_ Yes, please explain \_\_\_\_\_

**Section 4. Other Information**

**Occupant Information**

List name, ages, and relationship of occupants other than Applicant(s):

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***No other individuals shall occupy the premises other than those named above.***

**Pet information:**

List name, ages, breed, and other requested information for pet(s):

<u>Name</u>	<u>Breed</u>	<u>Sex</u>	<u>Weight</u>	<u>Age</u>	<u>Neutered/Spayed</u>	<u>Indoor</u>	<u>Outdoor</u>
_____	_____	_____	_____	_____	___ No ___ Yes	___	___
_____	_____	_____	_____	_____	___ No ___ Yes	___	___
_____	_____	_____	_____	_____	___ No ___ Yes	___	___

***No other pets shall occupy the premises other than those named above.***

**General Information:**

Will any smokers occupy the property? \_\_\_ No \_\_\_ Yes

Do you have Tenant's Homeowners Insurance Coverage? \_\_\_ No \_\_\_ Yes, Insurance Company: \_\_\_\_\_

**Vehicle Information:** List automobiles trailers, boats, motorcycles, motor homes, or commercial vehicles be stored at the Property?

Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Section 5. Acknowledgement, Agreement and Authorization**

Applicant(s) represents that all of the above statements are true and complete and authorizes verification of all of the above information by all means available, including employment, personal references, credit records, public records, current and previous property owners and criminal records by the Owner and/or Property Manager. Applicant(s) acknowledges that false information may constitute a breach of the lease entitling the Property Owner, at the Property Owner's option, to repossess the Property. Further, Applicant(s) expressly authorizes Owner and/or Property Manager (including a collection agency) to obtain Applicant(s) consumer credit report, which Owner and/or Property Manager may use if attempting to collect past due rent payments, late fees, or other charges from Applicant(s) both during the term of the lease and thereafter.

Applicant(s) also understands and agrees that this application will be retained by the Owner and/or the Owner's Property Manager whether or not approved. Applicant(s) understands and agrees that, in the future upon request, the Owner and/or the Owner's Property Manager will release information concerning the Owner's experience with Applicant(s) as an Applicant/Tenant(s). Applicant(s) understand and agrees that this application will not be processed without the "Processing Fee" set out in Section 1. Applicant further agrees and understands that this Processing Fee will **NOT BE REFUNDED** regardless of whether or not the Owner accepts this application for residency and the Pre-paid Security Deposit shall **NOT BE REFUNDED** if application is approved and applicant fails to execute a lease and take possession of the subject Property.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The undersigned Broker acknowledges receipt of the non-refundable processing fee.

\_\_\_\_\_  
Broker's Signature

\_\_\_\_\_  
Date

**Office Use Only:**

Property Address being applied for: _____	
Security Deposit received on _____ by _____	Deposit received on _____ by _____
Processing Fee received on _____ by _____	received on _____ by _____