

Pantelan

Rental Application Policies & Requirements

Welcome to Pantelan Real Estate Services, LLC Rental Property Management team. We would like to thank you for considering one of our rental properties for your future home. Occupancy is limited to two individuals per bedroom. Only two cars will be permitted on the Property. In order to process your application in a timely manner, the following items will be needed:

1. **Proof of Income:** We will need copies of your two (2) most recent paycheck stubs. If you have recently started a new job or do not have a paycheck stub at this time, an employment letter from your supervisor (on company letterhead) stating the number of hours you will work per week and your salary will suffice. If you are starting a new job, we will need the final two pay stubs from your previous employer in addition to your accepted offer letter. If self-employed, you must be able to provide Federal Tax returns for the past two (2) years to verify your income.

Other sources of income include S.S.I., student loans, grants/scholarship funds for current period, current savings account statement verifying balance. Applicant's printed name must be on any proof of income that you choose to submit.

2. **A completed application** with current, accurate information and signatures of all applicants over the age of 18 including a **copy of government issued ID** for each applicant.

The following is a list of requirements needed to qualify for residency:

1. Rental amount cannot exceed 35% of your current gross income.
2. One year verifiable rental history within the last two years. Rental history cannot reflect anything negative. Proof of home ownership will suffice for this requirement. If you have a foreclosure or short-sale on your credit we will need to see your last mortgage statement in order to be considered for qualification. An additional deposit may be considered for those who cannot meet this requirement.
3. Pantelan Real Estate Services, LLC runs criminal background and credit checks on all applicants and therefore requires a valid social security number to process an application.
4. Credit reports cannot reflect any judgments, skips, evictions or collection accounts relating to rental history. Satisfied accounts will be viewed favorably. A discharge must be reflected if a bankruptcy has been filed.
5. Criminal background must not reflect criminal history involving felony convictions, arson, robbery, sexual offenses or crimes against children.

Application Fee: \$50 Per Adult

All move-in costs are to be paid with a cashier's check or money order – no exceptions. In any of the above requirements are not met or the information is falsified, your application will be denied. Application fees are non-refundable.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

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RENTAL APPLICATION

(Separate Application required for any additional occupant over the age of 18)

THIS SECTION FOR LANDLORD USE ONLY

Monthly Rental Amount: _____

Term of Lease: _____ to _____

TENANT FINANCIAL INFORMATION

First Month's Rent..... \$ _____
Security Deposit \$ _____
Pet Deposit \$ _____
Application Fee \$ _____
Other (specify)..... \$ _____
TOTAL..... \$ _____

CONTACT CHECKLIST

Current Landlord Contacted?
[] YES [] NO
Current Employer Verified?
[] YES [] NO
Credit Report Determination?
[] YES [] NO
Criminal Background Checks Complete?
[] YES [] NO

DESIRED MOVE-IN DATE: ____ / ____ / ____

PROPERTY ADDRESS: _____

DOCUMENT CHECKLIST: Photo Identification Two (2) Most Recent Paychecks
 Application Fee Financial Account Statement(s) (most recent month)

PRIMARY APPLICANT INFORMATION

Name (full legal name): _____
Social Security Number: _____ -- _____ -- _____ Date of Birth: ____ / ____ / 19 ____
Home Phone: (____) _____ -- _____ Work Phone: (____) _____ -- _____
Mobile Phone: (____) _____ -- _____ Email: _____
Driver's License / ID Number: _____ State: _____

PRIMARY RENTAL HISTORY

Current Address: _____
Dates at this Address: from ____ / ____ to ____ / ____
Reason for Leaving: _____
Landlord / Manager Contact Name: _____
Landlord / Manager Phone: (____) _____ -- _____

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Rental History Cont.

Previous Address: _____

Dates at this Address: from ____ / ____ to ____ / ____

Reason for Leaving: _____

Landlord / Manager Contact Name: _____

Landlord / Manager Phone: (____) _____ -- _____

PRIMARY EMPLOYMENT HISTORY

Current Employer Name and Address: _____

Phone: (____) _____ -- _____ Supervisor Name: _____

Length of Employment: from ____ / ____ to ____ / ____

Previous Employer Name and Address: _____

Phone: (____) _____ -- _____ Supervisor Name: _____

Length of Employment: from ____ / ____ to ____ / ____

SECONDARY APPLICANT INFORMATION

Name (full legal name): _____

Social Security Number: _____ -- _____ -- _____ Date of Birth: ____ / ____ / 19 ____

Home Phone: (____) _____ -- _____ Work Phone: (____) _____ -- _____

Mobile Phone: (____) _____ -- _____ Email: _____

Driver's License / ID Number: _____ State: _____

SECONDARY APPLICANT RENTAL HISTORY (If different from primary's info.)

Current Address: _____

Dates at this Address: from ____ / ____ to ____ / ____

Reason for Leaving: _____

Landlord / Manager Contact Name: _____

Landlord / Manager Phone: (____) _____ -- _____

Previous Address: _____

Dates at this Address: from ____ / ____ to ____ / ____

Reason for Leaving: _____

Landlord / Manager Contact Name: _____

Landlord / Manager Phone: (____) _____ -- _____

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SECONDARY APPLICANT EMPLOYMENT HISTORY

Current Employer Name and Address: _____

Phone: (____) _____ -- _____ Supervisor Name: _____

Length of Employment: from ____ / ____ to ____ / ____

Previous Employer Name and Address: _____

Phone: (____) _____ -- _____ Supervisor Name: _____

Length of Employment: from ____ / ____ to ____ / ____

MINOR OCCUPANTS

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

APPLICANT / OCCUPANT VEHICLES

Make: _____ Model: _____ Year: _____ License Plate #: _____

Make: _____ Model: _____ Year: _____ License Plate #: _____

INCOME (Please provide copies of two (2) most recent paychecks for all income sources used to qualify)

Gross/Combined Monthly Income from Current Employer(s): \$ _____

Gross Monthly Income from Other Sources (average): \$ _____ Please describe _____

TOTAL GROSS/COMBINED MONTHLY INCOME: \$ _____

FINANCIAL INFORMATION

Financial Assets (Please provide copies of most recent monthly statements)

Checking Account Institution Name: _____ Balance: \$ _____

Savings Account Institution Name: _____ Balance: \$ _____

Other (please describe): _____

MISCELLANEOUS (Please check appropriate answers)

Do you have pets? YES NO If yes, describe: _____

Do you expect to purchase a home in the next two (2) years? YES NO

Do you or any prospective occupants smoke? YES NO

Will you have water filled furniture on the Premises? YES NO

Have you ever been evicted from your place of residence? YES NO If yes, please explain below

Have you ever had a legal dispute regarding rental property? YES NO If yes, please explain below

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Have you ever filed bankruptcy? YES NO If yes, please explain below

Have you or any prospective occupants ever been charged with or convicted of a felony? YES NO

Are you or any prospective occupants a registered sex offender? YES NO

Explanation: _____

APPLICANT EMERGENCY CONTACTS INFORMATION

Emergency Contact Name: _____ Relationship: _____

Phone: (____) _____ -- _____ Mailing Address: _____

Emergency Contact Name: _____ Relationship: _____

Phone: (____) _____ -- _____ Mailing Address: _____

I/We hereby certify and affirm that all information provided in this Rental Application is true and correct. I understand that the lease or rental agreement I am applying for may be terminated if I have made any false, misleading or incomplete statement(s) in this Rental Application. I hereby authorize verification of all information provided herein, including financial and credit-related information, through the use of third party background screening services, credit bureau reporting services, contact with current and previous employers, contact with current and previous landlords, and/or contact with personal references.

PRIMARY APPLICANT SIGNATURE DATE

PRIMARY APPLICANT PRINTED NAME

SECONDARY APPLICANT SIGNATURE DATE

SECONDARY APPLICANT PRINTED NAME

Date Received for processing: _____