



# Rental-lease application

Agent name: \_\_\_\_\_ Office: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**USE BLACK INK AND PLEASE PRINT CLEARLY!** **VERIFY I.D. / SSN / ADDRESS INFO**

Property address: \_\_\_\_\_  
 Amount of rent being offered: \_\_\_\_\_ Term: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ SSN#: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 LAST FIRST MIDDLE  
 Drivers Lic. #/State: \_\_\_\_\_ / \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Co-Applicant:** \_\_\_\_\_ SSN#: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 LAST FIRST MIDDLE  
 Drivers Lic. #/State: \_\_\_\_\_ / \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Applicant:**

**Present Address:** \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_  
**Current Landlord:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ Date From: \_\_\_\_\_ to \_\_\_\_\_  
**Previous Address:** \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ **Has an eviction ever been filed against you? Yes / No**  
**Previous Landlord:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ Date From: \_\_\_\_\_ to \_\_\_\_\_

**Co-Applicant:**

**Present Address:** \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_  
**Current Landlord:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ Date From: \_\_\_\_\_ to \_\_\_\_\_  
**Previous Address:** \_\_\_\_\_ Rent Amt: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ **Has an eviction ever been filed against you? Yes / No**  
**Previous Landlord:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ Date From: \_\_\_\_\_ to \_\_\_\_\_

**Applicant's Present Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Position: \_\_\_\_\_ HR Contact: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date From: \_\_\_\_\_ to \_\_\_\_\_ Gross Income: \$ \_\_\_\_\_ per week [ ] month [ ] yr [ ] Other Income: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_ Savings Acct. # \_\_\_\_\_ Checking Acct. # \_\_\_\_\_

**Co-Applicant's Present Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Position: \_\_\_\_\_ HR Contact: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date From: \_\_\_\_\_ to \_\_\_\_\_ Gross Income: \$ \_\_\_\_\_ per week [ ] month [ ] yr [ ] Other Income: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_ Savings Acct. # \_\_\_\_\_ Checking Acct. # \_\_\_\_\_  
 Other Income: \_\_\_\_\_ Source: \_\_\_\_\_

Have you ever filed for bankruptcy: Yes [ ] No [ ] Explanation: \_\_\_\_\_  
 Have you ever been evicted: Yes [ ] No [ ] \_\_\_\_\_  
 Do you have any judgments: Yes [ ] No [ ] \_\_\_\_\_  
 Have you had a foreclosure: Yes [ ] No [ ] \_\_\_\_\_

Others who will occupy premises: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_  
 \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_  
 \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_  
 \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Pets? [ ] Yes [ ] No Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Spade / Neutered [ ] Yes [ ] No  
 Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Spade / Neutered [ ] Yes [ ] No

A \$50.00, non-refundable application fee (personal check, money order, certified or cashier's check), per Social Security number, must be made payable to Coldwell Banker Residential Brokerage (CBRB) and a legible photocopy of each applicant's driver's license must be submitted with this application.

**\*\* Military attach copy of orders and LES.**

**\*\* Hourly/weekly employees attach last 2 pay stubs.**

**\*\* Self-employed attach copy of last 2 years of US Tax Form 1040 and Schedule C.**

**\*\* Those starting a new job attach letter from your employer**

Upon approval by the landlord of this application, the first full-month's rent (money order, certified or cashier's check) must be made payable to CBRB. In addition, a security deposit (money order, certified or cashier's check) will also be collected from the applicant and a lease-processing fee in the amount of \$50.00 payable to CBRB.

**TERMS:** APPLICANT CERTIFIES THAT ALL INFORMATION GIVEN TO EVALUATE THIS APPLICATION TO RENT/LEASE IS CORRECT AND COMPLETE. APPLICANT AUTHORIZES ALL INQUIRIES BY COLDWELL BANKER RESIDENTIAL BROKERAGE, RENTAL OWNER, OWNER'S AGENT AND/OR NATIONAL TENANT NETWORK DEEMED NECESSARY TO EVALUATE THIS APPLICATION. APPLICANT FURTHER UNDERSTANDS THAT ANY FALSE, INACCURATE, OR INCOMPLETE INFORMATION IS GROUNDS FOR IMMEDIATE REJECTION. APPLICANT SPECIFICALLY AUTHORIZES AND REQUESTS ALL PRESENT AND PREVIOUS EMPLOYERS, MORTGAGE HOLDERS, LANDLORDS, RENTAL AGENTS, CREDIT GRANTORS, BANKS, ACCOUNTANTS, STOCK BROKERS, AND ANY GOVERNMENT AGENCY TO RELEASE ANY REQUESTED INFORMATION IN THE EVALUATION OF THIS APPLICATION. CBRB UTILIZES THE SERVICES OF NATIONAL TENANT NETWORK TO PERFORM BACKGROUND CHECKS AND CREDIT REPORTS.

***If I rent the unit, I understand my rental history including lease violations and information I provide on this application may be reported to and maintained by National Tenant Network for up to 7 (seven) years after I vacate the premises.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**David W. Houghtaling**  
Coldwell Banker Residential Brokerage  
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