

**PLEASE READ BEFORE FILLING OUT THIS APPLICATION!**

In qualifying an applicant for tenancy, we seek stability and reliability. We strive to obtain an accurate history of our applicant so that we are able to reach an objective decision. A point system is used to evaluate all applicants. This system is based on an applicant's credit report, employment, and rental history. An applicant with poor credit, inadequate rental references, or weak employment history; if not declined, may be required to pay a higher security deposit.

Since the application fee is non-refundable, you may wish to take the time to thoroughly read this entire document as it may help in deciding whether or not you wish to submit your application. To submit an application, you will need one money order for \$100 to be applied towards your security deposit, and a second money order for the non-refundable application fee of \$40 per applicant/co-signer. An applicant is any individual over 18 years of age living within the household.

1) **RENTAL REFERENCES**

\*Local or out-of-state rental references.

\*Owning home is acceptable, however must be verified.

\*Living with parents, relatives, in-laws or friends are not considered a verifiable reference.

2) **EMPLOYMENT REFERENCES**

\*Local employment for at least one year from date application is made. If less than one year, previous employment must be continuous for at least one year up to date of new employment. We need a copy of your W-2 Form or recent paycheck stub.

3) **INCOME REQUIREMENT**

\*Applicant must have gross monthly wages in excess of three times the amount of rent. Preference is given to applicants whose gross is more than four times the amount of rent.

4) **CREDIT REFERENCES**

\*We obtain credit reports on all applicants and co-signers.

5) Criminal background reports obtained on all applicants and co-signers.

6) **Third & Hill, LLC RESERVES THE RIGHT TO DENY AN APPLICANT ON THE BASIS OF ANY PRIOR ARRESTS AND/OR CONVICTIONS.**

---

\* ALL LEASES ARE ONE (1) YEAR LEASES.

\* NO DOGS OR WATERBEDS ARE PERMITTED.

\* CATS ARE \$10 EXTRA PER MONTH, LIMIT TWO CATS.

\* APPLICANTS MUST BE 18 YEARS OR OLDER TO SIGN A LEASE.

\* WE SUPPORT AND PRACTICE EQUAL OPPORTUNITY HOUSING.

Revised January 15, 2008

**R E N T A L   A P P L I C A T I O N**

I hereby apply to rent the property at \_\_\_\_\_ and furnish you with the following information in support of my application. I understand that you will rely on this information in evaluating my application. I further understand that supplying false, incomplete, or misleading information is a criminal offense and will become grounds to automatically disqualify me from being eligible for a residence with **Third & Hill, LLC**

**ALL QUESTIONS MUST BE ANSWERED FULLY OR THIS APPLICATION WILL BE REJECTED.**

**APPLICANT**

**FIRST   MIDDLE INITIAL   LAST**

Soc. Sec# \_\_\_\_\_

Date of Birth \_\_\_\_\_

Phone No. Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

**Current Address (include zip code)**

\_\_\_\_\_  
\_\_\_\_\_

**Please list person to call in case of emergency (must be local):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Name, address & telephone number of nearest relative not living with you:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

**Current Landlord or Mortgage Co:**

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Are you named on a lease? \_\_\_\_\_

How long at this address? \_\_\_\_\_

Monthly rent? \_\_\_\_\_

Do you share the rent? \_\_\_\_\_

**Previous Address:**

\_\_\_\_\_  
\_\_\_\_\_

Landlord: \_\_\_\_\_

Telephone \_\_\_\_\_

**Current Employer Name & Address:**

\_\_\_\_\_  
\_\_\_\_\_

Job Title \_\_\_\_\_

Gross Monthly Income \_\_\_\_\_

Employment Date \_\_\_\_\_

**CO-APPLICANT / CO-SIGNER**

**FIRST   MIDDLE INITIAL   LAST**

Soc. Sec# \_\_\_\_\_

Date of Birth \_\_\_\_\_

Phone No. Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

**Current Address (include zip code)**

\_\_\_\_\_  
\_\_\_\_\_

**Please list person to call in case of emergency (must be local):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Name, address & telephone number of nearest relative not living with you:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

**Current Landlord or Mortgage Co:**

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Are you named on a lease? \_\_\_\_\_

How long at this address? \_\_\_\_\_

Monthly rent? \_\_\_\_\_

Do you share the rent? \_\_\_\_\_

**Previous Address:**

\_\_\_\_\_  
\_\_\_\_\_

Landlord: \_\_\_\_\_

Telephone \_\_\_\_\_

**Current Employer Name & Address:**

\_\_\_\_\_  
\_\_\_\_\_

Job Title \_\_\_\_\_

Gross Monthly Income \_\_\_\_\_

Employment Date \_\_\_\_\_

Supervisor \_\_\_\_\_  
Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_  
Phone Number \_\_\_\_\_

NOTE: MANY EMPLOYERS WILL NOT VERIFY WAGES. IN ORDER TO EXPEDITE YOUR APPLICATION, WE WELCOME YOU TO ATTACH COPIES OF YOUR PAY STUBS.

**Previous Employer:**

**Previous Employer:**

Job Title \_\_\_\_\_  
Gross Monthly Income \_\_\_\_\_  
Employment Dates: From \_\_\_\_ To \_\_\_\_  
Supervisor \_\_\_\_\_  
Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_  
Gross Monthly Income \_\_\_\_\_  
Employment Dates: From \_\_\_\_ To \_\_\_\_  
Supervisor \_\_\_\_\_  
Phone Number \_\_\_\_\_

List Names, Ages, and SS#'s for all other persons that would be living in the apartment:

Name \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_

---

---

**ADDITIONAL INFORMATION:**

Have you ever been evicted? Yes \_\_\_ No \_\_\_ If so, when: \_\_\_\_\_

Why are you looking to re-locate? \_\_\_\_\_

Does either applicant own any pets? Please list \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

**APPLICATION FEE AND CORRESPONDING DEPOSIT:**

I hereby apply to lease the above-described apartment at a monthly rent of \$ \_\_\_\_\_ beginning on (MUST BE FILLED IN) \_\_\_\_\_. Enclosed with this application is a separate non-refundable check or money order of \$40.00 per person (including co-signer is applicable) for the application fees and another check or money order of \$100 towards the security deposit. I understand that should the application be accepted, \$100 will be credited to the full amount of the security deposit which is \$ \_\_\_\_\_ (security deposit may be higher depending on the application review). After accepting approval terms, I agree to sign the lease within 3 business days. I also agree to take possession, pay the remainder of the security deposit and first full months rent within 14 days from the date of approval. If I fail to perform any of these agreements, I understand that my \$100 will be forfeited. I further understand that if the application is rejected, the full security deposit, not the non-refundable application fee, will be refunded within 10 working days.

---

---

***Disclosure of Information on Lead-Based Paint  
And/or Lead-Based Paint Hazards***

***Lead Warning Statement***

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.*

***Landlord's Disclosure***

A) Presence of lead-based paint and/or lead-based paint hazards:

**Third & Hill, LLC and the property owner's are aware that lead-based paint and/or lead-based paint hazards are or have been present at the following locations:**

---

---

