

RENTAL APPLICATION

RENTAL PROPERTY

Address of Property Applying For:

Requested Move-In Date:

Requested Lease Term (# of months):

APPLICANT INFORMATION

Full Name (First Name, MI, Last Name):

Date of Birth:

Social Security Number:

Driver's License Number:

State:

Expiration Date:

Home Phone Number:

Work Phone Number:

Cell Phone Number:

Email Address:

Aliases or Maiden Name used within the last 5 years:

SPOUSE INFORMATION

Full Name (First Name, MI, Last Name):

Date of Birth:

Social Security Number:

Driver's License

State:

Expiration Date:

Home Phone Number:

Work Phone Number:

Cell Phone Number:

Email Address:

Aliases or Maiden Name used within the last 5 years:

EMERGENCY CONTACT

Name:

Relationship:

Phone Number:

OTHER OCCUPANTS

Include the Full Name, Relationships, and Age of all other occupants (not listed above) to include children who will reside in the Property. Note: All Adults (included below) over the age of 18 must submit a separate application if their income is required to qualify for tenancy.

Full Name:

Relationship:

Age:

Full Name:

Relationship:

Age:

Full Name;

Relationship:

Age:

Full Name:

Relationship:

Age:

Full Name:

Relationship:

Age:

PETS/SERVICE ANIMALS

Type of Animal:

Breed:

Weight:

[] Neutered

Type of Animal:

Breed:

Weight:

[] Neutered

Type of Animal:

Breed:

Weight:

[] Neutered

RENTAL/MORTGAGE HISTORY (Provide your current and previous address for last 3 years)

Current Address:		
City:	State:	Zip:
<input type="checkbox"/> Rent <input type="checkbox"/> Mortgage		Monthly Payment:
Landlord Name:	Landlord Phone Number:	
From Date:	To Date:	
Previous Address:		
City:	State:	Zip:
<input type="checkbox"/> Rent <input type="checkbox"/> Mortgage		Monthly Payment:
Landlord Name:	Landlord Phone Number:	
From Date:	To Date:	
Reason for Moving:		

EMPLOYMENT HISTORY (Provide your current and previous employer for last 3 years)

Employment Status:	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired
Current Employer:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Address:	
City:	State: Zip:
Position or Title:	Monthly Salary:
From Date:	To Date:
Supervisor's Name:	Supervisor's Phone Number:
Previous Employer:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Address:	
City:	State: Zip:
Position or Title:	Monthly Salary:
From Date:	To Date:
Supervisor's Name:	Supervisor's Phone Number:

SPOUSE EMPLOYMENT HISTORY

Provide your current and previous employer for last 3 years —Required only if spouse's income is required to qualify for tenancy

Current Employment Status:	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired
Current Employer:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Address:	
City:	State: Zip:
Position or Title:	Monthly Salary:
From Date:	To Date:
Supervisor's Name:	
Previous Employer:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Address:	



City:		State:	Zip:
Position or Title:		Monthly Salary:	
From Date:	To Date:		
Supervisor's Name:		Supervisor's Phone Number:	
CO-SIGNER INFORMATION			
<i>If you are utilizing a Co-Signer to qualify for tenancy, please complete this section. Note: The Co-Signer must submit a Co-Signer Application along with this application.</i>			
Full Name (First Name, MI, Last Name):			
OTHER INCOME			
<i>List other sources of income and amount as necessary to show sufficient income to qualify for tenancy (e.g. pension, social security, savings, retirement accounts, alimony, child support, financial aid).</i>			
Source:		Monthly Amount:	
Source:		Monthly Amount:	
Source:		Monthly Amount:	
VEHICLES			
<i>List all vehicles to include cars, trucks, motorcycles, recreational vehicles and boats that will be parked at the Property.</i>			
Make:	Model:	Year:	
License Plate Number:		State:	
Make:	Model:	Year:	
License Plate Number:		State:	
Make:	Model:	Year:	
License Plate Number:		State:	
OTHER INFORMATION			
Have you ever been convicted of or pleaded guilty or no contest to a Felony?		[] Yes [] No	
Have you ever been convicted of or pleaded guilty or no contest to a misdemeanor for an act-of-violence, drug, or sex related offense?		[] Yes [] No	
Are you required to register as a Violent or Sex Offender in any jurisdiction?		[] Yes [] No	
Have you ever filed for bankruptcy?		[] Yes [] No	
Do you have any judgments against you?		[] Yes [] No	
Have you ever been evicted from or asked to leave any tenancy?		[] Yes [] No	
Have you ever broken a lease?		[] Yes [] No	
Have you ever been sued for non-payment of rent or damages to a rental property?		[] Yes [] No	
Do you or any of the intended occupants of the Property smoke?		[] Yes [] No	
Do you have liquid-filled furniture?		[] Yes [] No	
Have you ever rented from Mark-It Properties before?		[] Yes [] No	

RENTAL POLICIES AND DISCLOSURES

Thank-you for choosing to rent one of Mark-It Properties' rental properties. Mark-It Properties is a Professional Property Management company specializing in residential properties. We take great pride in providing quality services to our tenants and owners and ensuring our properties are rented, maintained, and managed in a professional manner. Please read all subsequent policies, disclosures, instructions, and authorizations carefully before submitting this application to avoid any misunderstandings or issues that could delay the processing your application.

Equal Housing: Mark-It Properties welcomes all applicants and supports the precepts of equal access and "Fair Housing". Mark-It Properties will not deny tenancy or discriminate against applicants on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, national origin, or sexual orientation.

Rental Property Availability: Mark-It Properties does not guarantee a rental property will be available by the time the processing of an application is completed. Mark-It Properties reserves the right to accept and process more than one application for a rental property. In the case of multiple applications for a rental property, the applications will be processed on a first come-first serve basis. However, the rental property will be offered to the first application that is processed and approved which is not necessarily the first one accepted. In addition, an applicant has 3 business days after being offered a rental property to sign a rental agreement. After this period, Mark-It Properties reserves the right to offer the rental property to another applicant.

Confidentiality: All applications and any and all information submitted to Mark-It Properties by an applicant becomes the property of Mark-It Properties and will be maintained in strict confidentiality. Information will not be used or released to any third party except for the purposes of processing an applicant's application and/or as intended.

Agency Disclosure: Mark-It Properties has a contractual relationship with the owner of the any and all properties rented or leased by Mark-It Properties and is the exclusive agent of the owner and represents the owner's interest in any and all transactions related to the renting or leasing of the owner's property.

RENTAL APPLICATION INSTRUCTIONS

All applicants applying for tenancy must be over the age of 18 and possess a valid Social Security Number (SSN). All adults over the age of 18 years who's income is required to qualify for tenancy must submit a separate Rental Application. An Application Fee of \$30 dollars must be submitted with each Rental Application. The Application Fee is used to obtain an applicant's Credit Report, Criminal Report, and check his/her employment and rental history. The Application Fee is not refundable and must be paid by Cash, Cashier Check, Certified Check, or Money Order.

The Rental Application and Application Fee may be mailed to Mark-It Properties and/or applicants may arrange with Mark-It Properties to drop it off at a mutually convenient location. The Rental Application will not be processed until the Rental Application, Application Fee, Landlord Verification Request, and Co-Signer Application (if required) are received from all required parties. Once received, the Rental Application normally takes 2 to 3 business days to process if there are no issues.

When the processing of the Rental Application is completed, an applicant will be informed of the status of his/her application. If approved, Mark-It Properties will contact the applicant to arrange a meeting to sign the Rental Agreement.

LANDLORD VERIFICATION REQUEST INSTRUCTIONS

A Landlord Verification Request must be submitted by each applicant along with their Rental Application. The applicant should complete only the Authorization portion of the form by signing where it says Applicant's Name. The remainder of the form will be completed by Mark-It Properties and the Previous Landlord.

CO-SIGNER INSTRUCTIONS

An applicant who is unable to qualify for tenancy due to insufficient income or low credit score may utilize a co-signer to guarantee the financial obligation of the lease and thereby qualify for tenancy. An applicant may only have one co-signer. To qualify for tenancy with a co-signer, an applicant must complete the co-signer section in the Rental Application. In addition, the co-signer must submit a Co-Signer Application along with the applicant's Rental Application. An Application Fee of \$30 must be submitted with the Co-Signer Application. The Application Fee is used to obtain the co-signer's Credit Report and check his/her employment and rental history. The Application Fee is non-refundable and must be paid by Cash, Cashier Check, Certified Check, or Money Order.

CRITERIA FOR TENANCY

Mark-It Properties conducts a thorough screening of each applicant to include but not limited to checking the applicant’s credit history, criminal background, employment history, and rental history. To qualify for tenancy each applicant must meet the criteria for tenancy set forth in Mark-It Properties’ website (www.markitproperties.com). Applicants are advised to check with Mark-It Properties for Property Dependent criteria before submitting their applications.

ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge and warrant that the information provided by me in this application is true, complete, and accurate to the best of my knowledge and belief. I acknowledge and agree that any information identified herein to be false, incomplete or a misrepresentation may, without further notice, result in the denial of this and any future applications for properties managed by Mark-It Properties. I further acknowledge and agree that if any information is found to be false, incomplete, or a misrepresentation after occupancy, Mark -It Properties reserves the right to immediately terminate my tenancy and any rental agreement entered into with me and collect from me any damages incurred, including, but not limited to reasonable attorney fees resulting there from.

I acknowledge and agree that by submitting this application alone I have no legal right or claim to the rental property applied for and that Mark-It Properties reserves at its sole discretion and determination the right to deny my application.

I authorize the investigation and release of any and all information pertaining to any and all statements provided by me herein, including, but not limited to the release of confidential information pertaining to my credit history, criminal background, employment history and rental history to Mark-It Properties, its agents and employees.

By signing below, I hereby waive any right of action, claims or damages now or hereafter against Mark-It Properties, its agents and employees or any person or entity as a consequence of non-acceptance and/or the release and/or exchange of any and all fore-mentioned confidential information.

Applicant Signature: _____ Date: _____

FOR MARK-IT PROPERTIES’ USE ONLY

By signing below, the Property Manager warrants that all items marked below have been received from the tenant and all monies received was turned in immediately to the Bookkeeper upon receipt.

Received By _____ Date: _____

Rental Application Received [] Yes [] No

Landlord Verification Request Received [] Yes [] No

Rental Application Fee Received [] Yes [] No



LANDLORD VERIFICATION REQUEST

This section of form to be completed by Applicant. Please sign and submit to Mark-It Properties along with your rental application.

AUTHORIZATION: I hereby authorize Mark-It Properties to request and obtain the following information from any and/or all of my Previous Landlords listed in my rental application. Likewise, I hereby authorize any and/or all of my Previous Landlords to release the following information to Mark-It Properties for the purpose of processing my rental application.

Applicant Signature: _____ **Date:** _____

This section of form to be completed by Mark-It Properties

Name of Applicant: _____

Name of Previous Landlord: _____

Previous Address: _____

Dates of Tenancy: From _____ **To** _____

This section of form to be completed by Previous Landlord. When complete, please fax this form to 866-614-0070.

- Did the applicant reside at the previous address for the period indicated above? [] Yes [] No
- Did the applicant ever pay rent late? If yes, [] 1-2 times [] more than 2 times [] Yes [] No
- Did you ever receive a check that was returned for insufficient funds? [] Yes [] No
- Did you ever give notice of eviction for non-payment of rent? [] Yes [] No
- Did the applicant abide by the terms and conditions of the lease? [] Yes [] No
- Did the applicant promptly report problems with the property/unit? [] Yes [] No
- Did the applicant leave the property/unit in clean/good condition? [] Yes [] No
- Did the applicant cause damage to the property/unit beyond normal wear and tear? [] Yes [] No
- Did the applicant complete the full term of the lease? [] Yes [] No
- Did the applicant provide proper notice of termination? [] Yes [] No
- Did the applicant leave with any unpaid rent payments, fees, or charges? [] Yes [] No
- Was the applicant evicted or asked to vacate the property? [] Yes [] No
- Was the applicant ever hard to deal with or uncooperative? [] Yes [] No
- Did the applicant make any unreasonable demands or complaints? [] Yes [] No
- Would you rent to applicant again? [] Yes [] No

Completed By: _____ **Date:** _____
[Landlord and/or Authorized Representative]

Thank you for your assistance
 Mark-It Properties, Inc.