

**RENTAL APPLICATION**

A \$30.00 non-refundable application fee is required to process applications for 1 Adult or a married couple:

**PERSONAL**

Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

SS# \_\_\_\_\_ SS# \_\_\_\_\_

Driver's license \_\_\_\_\_ State \_\_\_\_\_ Driver's License \_\_\_\_\_ State \_\_\_\_\_

E-Mail \_\_\_\_\_ Credit Card # \_\_\_\_\_

**ADDRESSES**

Present Address \_\_\_\_\_ City \_\_\_\_\_ Since \_\_\_\_\_ Phone \_\_\_\_\_

Zip \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Rent Paid \_\_\_\_\_

Is rent paid O yes O no Have you given notice? O yes O no. Have you been asked to leave? O yes O no

**OCCUPANTS**

**Name**

**Relationship**

**Birth Date**

<b><u>Name</u></b>	<b><u>Relationship</u></b>	<b><u>Birth Date</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets:  yes  no Type \_\_\_\_\_  inside or  outside

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**CARS**

#1 Make \_\_\_\_\_ Model \_\_\_\_\_ License \_\_\_\_\_ Owner \_\_\_\_\_

#2 Make \_\_\_\_\_ Model \_\_\_\_\_ License \_\_\_\_\_ Owner \_\_\_\_\_

**Employment**

Employer \_\_\_\_\_ Since \_\_\_\_\_ Spouse Employment \_\_\_\_\_ Since \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

What are your duties? \_\_\_\_\_ What are your duties? \_\_\_\_\_

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

**Income**

Income \_\_\_\_\_ Monthly or Yearly Income \_\_\_\_\_ Monthly or Yearly

Source \_\_\_\_\_ Source \_\_\_\_\_

Income \_\_\_\_\_ Monthly or Yearly Income \_\_\_\_\_ Monthly or Yearly

Source \_\_\_\_\_ Source \_\_\_\_\_

**References**

Parent(s) \_\_\_\_\_ Non-Relative \_\_\_\_\_ How Long \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ How known? \_\_\_\_\_ Phone \_\_\_\_\_

Relative \_\_\_\_\_ Emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Has any applicant ever filed bankruptcy?  yes  no Has applicant been evicted?  Yes  No

Has applicant ever broken a lease?  yes  no

Has any applicant ever been convicted of a felony?  yes  no

Does applicant have any type of criminal record?  yes  no

What kind of Record?

Is rent and deposit available now?  yes  no

What name will the utilities be in? \_\_\_\_\_

I/we hereby authorize Progressive Realty and Management to contact any one connected with me/us for additional information. Any such person is authorized to release any information needed in processing this application. All of the information given by me on this application is true and I do understand that if any information given is found to be false that my application would no longer be acceptable for renting from PRM. Also, once a deposit is taken, the house or unit is considered mine/ours and is taken off the list. If I/we change my/our mind(s) about wanting the house for any reason after the deposit has been given, all of the deposit will be forfeited.

X \_\_\_\_\_  
Applicant Date

X \_\_\_\_\_  
Applicant Date

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**Agency Representation**

Applicant hereby specifically acknowledges Progressive Realty and Management (defined as Agent for Owner) is the exclusive agent and representative of the Owner of this rental property and does not, in any respect, have any fiduciary or other responsibilities toward the applicant. Applicant also acknowledges that Agent for the Owner did orally advise applicant of its exclusive representation of the Owner prior to the time the applicant was asked confidential information and also prior to applicant's conveying any confidential information to agent.

**Cancellation after approval of application will result in automatic forfeiture of Security deposit.**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

What date will you be ready to move in? \_\_\_\_\_



## GENERAL QUALIFICATIONS FOR TENANCY

### General

- 1.** There is a \$30.00 non-refundable application fee for the first applicant or couple and an additional \$15.00 application fee for each adult afterwards. This fee is to be paid when ever filing out application or when shown the unit, which ever comes first. 50% of said fee will be refunded if there is no interest in the unit provided application has not been processed.
- 2.** All applicants must meet credit and leasing guidelines. Applicants must be 18 years of age. Persons retired, children under 18 or physically impaired that live with the qualified applicant need not meet leasing guidelines but must be listed on the application.
- 3.** Applicant must have good landlord references, or mortg payment history, if applicant has just sold their home .The same guidelines will apply toward mortg payment history as other payment history. Acceptable rental history must be for six months or more within the last 18 months from at least one applicant. College dorms and relatives are not considered rental references.
- 4.** All units are available to occupants with children and/or physically impaired. Two occupants per bedroom are acceptable and children under 12 months are not counted.
- 5.** The application and Disclosures must be signed by all adults in the house. We can hold a property for an approved applicant for up to 2 weeks after a deposit has been paid in full and a copy of driver's licenses of all driving adults.
- 6.** First time renters must pay first and last month's rent in advance and/or have a qualified co-signer and/or bare an increased deposit not to be over 2 month's rent.

### Income

Income must be three (3) times the amount of rent charged in order to qualify. Applicant must have been on their job with good standing for at least 6 months. Married couples can combine their income non-married couples can not combine income to qualify. Where combined income apply, no more than 2 can be used. Unemployed income is not considered. We can forgo the income requirement if six months rent is paid in advance. Self-employed persons must furnish a copy of their last tax return, or last 4 month's bank statement or pay first and last month's rent together with deposit.

### Credit

- 1.** No credit of any kind other than 24 months is considered. One account placed for collection, or one repossession or one profit & loss write off is allowed if there at least one acceptable credit account. No bad credit or unpaid balance related to present or previous rental history is allowed for any applicant unless restitution has been made.
- 2.** No civil judgment within the last 24 months. No bankruptcy except chapter 13 wage earner plan within the last 12 months.
- 3.** Medical credit is not considered unless civil judgment has been issued. Child/family support credit is not considered. No public record allowed except for tax lien.
- 4.** Credit history may be waived for previous tenants applying who have leased from Progressive Realty & Management within the last 18 months provided they have an acceptable rental history with PRM.
- 5.** Applicants must have no more than 2 accounts 60 days or more late at the time of application. The only exception will be students loans, which will be acceptable if they are current at time of application. One slow account is allowed with 3 or more current accounts. Credit may be waived if tenant pays 6 months, or more, rent in advance.
- 6.** If second person meets income guidelines and has good rental history, but does not meet credit guidelines, this will be acceptable if all other criteria are met and credit bureau report has only one voluntary return, then that return will be acceptable.

### Criminal Requirements

Any criminal offense, which has taken place within the last 10 years will result in denial. If there is a criminal conviction and the applicant has been out of jail/prison less than 5 years, they will be denied. If the criminal offense took place more than 10 years ago, or if the person has been out of jail/prison more than 5 years and has perfect credit and rental history, they may be approved provided this was a one time offense and was not a physical or violent nature. Multiple offenders will be denied automatically.

### Security Deposits

The tenant's security deposit will not be refunded unless the tenant completes the terms of the lease and meets all other requirements of the lease. This includes tenant transfer. (see tenant transfer Clause)

We may, as a courtesy to the tenant, release the tenant from the balance of the lease provided that the following conditions have been met:

- 1.Up-front payment of one-half months rent, with the minimum of \$300.00 re-leasing fee when notified by present tenant of desire to break lease. This fee is in addition to the loss of their deposit which will go towards re-renting said property to include but not limited to advertising, cleaning and re-keying locks and etc. Tenant is still responsible for any and all costs above their deposit..
- 2.When any additional expenses incurred in the change from the old tenant to the new tenant have been paid within 30 days of the change.
- 3.When a satisfactory replacement tenant has been approved by Progressive Realty & Mng. And the new tenant has paid the security deposit and a full month's rent. The present tenant will be responsible for paying all rent up to the day the new tenant starts paying rent.

### Pet Fee

A two hundred dollar (\$200.00) non-refundable pet fee is required on each dog and a \$100.00 non-refundable pet fee on each cat that is allowed on the property. This applies to all inside and outside pets. The maximum weight for each inside dog is 35lb. No Pit Bull, Rotweiler dogs are allowed as per Insurance company. Tenant will provide evidence of renter's insurance showing that PRM as additional insured with a min. amount of liability of \$100,000.00. Fees and Insurance is waived if the tenant can provide a medical letter from a doctor stating that your pet is a medically prescribed assistance or companion service animal. In all cases, the tenant is responsible for all damage caused by such animal.

### Job Transfer Clause

If the tenant is transferred outside of a 75 mile radius of rented property anytime after the first 6 months of lease, the lease may be terminated upon receipt of a 30 day written notice as provided in the lease, and a written transfer notice from the employer. Transfer must be with same employment. Changing jobs will not count for said transfer agreement. Tenant's deposit will not be refunded to cover re-renting expenses and vacancies.

I HAVE READ THE ABOVE TERMS AND AGREE TO THEM

**SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_

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# Landlord Reference

Landlord \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Sign Sign

We are requesting information about the above-named applicant and spouse if applicable. Please complete questions below & return this form VIA fax or by mail or by the applicant. Thanks, Bill McElwee PB/owner

Applicant has rented since: \_\_\_\_\_ Amount of rent \$ \_\_\_\_\_

Any amount subsidized?  yes  no What amount? \_\_\_\_\_

Is rent in the arrears?  yes  no Amount \$ \_\_\_\_\_ How many times

has applicant(s) been more than 15 days late in the last year? \_\_\_\_\_

Does applicant(s) maintain the premises in good condition?  yes  no

Please explain \_\_\_\_\_  
\_\_\_\_\_

Other complaints? \_\_\_\_\_  
\_\_\_\_\_

Has proper notice been given ?  yes  no When \_\_\_\_\_

Have you ever gave them an eviction notice ?  yes  no How many times ? \_\_\_\_\_

Would you rent to this applicant(s) again ?  yes  no

Other Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Progressive Realty & Management**

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501-653-2000

501-653-2001 fax

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