



## RENTAL APPLICATION PROCESS

1. Rental application must be filled out completely. **ALL APPLICANTS MUST PRESENT CURRENT I.D. AND SOCIAL SECURITY CARD** for verification.
2. The *Application Screening Fee* is \$36.00 per applicant. Money order or bank cashiers check is required. **NO CASH.** This fee is non-refundable.
3. Applicant(s) must earn 2-1/2 times the rent and meet rental history, employment and credit requirements.
4. Penny Realty has a NO PET POLICY unless unit is advertised as *pet friendly*.
5. Once application is completed, property will be placed on HOLD for two (2) business days, giving applicant time to provide necessary documentation. Applicant must provide two (2) current pay stubs or a copy of the first page of the most recent tax return. Credit report must have a score of 700 or better.
6. If required documentation is not received within two (2) business days, the property will be returned to available status. Once required documentation is received, processing time is approximately two to three (2-3) days.
7. After application is approved, lease must be signed within five (5) days of approval. Prior to signing lease, utilities must be put in tenants name as of move-in date.
8. Applications are processed on a first come, first served basis. A completed application and receipt of fees establish *First Priority*.
9. Penny Realty reserves the right to decline any application that does not meet our established criteria.
10. **GUARANTORS/CO-SIGNERS:** If a guarantor or co-signer is required, guarantors/co-signers must complete an application which must be notarized if guarantor/co-signer is not present.  
**STUDENTS: MUST HAVE ORIGINAL NOTARIZED GUARANTOR FORM WITH INCOME VERIFICATION AND CREDIT CHECK FEE FOR GUARANTOR WHEN RENTAL APPLICATION IS RETURNED TO OUR OFFICE.**
11. Applications are processed on a first come, first served basis. **COMPLETED APPLICATIONS AND CASH FEE MUST BE TURNED IN TO BE CONSIDERED "FIRST PRIORITY."**
12. **PENNY REALTY, INC. RESERVES THE RIGHT TO DECLINE ANY APPLICANT BASED ON NEGATIVE RENTAL HISTORY AND/OR CONSUMER CREDIT REPORT.**

***THANK YOU FOR YOUR INTEREST IN OUR RENTALS!***

# Rental Application

**ALL SECTIONS MUST BE COMPLETED IN ORDER TO BE PROCESSED!**

## Personal Information

Last Name:		First Name:		Middle Name:	Social Security No.:	
Date of Birth:	Driver's License No.:	State:	Cell Phone No.:		Email Address:	
				( )		
Your Current Address:			City:		State:	Zip Code:
Date Moved In:	Date Moved Out:	Owner/Manager Name:		Owner/Manager Phone No.:		
				( )		
Reason for Moving:						

## Rental History - MUST BE FILLED IN COMPLETELY WITH PHONE NUMBERS!

Previous Address:		City:		State:	Zip Code:
Date Moved In:	Date Moved Out:	Owner/Manager Name:		Owner/Manager Phone No.:	
				( )	
Reason for Moving:					
Next Previous Address:		City:		State:	Zip Code:
Date Moved In:	Date Moved Out:	Owner/Manager Name:		Owner/Manager Phone No.:	
				( )	
Reason for Moving:					

## Proposed Occupants - LIST ALL IN ADDITION TO YOURSELF

Name:		Date of Birth:	Name:		Date of Birth:
Name:		Date of Birth:	Name:		Date of Birth:

## Employment - MUST BE FILLED IN COMPLETELY!

Present Occupation:	Employer Name:		Employer Address:		
How long with this employer?		Name of Supervisor:		Supervisor Phone No.:	
Mos.                  Years				( )	
Previous Occupation:	Employer Name:		Employer Address:		
How long with this employer?		Name of Supervisor:		Supervisor Phone No.:	
Mos.                  Years				( )	
Next Past Occupation:	Employer Name:		Employer Address:		
How long with this employer?		Name of Supervisor:		Supervisor Phone No.:	
Mos.                  Years				( )	

## Pets & Furniture

Do you have pets? <input type="checkbox"/> Yes <input type="checkbox"/> No    Describe:
Do you have liquid-filled furniture? <input type="checkbox"/> Yes <input type="checkbox"/> No    Describe:

**CURRENT GROSS INCOME:** \$ \_\_\_\_\_ Per  Hour  Week  Month

**PAYSTUB WILL BE REQUIRED IF YOU ARE TRYING TO QUALIFY WITHOUT A GUARANTOR!**

Name of Creditor	Address	Phone No.	Mo. Pmt. Amt.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	

**Bank Account(s) Information**

Name of Bank:	Branch or Address:	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account No.:
Name of Bank:	Branch or Address:	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account No.:

**Emergency Information - In Case of Emergency, Notify:**

Name:	Address:	Phone No.: ( )	Relationship:
Name:	Address:	Phone No.: ( )	Relationship:

**Personal References**

Name:	Address:	Phone No.: ( )	Relationship:
Name:	Address:	Phone No.: ( )	Relationship:

Mother's Maiden Name:			
Automobile Make:	Model:	Year:	License No.:
Motorcycle (or other Vehicles):			
Have you ever file for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what state filed? _____ In what year? _____			
Have you ever been evicted or asked to move? <input type="checkbox"/> Yes <input type="checkbox"/> No In what year? _____ Explanation: _____			

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items, including but not limited to the obtaining of a credit report and applicant agrees to furnish additional credit references upon request.

The undersigned makes application to rent a housing accommodations designated as:

Apt. No.: \_\_\_\_\_ Located at: \_\_\_\_\_,  
the rental for which is \$ \_\_\_\_\_ per month and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required deposits before occupancy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

