

Rental Application

ELEY AND MOORE, INC. COMPLIES WITH THE FAIR HOUSING ACT IN MANAGING, RENTING AND LEASING ALL PROPERTIES

It is our policy at Eley & Moore, Inc that no person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, sex, age, disability, marital status, or familial status.

The Application Process

Applicants must meet the requirements of this Guideline. Each applicant 18 years of age and older must complete a separate application and pay the application fee of \$25 per applicant, which is non-refundable.

- All adults planning to reside on the property must complete the application
- Visual Proof of Identification
- Application fees are to be paid in cash or money order – no exceptions
- Applications are processed in the order received
- Additional applications will continue to be accepted until the approval applicant has signed the lease and paid the security deposit
- As a representative of the property owner, we must act in their best interests and will choose the best applicant if more than one has applied
- Processing will normally take 3 to 5 business days; however, it can take longer if a complication arises such as difficulties contacting your current/past landlords or other references
- All information on application is subject to verification
- Applications will be denied if falsified

Eley and Moore, Inc. bases its decision to accept on credit, previous landlord information, employment and income. For example, if you have excellent credit but you receive a negative reference from a previous landlord, we will look at the other items such as employment to assist us in making a decision.

Qualifications

Occupancy History - Eley and Moore, Inc. verifies at least 2 years of rental/ownership history. A positive record of on time payments, lease/mortgage fulfillment, as well as no violations or damages

Credit History – Applicants must have an acceptable credit score of 600 or above with no judgments, collections, or charge off accounts within the past 12 months. Credit History should positively reflect the applicant's ability and willingness to make payments as required by the lease. Exceptions may be allowed for medical bills and student loans.

Employment – Applicant must provide us with four (4) paystubs to show proof of stable and verifiable current employment/income. The amount of the monthly rent must not exceed 35% of the applicant's monthly income. Other acceptable forms of income verification may include: a letter from employer on company letterhead, or the most recent W-2 form. For self-employed applicants, certified **verification** from applicant's accountant (i.e. K1)

Eley and Moore, Inc. chooses rental amounts based on current market conditions and instructions from the property owner.

By signing below applicant's acknowledge reading and understanding the above.

Signature

Date

Signature

Date

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that Eley and Moore, Inc. may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Eley and Moore, Inc. tenant policies.

I authorize U.S. Real Estate Investors Association and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Eley and Moore, Inc.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide **U.S. Real Estate Investors Association** with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is a valid as the original.

Applicant Signature

Print Name Clearly

Applicant (Spouse) Signature

Print Name Clearly

Date

Rental Application

Separate application required from each applicant age 18 or older.

Date and time received by landlord _____

Credit check fee \$25 Received _____

THIS SECTION TO BE COMPLETED BY LANDLORD

Address of Property to Be Rented: _____

Rental Term: _____ month-to-month _____ lease from _____ to _____

Amounts Due Prior to Occupancy

First month's rent..... \$ _____

Security deposit..... \$ _____

Other (specify): _____ \$ _____

TOTAL..... \$ _____

Applicant

Full Name-include all names you use (d): _____

Home Phone: _____ Work Phone _____ Cell Phone _____

Email: _____ Fax*: _____

Social Security Number: _____ Driver's License Number/State: _____

Other Identifying Information: _____

Vehicle Make: _____ Model: _____ Color: _____ Year: _____

License Plate Number/State: _____

Additional Occupants

List everyone, including minor children, who will live with you:

Full Name	Relationship to Applicant	Age

Rental History

FIRST-TIME RENTERS: ATTACH A DESCRIPTION OF YOUR HOUSING SITUATION FOR THE PAST FIVE YEARS.

Current Address: _____

Dates Lived at Address: _____ Rent \$ _____ Security Deposit \$ _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Reason for Leaving: _____

Previous Address: _____

Dates Lived at Address: _____ Rent \$ _____ Security Deposit \$ _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Reason for Leaving: _____

Previous Address: _____

Dates Lived at Address: _____ Rent \$ _____ Security Deposit \$ _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Reason for Leaving: _____

Employment History

SELF-EMPLOYED APPLICANTS: ATTACH TAX RETURNS FOR THE PAST TWO YEARS

Name and Address of Current Employer: _____

_____ Phone: _____

Name of Supervisor: _____ Supervisor's Phone: _____

Dates Employed at This Job: _____ Position or Title: _____

Name and Address of Previous Employer: _____

_____ Phone: _____

Name of Supervisor: _____ Supervisor's Phone: _____

Dates Employed at This Job: _____ Position or Title: _____

ATTACH MOST RECENT PAY STUBS, FROM CURRENT EMPLOYER OR PRIOR EMPLOYERS.

Income

1. Your gross monthly employment income (before deductions): \$ _____

2. Average monthly amounts of other income (specify sources): \$ _____

_____ \$ _____

_____ \$ _____

TOTAL: \$ _____

Bank/Financial Accounts

	Account Number	Bank/Institution	Branch
Savings Account:	_____	_____	_____
Checking Account:	_____	_____	_____
Money Market or Similar Account:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credit Card Accounts

Major Credit Card: _____ VISA _____ MC _____ Discover Card _____ Am Ex _____ Other: _____

Issuer: _____ Account No. _____

Balance \$ _____ Average Monthly Payment: \$ _____

Major Credit Card: _____ VISA _____ MC _____ Discover Card _____ Am Ex _____ Other: _____

Issuer: _____ Account No. _____

Balance \$ _____ Average Monthly Payment: \$ _____

Loans

Type of Loan (mortgage, car, student loan, etc.)	Name of Creditor	Account Number	Amount Owed	Monthly Payment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other Major Obligations

Type	Payee	Amount Owed	Monthly Payment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Miscellaneous

Describe the number and type of pets you want to have in the rental property: _____

Do you smoke? _____ Yes _____ no

Have you ever: Filed for bankruptcy? _____ Yes _____ no how many times _____

Been sued? _____ Yes _____ no how many times _____

Sued someone else? _____ Yes _____ no how many times _____

Been evicted _____ yes _____ no how many times _____

Been convicted of a crime? _____ Yes _____ no how many times _____

Explain any "yes" listed above: _____

References and Emergency Contact

Personal Reference: _____ Relationship: _____

Address: _____

_____ Phone: _____

Personal Reference: _____ Relationship: _____

Address: _____

_____ Phone: _____

Contact in Emergency: _____ Relationship: _____

Address: _____

_____ Phone: _____

Source

Where did you learn of this vacancy? _____

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be Terminated if I have made any material false or incomplete statements in this application. I authorize verification of the Information provided in this application from my credit sources, credit bureaus, current and previous landlords and employers, And personal references. This permission will survive the expiration of my tenancy.

Applicant Signature

Date

Notes (Landlord/Manager): _____

Consent to Contact References and Perform Credit Check

I authorize _____ to
Obtain information about me from my credit sources, current and previous landlords, employers, and personal
References, to enable _____ to evaluate my rental
Application.

I give permission for the landlord or its agents to obtain a consumer report about me for the purpose of this
Application, to ensure that I continue to meet the terms of the tenancy, for the collection and recovery of any
Financial obligations relating to my tenancy, or for any other permissible purpose.

Applicant signature

Printed name

Address

Phone Number

Date

UCS Report Request Authorization

Universal Credit Services Inc., PO Box 187, Clifton Heights, Pa 19018
Fax to: 610.284.1500 or 800.358.8915

This form authorizes UCS to conduct a credit check, criminal background check, eviction check, and/or a former address check on the applicant(s) named below.

(PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY)

Applicant Name: _____ **SSN#:** _____ - _____ - _____ **DOB:** ____/____/____

Co-Applicant: _____ **SSN#:** _____ - _____ - _____ **DOB:** ____/____/____

Address: _____ **APT #** _____

City: _____ **State:** _____ **Zip:** _____

Former Address (if **NOT** at present address for 2 years):

Address: _____ **APT #** _____

City: _____ **State:** _____ **Zip:** _____

I / We authorize the agent named below to obtain a credit report, criminal report, eviction check, and former address report on me / us through **Universal Credit Services Inc.**

Applicant Signature: _____ **Date:** ____/____/200__

Co-Applicant Signature: _____ **Date:** ____/____/200__

To be Completed by UCS Member ONLY, if faxing request:

UCS Membership#: (_____) **Agent Name:** _____

Contact Phone Number for Questions on Application: (_____) - _____

Respond by Fax to (_____) - _____

Purpose:

- | | | |
|---|---|---|
| <input type="checkbox"/> Pre-employment | <input type="checkbox"/> Consumer's request | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Tenant | <input type="checkbox"/> Credit extension | <input type="checkbox"/> Existing credit obligation |
| <input type="checkbox"/> Court order | <input type="checkbox"/> Employment | <input type="checkbox"/> Child support |

Please Circle the Appropriate Requested Report(s)

Credit Report: Equifax TransUnion Experian

Criminal Check: National State

Other Background Check: Eviction SSN Search PEER (Pre-Employment)

(If none are circled, an Experian credit report will be used)