

## RENTAL INFORMATION & APPLICATION INSTRUCTIONS

HighHoods LLC

HighHoods LLC will assist all applicants without regard to race, color, creed, sex, religion, national origin, familial status, marital status, handicap, or ancestry.

1. A separate application is required for each applicant over the age of eighteen. This guarantees our compliance with Federal, state, and local Fair Housing laws.
2. The information requested on our application provides the basis for selection of the best neighbors for all of our residents. Please fill in all spaces and answer all questions as fully as possible (*more information is better than less*). **Incomplete applications will not be processed.**
3. A Lead-Based Paint Disclosure is included with this packet if the housing was built prior to 1978. This disclosure must be signed by all applicants and returned with your rental applications. The EPA also requires that the pamphlet, "Protect Your Family From Lead in Your Home" be made available when renting or selling houses constructed before 1978. This pamphlet is either included and/or may be read or downloaded online at: <http://www2.epa.gov/lead/protect-your-family-lead-your-home-1>.
4. Applicants are **NOT** accepted on a "first-come, first-served" basis, but on a best-qualified basis.
5. TROY KINGSBURY (Owner/Manager) will pull a credit report (including eviction, bankruptcy, and criminal reports) on every applicant and we will contact your current and past landlords, as well as your current and past employers.
6. If you have credit problems, let us know in advance. A letter of explanation *may* help to qualify you.
7. Copies of pay stubs may be required to verify income. If you are self-employed, you **will** be required to verify your income with copies of tax returns, 1099s, and/or other relevant data.
8. Every application must be accompanied by a \$ 45 application fee, a signed "Rental Transaction Disclosure" form, and the Lead Paint Disclosure (if applicable).
9. Make checks or money orders payable to HighHoods LLC. If you fax your application you may pay by Visa or MasterCard by including your credit card information on the attached credit card authorization form.
10. Any false statements or deliberate misrepresentation of facts will automatically disqualify the application.
11. Illegal aliens will be automatically disqualified.
12. If you are accepted for Residency, a payment of twice the first month's rent (in cash or cashier's check) is due when the contract is signed. If you have pets and they are accepted, there is additional "pet rent" of \$ 25 per month, per pet, OR \$ 300 UPFRONT. PET FEE, NOT PET DEPOSIT.

Sample form by David Tilney, advisor to MrLandlord.com and MrLandlord.com Convention instructor. [DavidTilney.com](http://DavidTilney.com)

# RENTAL APPLICATION/FUTURE HOMEBUYER

(Application fee \$45 per adult)

Each adult (18 or older) must fill out separate application Today's date: \_\_\_\_\_ Occupancy date desired: \_\_\_\_\_ Rental Price Range: \_\_\_\_\_ Type/size desired: \_\_\_\_\_

Rental address desired or shown: \_\_\_\_\_

How did you hear about this home or apartment? \_\_\_\_\_

## Applicant's Personal Information

First name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's license/ID number/state: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternative phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Any other names you've used in the past: \_\_\_\_\_

Additional Occupants (List every occupant's name, birth date, and their relationship to applicant.


How long do you plan

on living in the next rental home that meets your needs? (1, 3 or 5 years) \_\_\_\_\_

Would you like to receive a rental gift on your anniversary dates as part of a 3-Star Resident Program? \_\_\_\_\_

**Preferred Rental Type Desired?** Standard\_ Custom\_ **Preferred Rent Due Date?** Monthly\_ Other\_

Would you like to by a home within the next 2-3 years? \_\_\_\_\_ If so, what size/type? \_\_\_\_\_

Are you able to handle the minor maintenance and upkeep in the property? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you already own any appliances (if so, which ones) \_\_\_\_\_

Do you do have any of these skills: Electrical \_ Painting \_ Plumbing: \_ Roofing\_ Heating\_ Other \_\_\_\_\_

Do you have renter's insurance? \_\_\_\_\_ Any liquid filled furniture? \_\_\_\_\_ Have you ever broken a lease? \_\_\_\_\_

Ever refused to pay for any reason? \_ Ever evicted or asked to leave? \_\_\_\_\_ Ever filed for bankruptcy? \_\_\_\_\_

Ever been convicted of a crime? \_\_\_ Do you give us permission to do a criminal background check? \_\_\_

Currently have any utilities in your name? \_\_\_ Currently have phone service in your name? \_\_\_

Is there anything to prevent you from placing utilities in your name? \_\_\_ Do any occupants smoke? \_\_\_

**Residence History**

Present address: \_\_\_\_\_

Dates lived at this address? \_\_\_\_\_ Monthly Rent? \_\_\_\_\_

Name of present landlord: \_\_\_\_\_ Phone \_\_\_\_\_

Address of present landlord: \_\_\_\_\_

Reason for moving: \_\_\_\_\_ Is your rent current? \_\_\_\_\_

Number of late payments at this address? \_\_\_\_\_ Security deposit currently held by landlord? \_\_\_\_\_

Have you had any reoccurring problems with your current home or landlord? \_\_\_\_\_

Previous address: \_\_\_\_\_

Previous landlord: \_\_\_\_\_ Previous landlord's phone: \_\_\_\_\_

Dates at this address: \_\_\_\_\_ Reason for moving? \_\_\_\_\_ Monthly Rent? \_\_\_\_\_

Was your full security deposit returned? \_\_\_\_\_ Amount of security \_\_\_\_\_ # of late payments? \_\_\_\_\_

**Bonus Note:** We provide cash/free property upgrade to residents who refer a friend or coworker to us and they move into one of our places. List the name and phone of anyone you know who may need a home or apartment.

\_\_\_\_\_ Phone \_\_\_\_\_

**Income / Employment History**

Applicant's current employment status: Full-time: \_\_\_ Part-time (less than 32 hrs.): \_\_\_ Student: \_\_\_ Retired: \_\_\_

Self-employed: \_\_\_ Unemployed: \_\_\_ Other: \_\_\_\_\_

**Applicant employed by:** \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Phone \_\_\_\_\_ Average weekly hours: \_\_\_ How long at that place of employment? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly/Biweekly/Weekly (Circle one) Income: \$ \_\_\_\_\_

**Also employed by:** \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly/Biweekly/Weekly (Circle one) Income: \$ \_\_\_\_\_

Phone \_\_\_\_\_ Average weekly hours: \_\_\_\_\_ How long at that place of employment? \_\_\_\_\_

**Emergency Contact:** In the event of some emergency that would prevent you from paying rent when due, is there a relative, person, or agency that could assist you with rent payments?

Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Additional Income:** (verifiable sources of income that you'd like considered, please list income and source).

Additional source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you been receiving this income? \_\_\_\_\_ How long do you expect income to continue? \_\_\_\_\_

**Credit History / Assets**

Number of vehicles? \_\_\_\_\_ Any business vehicles, RV, campers, boats or motorcycles? \_\_\_\_\_

Vehicle 1 (make/model/color): \_\_\_\_\_ Vehicle 2 \_\_\_\_\_

Please note, only cars on application are authorized to be on premises. Do you have a car payment? \$ \_\_\_\_\_

List any other major monthly expenses and approximate amount? \_\_\_\_\_

Name of bank and branch: \_\_\_\_\_ Do you have a checking acct? \_\_\_ Savings ? \_\_\_ Would you be interested in paying rent each month by credit card? If so what type card? \_\_\_\_\_

Part of our verification process is to request a credit report. Is there anything negative we may find when we run a credit or criminal background check? \_\_\_\_\_

**Personal /Professional References**

Name of doctor or health care provider: \_\_\_\_\_ Attorney: \_\_\_\_\_

Name of nearest living relative: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Thank you** for completing an application to rent from us. A fee of \$ \_\_\_\_\_ is charged on all applicants for the purpose of verifying information furnished. This fee is refundable/nonrefundable. By signing below, applicant represents all information is true, complete, and authorizes annual contact/verification of information, references, and credit for continual tenancy or for collection purposes should it become necessary. If any information is found to be false, the application will be rejected and will be sufficient reason for immediate eviction and loss of deposit.

\_\_\_\_\_  
Name / Date