



**BEST REALTY**  
Independently Owned & Operated

## **APPLICATION CHECKLIST**

The following is a list of documents that are required upon submittal of a Rental Application through Coldwell Banker Best Realty for any applicant aged 18 years or older:

- Completed Application
  
- Black and white copy of photo ID (Driver's License, Visa, military ID or state ID)

Verification of Income (Please provide at least one of the following):

- 1 Months Paystubs
- Offer Letter (Within 30 days)
- If Self Employed – 3 Months Bank Statements

Application must be signed and dated (Allows for verification)

Payment of \$35.00 per application in the form of money order or cashier's check.

**\*\*APPLICATION WILL NOT BE PROCESSED IF THE ABOVE ARE NOT COMPLETED\*\***

**If you have any questions please contact:**

**Zachary Moore  
Property Management Assistant  
Coldwell Banker Best Realty  
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# Application to Rent

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An application is required for any occupant 18 years of age or over.



**APPLICANT:**

**First Name** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Last** \_\_\_\_\_  
Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Driver's Lic. #: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email address: \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

Rent amount: \$ \_\_\_\_\_ per month Proposed Move-in Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Applicant(s) is completing application as a:  tenant  tenant with co-tenant  guarantor/cosigner  
Total number of people to inhabit the unit: \_\_\_\_\_  
How (**or who**) referred you to our Property Management: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Landlord Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How long at present address: \_\_\_\_ years \_\_\_\_ months  
Reason for leaving: \_\_\_\_\_

If less than 3 years at present address, list prior addresses for 3 years rental history:  
Address \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisors' Name: \_\_\_\_\_  
Supervisors' Phone: \_\_\_\_\_ Length of Employment \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
If present employer is less than one year, list immediate prior employment information: \_\_\_\_\_

Other Income: \_\_\_\_\_ Per: \_\_\_\_\_

Are you applying with other applicants? No \_\_\_ Yes \_\_\_

**Name, age, & birthdate of ALL persons that will be occupying the unit:**

Name _____	Age _____	DOB _____	Main Applicant _____
Name _____	Age _____	DOB _____	Spouse ___ Co App ___ Minor Child ___
Name _____	Age _____	DOB _____	Spouse ___ Co App ___ Minor Child ___
Name _____	Age _____	DOB _____	Spouse ___ Co App ___ Minor Child ___
Name _____	Age _____	DOB _____	Spouse ___ Co App ___ Minor Child ___

**Name and Phone Number of 3 Personal References (One can be a family member)**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship \_\_\_\_\_



# APPLICATION TO RENT



An application is required for any occupant 18 years of age or over.

**\*ALL PETS\*** (please include type/breed/age): \_\_\_\_\_

**Has applicant been asked to move out of a residence?**

NO \_\_\_ YES \_\_\_ if yes, explain: \_\_\_\_\_

**Has applicant been convicted of or pleaded no contest to a felony?**

NO \_\_\_ YES \_\_\_ if yes, explain: \_\_\_\_\_

**Has applicant been a party to an unlawful detainer action or filed bankruptcy in the last 7 years?**

NO \_\_\_ YES \_\_\_ if yes, explain: \_\_\_\_\_

**In case of emergency, person to notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**PLEASE READ BEFORE SIGNING - By signing below Applicant certifies that the information provided in this application, and the documents you have provided, are true, correct and complete.**

Documents Needed:

- Copy of Photo ID (State ID, Driver's license, Military ID, Visa).
- Verification of income (Please provide at least one of the following):
  - One months' worth of pay stubs.
  - Offer letter dated within 30 days.
  - If self-employed, 3 months bank statements.
- Application will not be accepted or processed until these items are received.
- Applicant acknowledges minimum 48 hours to conduct background and credit checks.

Applicant authorizes verification of:

- Rental History
- Employment History
- Credit Report (which includes Background Check and Criminal History) at the actual cost of \$35.00.

Applicant understands:

- This application is for the opportunity to rent the premises and does not guarantee acceptance.
- That landlord may receive more than one application and will select a tenant based upon their sole discretion.
- Landlord may terminate rental agreements based upon misrepresentations in the provided information.
- Upon approval of application, applicant must place a security deposit to hold the property.
- Once security deposit is received, if applicant cancels for any reason, applicant will be charged the daily pro-rated amount (monthly rent/30 = daily rate) for lost rent and advertising costs.
- Tenant will be required to provide account numbers for all required utilities at lease signing.
- Tenant will be required to show proof of rental insurance at lease signing. (Minimum liability to be \$100,000 and Coldwell Banker Best Realty/ Property Owner must be included on the insurance as "Additional Interest").

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Applicant has paid \$\_\_\_\_\_ for the Credit Report on \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_  
Received: Completed Application \_\_\_\_\_ Copy of ID \_\_\_\_\_ Proof of Income \_\_\_\_\_