

## **RENTAL APPLICATION INSTRUCTIONS**

### **ASPEN GLOW PROPERTIES**

We appreciate your interest in the residential rental we currently have available. Because we want to rent this residence to people who are considerate of their neighbors, clean in their living habits, capable of paying the rent, and prompt in paying their bills, we use this rental application to help us determine whether applicants meet these qualifications. In order for you to rent from us, you must complete this rental application (application). We want you to know how to complete this application and understand how Aspen Glow Properties processes your application.

As you complete the application, write something in every blank even if you have to put "None" or "N.A." in some blanks. Write so that your entries fit in the spaces provided. If they don't, continue them on the reverse side of the form. Take your time and look up any information required on the application which you are uncertain about. Do not guess.

Make sure that you read the declaration just above the signature line and agree to it before you sign your name on the application. It states that the information on your application is true and correct, and it authorizes us to verify your references, your credit, and other background checks as they relate to your tenancy now and to your paying rent in the future. After you complete your application, review it carefully and ensure that it is accurate, complete, and legible. Look especially for misspellings and transposed numbers.

Once we receive your application, we verify the information in the application. We verify your Social Security number (SSN), your driver's license (DL) or personal identification number (ID), your current tenancy (CurTen), your previous tenancy (Prev), your credit (Credit), your income (Inc), your personal references (Ref), eviction history (EV), check-writing history (bounced/bad checks) (Chk), and criminal background check (Crim). Upon verifying each of these items, we put a check mark next to its abbreviation on the last page.

We verify this information in a variety of ways. We look at your Social Security card or some other evidence of your Social Security number. We look at your actual driver's license or some other official picture identification which you use whenever you cash a check. We call your current landlord or manager to ask whether the information you put on your application is correct; how long you've been at your current address, and how much you've been paying in rent, and why you are moving. Then we call your previous landlord or manager and ask the same questions about your previous tenancy.

At the same time that we order a credit report, we also order an eviction report (EV), check report (Chk), and a criminal report (Crim). The credit report tells us whether you pay your bills on time. The eviction report, check report and criminal reports are self-explanatory.

Next, we call your employer and others as required to verify your source of income to determine how much income you generally receive from that source every month and how long you have been receiving it. Finally, we call your personal references to verify they know you and we have their correct addresses and phone numbers so that we can contact them in the event of an emergency. These are the procedures we follow when we review rental applications.

Now, if you suspect we might discover any undisclosed issues when we verify your application and you want to tell us about it before we perform all of these time-intensive background checks, please feel free to do so. We will be glad to talk with you about it. Otherwise, we will expect no surprises when we review and verify your application and hope that we will soon be doing business together as landlord and tenant.

## RENTAL APPLICATION

**Rental Property Address:** \_\_\_\_\_  
 [Write property address of the residential unit you wish to rent]

### **DESIRED LEASE:**

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DESIRED DATE OF MOVE-IN \_\_\_\_\_/\_\_\_\_\_/200\_\_

DESIRED LEASE TERM (check one):  12 months  9 months  Other\* (specify)\_\_\_\_\_

\*[Due to the cost of preparing a unit for rent, advertising, and the time to fill a unit, applications specifying a desired lease term greater than 9 months will receive priority review status over applicants desiring less than 9 months.]

### **PRIMARY APPLICANT INFORMATION:**

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Name (full legal name)\_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Driver License / ID No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

### **NAME OF OTHER OCCUPANTS AND RELATIONSHIP TO PRIMARY APPLICANT:**

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

SS No. \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly Income \_\_\_\_\_

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

SS No. \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly Income \_\_\_\_\_

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

SS No. \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Monthly Income \_\_\_\_\_

*All occupants who will be obligated for paying all or a portion of the rent will be listed as tenants on the lease and will be jointly and severally liable for the obligations of the lease; and,*

*each of these potential tenants (18 years of age or older) will be required to file a separate application form.*

*All persons occupying the rental dwelling will be listed as occupants on the lease.*

**RENTAL HISTORY (Applicant)**

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**Current Address** \_\_\_\_\_

Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Landlord/Manager \_\_\_\_\_ Landlord's/Manager's Phone \_\_\_\_\_

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**Previous Address** \_\_\_\_\_

Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Landlord/Manager \_\_\_\_\_ Landlord's/Manager's Phone \_\_\_\_\_

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**EMPLOYMENT HISTORY:**

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**Current Employer**

Name and Address:

\_\_\_\_\_  
\_\_\_\_\_

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

Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

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**Previous Employer**

Name and Address:

\_\_\_\_\_  
\_\_\_\_\_

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

Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

**INCOME:**

Current Gross Monthly Income Before Deductions \$ \_\_\_\_\_

Current Monthly Income From Other Sources (average): \$ \_\_\_\_\_

TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

List sources of income (other than present employment listed above)

**CREDIT and FINANCIAL INFORMATION:**Checking:

Institution Name \_\_\_\_\_ Branch \_\_\_\_\_ Acct # \_\_\_\_\_

Savings:

Institution Name \_\_\_\_\_ Branch \_\_\_\_\_ Acct # \_\_\_\_\_

Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Other: Type \_\_\_\_\_ Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Vehicle Loan:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_

**MISCELLANEOUS: (check appropriate answer)**Do you have any pets?  Yes  No If "Yes," describe \_\_\_\_\_**Note:** There may be additional fees and/or deposits required for pets housed on premises. In addition, specific rules and regulations regarding pets may apply.Do you smoke?  Yes  NoDo you plan to have liquid (e.g. water) filled furniture on the rental property?  Yes  No

If yes, explain below (see bottom of page 4)\*

Have you ever been evicted?  Yes  NoHave you ever been convicted of a felony?  Yes  No If "Yes," explain below\*Have you ever filed bankruptcy?  Yes  No If "Yes," explain below\*

\*Write explanation at bottom of page 4 in the box designated for explanations.

**MISCELLANEOUS Continued:****Applicant Personal References**

Name \_\_\_\_\_

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

Known this reference for how long? \_\_\_\_\_

Name \_\_\_\_\_

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

Known this reference for how long? \_\_\_\_\_

Name \_\_\_\_\_

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

Known this reference for how long? \_\_\_\_\_

**Contact in Emergency** \_\_\_\_\_

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

I hereby certify and affirm that all information provided above is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false, misleading or incomplete statement(s) in this application. I hereby authorize verification of all information provided in this application, including financial and credit information, via credit bureaus and financial institutions; previous criminal or eviction status, via background check services; and/or application information through contact with current and previous employers, current and previous landlords, and personal and other references.

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date

Call (505) 670-9123 to submit your application to Aspen Glow Properties by fax or personal delivery.

\*Explanation (If you need additional space, continue explanation on the reverse side of this form):

**For Property Manager Use only:**Verified: SSN  DL/ID  CurTen  Prev  Credit  Inc  Refs  EV  Chk  Crim 

By \_\_\_\_\_ Status of Application \_\_\_\_\_