

# *Herring & Associates, Inc.*

## REAL ESTATE & PROPERTY MANAGEMENT

### RENTAL APPLICATION

**There is a one-time non-refundable application fee of \$40 per person.**

**No application will be processed until application fee is received.**

**PHOTO IDENTIFICATION REQUIRED ON ALL APPLICATIONS.**

**All properties are rented on a First Completed First Serve Basis**

PHONE NUMBER(S): \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY TO BE RENTED: \_\_\_\_\_ REQUESTED MOVE-IN DATE \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ DRIVERS LICENSE NO./STATE: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DO YOU HAVE A PET? \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ ? IF SO, EXPLAIN \_\_\_\_\_

NAMES AND BIRTHDATES OF PEOPLE THAT WILL BE LIVING WITH YOU INCLUDING CHILDREN:  
\_\_\_\_\_

PRESENT LANDLORD: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MOVE IN \_\_\_\_\_ MOVE OUT \_\_\_\_\_ AMOUNT OF RENT \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

FORMER LANDLORD: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

FORMER ADDRESS \_\_\_\_\_

MOVE IN \_\_\_\_\_ MOVE OUT \_\_\_\_\_ AMOUNT OF RENT \_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ PRESENT EMPLOYER: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOW LONG HAVE YOU BEEN HERE \_\_\_\_\_ HOW LONG HAVE YOU BEEN HERE \_\_\_\_\_

TAKE HOME PAY: PRINCIPAL: \$ \_\_\_\_\_ /MONTH TAKE HOME PAY: PRINCIPAL: \$ \_\_\_\_\_ /MONTH

VEHICLE INFORMATION:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

IN CASE OF EMERGENCY, CONTACT: Name \_\_\_\_\_ RELATIONSHIP TO YOU \_\_\_\_\_

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

PERSONAL REFERENCES OR NEAREST RELATIVE:

1. NAME \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

2. NAME \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

I hereby authorize Herring & Associates and or anyone affiliated with their firm to obtain all information, including credit reports, unlawful detainer information, criminal background, employment & income verification, landlord and personal references, or any other information on this application. I authorize all references to disclose any information about me. There will be no restrictions on the authorization, and I hold them harmless from any claim arising out of this disclosure concerning my association with them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RENTAL APPLICATION SCREENING GUIDELINES

**NOTE: Incomplete or inaccurate information will result in delay or denial of rental application. Please fill out completely. Upon approval of application, appointment for lease signing must be made within 24hrs to hold your unit. All properties are rented on a first come first serve basis.**

In order to qualify, applicant must have all of the following:

1. All applicants ***18 years of age and older must*** fill out an application.
2. 6 months income verification (must be 2 times the rent amount.) Acceptable forms of verification are: Computer generated check stubs, bank statements, fax from employer, and verbal verification from payroll department. No other forms of verification will be accepted.
3. Good rental history from previous landlord.
4. Good credit report. Any unpaid collections may result in decline.

After reviewing rental application, Herring & Associates may elect to offer a co-signer. However, we reserve the right to decline an applicant without offering a co-signer based on information gathered from rental application. All applications must be processed and evaluated prior to a co-signer application being offered.

**\*\*Herring and Associates does not accept comprehensive reusable tenant screening reports. \*\***

### PET POLICY GUIDELINES

***Herring & Associates maintains the request of the property owners whether or not to allow pets in a residence. Residences that allow pets will be indicated on the "For Rent" sheet.***

1. There is a **\$500.00 NON-REFUNDABLE** pet fee and an additional fee for each additional pet varies per unit. This fee must be paid at the time the pet comes into the residence.
2. Pitbulls, Rottweillers, Doberman Pinchers and any mix of these breeds are not allowed.
3. There is a 25lb. maximum weight limit is allowed for pets (as adult).
4. No Birds or Ferrets are allowed on any of our properties.
5. If you have a service animal then you must provide certified documentation and must be submitted with this application.

Office Notes:

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**I have read and agree to the above guidelines.**

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