



Drop off location for Applications:
BHHS Fox & Roach (Attn Deballi)
121 Continental Drive Suite 108
Newark, DE 19713
24/7 white drop box on service side entrance of the building

OR email all docs in one email as a .pdf to
propertymanager@deballirealtygroup.com

Rental Application Guidelines

Leasing

This property is being leased by Berkshire Hathaway Home Services Fox & Roach, REALTORS; however, DEBALLI Distinctive Properties, Inc. will be managing the property and all applications must be submitted to DEBALLI Distinctive Properties, Inc.

Application

All prospective tenants must complete a rental application. There is a \$60 non-refundable fee per application made payable to DEBALLI Distinctive Properties, Inc.

Paid via cashapp \$Deballi (Deborah Gawe) or
Money order payable to Deballi Properties

All applications are submitted to the owner of the property by DEBALLI Distinctive Properties, Inc. The property owner makes the final decision to accept or reject an application.

We require two recent pay stubs (per applicant) to be submitted with the rental application. If starting a new job, please provide verification of pending employment (offer letter); if employed less than six months, please provide a letter from your employer verifying job title, start date, salary and supervisor.

We also require photo identification for each applicant in the form of current driver's license, state id, or passport. DEBALLI Distinctive Properties, Inc. will perform a full screening of the applicant including credit history, court records, wanted fugitive search, criminal background check, sex offender's registry and eviction records. By signing and submitting the rental application the applicant is agreeing to have these reports run.

Income Requirements

All applicants' income must meet the individual property owner's requirements. If there are multiple applicants, all applicants' income may be combined.

Pets

The property owner dictates the pet policy for the property. If the rental property description indicates no pets, then the owner will not consider pets. If the owner indicates that pets will be considered, it normally means one pet, although we will seek the permission of the owner (prior to processing the application) if you have more than one. A pet deposit in the amount of one month's rent will be required.

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****PLEASE ALLOW 7 BUSINESS DAYS FOR PROCESSING AND DECISIONS**





Rental Application

For Office Use Only

(Please do not complete this section)

Leasing Agent _____
Pre-Qualification Fee Recd _____ / _____ / _____
Application Fee Recd _____ / _____ / _____
Photo ID Presented _____ Rejected _____ CIS _____

Accepted

To the Applicant:

Please provide all information requested so that we may process your application promptly. If paying application fee by check, please attach it here with your pay stubs/employment verification. The fee is non-refundable.

Date of Application

Desired Move-In Date

Monthly Rent \$

Residence Desired

Personal Information

Applicant's Full Name

Date of Birth

Social Security Number

Day Phone

Evening Phone

Mobile Phone

Co-Applicant's Full Name

Date of Birth

Social Security Number

Day Phone

Evening Phone

Mobile Phone

Other Occupant(s) Name and DOB:

Relationship

Residence History for past 3 years, beginning with most recent (include City, State and Zip Code)

Applicant's Current Address

Monthly Rent \$

Monthly/Year Moved In

Owner or Agent

Reason for Leaving

Email Address

Phone

Applicant's Previous Address (if within 3 years)

Monthly Rent \$

Monthly/Year Moved In

Owner or Agent

Reason for Leaving

Email Address

Phone

Co-Applicant's Current Address

Monthly Rent \$

Monthly/Year Moved In

Owner or Agent

Reason for Leaving

Email Address

Phone

Co-Applicant's Previous Address (if within 3 years)

Monthly Rent \$

Monthly/Year Moved In

Owner or Agent

Reason for Leaving

Email Address

Phone

Vehicle/Driver Information

Vehicle Make/Model

Year

Color

State & Tag #

Vehicle Make/Model	Year	Color	State & Tag #
Applicant's Driver's License State & Number		Co-Applicant's Driver's License State & Number	
In case of Personal Emergency, notify		Relationship	
Address		Phone	

Employment Information Pay stubs or written verification of employment required, gross weekly income must equal monthly rent.

Applicant's Status

☐ Employed Full-Time
 ☐ Employed Part-Time
 ☐ Student
 ☐ Retired
 ☐ Unemployed

Current Employer Name & Address			
Dates Employed		Employed As	
Salary \$	Per	Supervisor/HR Dept Phone	
Other Current Employer Name & Address			
Dates Employed		Employed As	
Salary \$	Per	Supervisor/HR Dept Phone	

If employed by above less than 6 months, give name and address of previous employer or school.

Previous Employer Name & Address			
Dates Employed		Employed As	
Salary \$	Per	Supervisor/HR Dept Phone	

If there is other income you would like considered, list amount, source and person whom we should contact for confirmation, include alimony or child support only if you want it considered in this application.

Monthly Amount \$	Source	Person and Phone
Co-Applicant's Status		
☐ Employed Full-Time ☐ Employed Part-Time ☐ Student ☐ Retired ☐ Unemployed		
Current Employer Name & Address		
Dates Employed		Employed As
Salary \$	Per	Supervisor/HR Dept Phone
Other Current Employer Name & Address		
Dates Employed		Employed As
Salary \$	Per	Supervisor/HR Dept Phone

If employed by above less than 6 months, give name and address of previous employer or school.

Previous Employer Name & Address	
Dates Employed	Employed As

Salary \$	Per	Supervisor/HR Dept Phone
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If there is other income you would like considered, list amount, source and person whom we should contact for confirmation, include alimony or child support only if you want it considered in this application.

Monthly Amount \$	Source	Person and Phone
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Other Information

Pets (Breed, weight, age) _____ Spayed/Neutered? _____

Check if you have ☐ Commercial Vehicle ☐ Waterbed ☐ Trailer ☐ Any type of RV

Please use the space below to provide any information you think would be beneficial in processing this application. Attach additional sheet if necessary.

Authorization - Please read carefully before signing.

The information you have provided will be relied upon in considering your application. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize DEBALLI Property Management, a division of DEBALLI Distinctive Properties, Inc., to verify any references, including employment and landlord references, which you have listed, and to conduct a credit check.

Fair Credit Reporting Act Pre-Notification Statement

This is to inform you that, as part of our procedure for processing your application, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

Fair Housing Act Statement: Federal and state laws make it illegal for anyone to refuse to rent, sell or make housing loans because of **RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, AGE, HANDICAP OR NATIONAL ORIGIN.**

Rental Guidelines

- ~ Driver's license or other photo identification required.
- ~ If a co-signer is to be considered, co-signer must reside and work in state in which property is located.
- ~ Minimum of 3-5 business days required to process an application.
- ~ Security deposit to be paid at signing of Rental Agreement.
- ~ Certified check, bank check or money order required for payment of security deposit, pet deposit (where applicable) and first month's rent
- ~ Applicant and co-applicant(s) must view property before signing Rental Agreement

The property you are applying for will not be removed from the rental market until the landlord and/or owner approve(s) your application. If all tenants do not sign the Rental Agreement within five calendar days of approval, the property will be placed back on the rental market.

Applicant's Signature	Date
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Co-Applicant's Signature	Date
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I/We plan to purchase a home within: ☐ 12 months ☐ 18 months ☐ 24 months

