



## APPLICATION GUIDELINES FOR SHOWING AGENTS

Thank you for showing our rental property. It is the showing agent's responsibility to make sure the rental application is filled out completely and this form must be submitted with the application in order to receive a commission. Only fully completed applications will be processed. Please see the checklist below.

**CLIENT NAME:** \_\_\_\_\_

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

### The following items must be submitted with all applications:

1. Non-refundable \$60 application fee must be submitted with the application or paid using the online service on our website.
2. Two most recent paystubs for all applicants.
3. Applicant and Co-Applicant information must be completed on application along with names of any additional applicants including minors.
4. Current and Former residence history including Landlord's name, phone number, fax number, email address and amount of rent.
5. Employment verification contact information for all applicants must include supervisor's name and contact information, and/or acceptance letter for new employment.
6. Signature of all applicants must be completed.
7. Copy of driver's license or other photo id for all applicants must be included.

**AGENT NAME:** \_\_\_\_\_

**OFFICE:** \_\_\_\_\_

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

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**AGENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

08/01/2018dlg





## 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.

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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## 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)

### 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

\_\_\_\_\_  
Phone

### Applicant's Previous Address (if within 3 years)

\_\_\_\_\_  
Monthly Rent \$

\_\_\_\_\_  
Monthly/Year Moved In

\_\_\_\_\_  
Owner or Agent

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Phone

### Co-Applicant's Current Address

\_\_\_\_\_  
Monthly Rent \$

\_\_\_\_\_  
Monthly/Year Moved In

\_\_\_\_\_  
Owner or Agent

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Phone

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

\_\_\_\_\_  
Monthly Rent \$

\_\_\_\_\_  
Monthly/Year Moved In

\_\_\_\_\_  
Owner or Agent

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
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 |
| <b>Co-Applicant's Status</b>                                                                                                                                                                  |        |                  |
| <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> 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                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Other Information</b>                                                                                                                                  |                                             |                                                                                                            |
| Pets (Breed, weight, age)                                                                                                                                 | Spayed/Neutered?                            |                                                                                                            |
| Check if you have                                                                                                                                         | <input type="checkbox"/> Commercial Vehicle | <input type="checkbox"/> Waterbed <input type="checkbox"/> Trailer <input type="checkbox"/> 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 |
| Co-Applicant's Signature | Date |

I/We plan to purchase a home within: ☐ 12 months ☐ 18 months ☐ 24 months

