

# DELAWARE RENTAL APPLICATION

<b>For Office Use Only</b> (Please do not complete this section)
Leasing Agent _____
Application Fee – Date Paid _____
Accepted _____ Declined _____

We sincerely thank you for your application. Please help us promptly process this application by clearly providing all of the required information. An application fee of \$ \_\_\_\_\_ per person (unless a married couple) made payable to \_\_\_\_\_ must accompany this application before it will be considered. The fee is non-refundable and is not a part of the security deposit. NON-US Citizens, must provide a valid Social Security Card or have a US Citizen Co-Sign the Rental Agreement. Six Month Leases – are at the discretion of the property owner and a non-refundable unit-renovation fee is required in conjunction with the standard required fees and deposits.

Date of Application \_\_\_\_\_ Deposit Amount Paid \$ \_\_\_\_\_

Residence Desired \_\_\_\_\_

Desired Move-in Date \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

## Personal Information

Applicant's Full Name \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

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

Co-Applicant's Full Name \_\_\_\_\_

Phone: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

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

Other Resident	Social Security No.	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Residence History for the past 3 years, beginning with most recent.

Applicant's Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ Month/Year Moved In \_\_\_\_\_

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

Owner or Agent of Address \_\_\_\_\_ Landlord's Phone ( ) \_\_\_\_\_

Applicant's Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ Month/Year Moved In \_\_\_\_\_

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

Owner or Agent of Address \_\_\_\_\_ Landlord's Phone ( ) \_\_\_\_\_

Co-Applicant's Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ Month/Year Moved In \_\_\_\_\_

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

Owner or Agent of Current Address \_\_\_\_\_ Landlord's Phone ( ) \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Rental Amount \$ \_\_\_\_\_ Month/Year Moved In \_\_\_\_\_

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

Owner or Agent of Previous Address \_\_\_\_\_ Landlord's Phone ( ) \_\_\_\_\_

**Employment Information**

**Applicant's status:**     Employed Full-Time     Employed Part-Time     Student     Retired     Unemployed

Current Employer \_\_\_\_\_

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

Dates Employed \_\_\_\_\_ Employed As \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor's Phone ( ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per \_\_\_\_\_ Human Resource Dept. Phone ( ) \_\_\_\_\_

Other Current Employer \_\_\_\_\_

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

Dates Employed \_\_\_\_\_ Employed As \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor's Phone ( ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per \_\_\_\_\_ Human Resource Dept. Phone ( ) \_\_\_\_\_

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

Previous Employer \_\_\_\_\_

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

Dates Employed \_\_\_\_\_ Employed As \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor's Phone ( ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per \_\_\_\_\_ Human Resource Dept. Phone ( ) \_\_\_\_\_

If there is other income you would like considered, please list amount, source and person whom we could contact for confirmation. You do NOT have to reveal alimony or child support unless 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 \_\_\_\_\_

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

Dates Employed \_\_\_\_\_ Employed As \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor's Phone (   ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per \_\_\_\_\_ Human Resource Dept. Phone (   ) \_\_\_\_\_

Other Current Employer \_\_\_\_\_

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

Dates Employed \_\_\_\_\_ Employed As \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor's Phone (   ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per \_\_\_\_\_ Human Resource Dept. Phone (   ) \_\_\_\_\_

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

Previous Employer \_\_\_\_\_

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

Dates Employed \_\_\_\_\_ Employed As \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor's Phone (   ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ Per \_\_\_\_\_ Human Resource Dept. Phone (   ) \_\_\_\_\_

If there is other income you would like considered, please list amount, source and person whom we could contact for confirmation. You do NOT have to reveal alimony or child support unless you want it considered in this application.

Monthly Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Person and Phone \_\_\_\_\_

**Banking and Credit References**

Applicant's Bank (1) \_\_\_\_\_

Branch Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Co-Applicant's Bank (2) \_\_\_\_\_

Branch Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Reference \_\_\_\_\_ Account No. \_\_\_\_\_

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

Credit Reference \_\_\_\_\_ Account No. \_\_\_\_\_

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

**Other Information**

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Other Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Applicant's Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

Co-Applicant's Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

Pets? (Description and number of pets) \_\_\_\_\_

Do you own a waterbed? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

In Case of Personal Emergency, notify \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

Have any of the applicants ever been convicted of Felonies, Theft or Fraud charges? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please explain,

\_\_\_\_\_

Please use the space below for any information which you think could be beneficial in processing this application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorization** Please read carefully before signing.

The information which 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 Delaware Property Management Company, L.L.C. to verify any 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, CREED, AGE, SEX, MARITAL STATUS, NATIONAL ORIGIN, HANDICAP AND FAMILIAL STATUS.**

**Agency Disclosure:** Delaware Property Management Company, L.L.C., any cooperating broker, and any leasing representative working with either are representing the owner's interest and have fiduciary responsibilities to the owner, but are obligated to treat all parties fairly. Delaware Property Management Company, L.L.C., any cooperating broker, and any leasing representative working with either, without breaching the fiduciary responsibilities to the owner, may, among other services, provide a prospective' tenant with information about the attributes of the properties, show properties, and assist in preparing an offer to lease. Delaware Property Management Company, L.L.C., any cooperating broker, and any leasing representative working with either also have the duty to respond accurately and honestly to a prospective tenant's questions and disclose material facts about properties.

The property you are applying for will not be removed from the rental market until the landlord and/or owner approves 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.

**Rental Guidelines**

- A certified check or money order is required for payment of security deposits, pet deposit and the first month's rent.
- The stated security deposit must be paid at the signing of the Rental Agreement.
- A driver's license or some form of identification is required.
- A minimum of 3-7 business days are required for processing an application.
- Pay stubs or written verification of income and employment are required.
- If a co-signer is required, the co-signer must reside and be employed in the state in which the property is located.
- In considering financial qualifications, the general criteria is used is that the monthly rental amount is equal to 25% of your monthly gross income. Owners may make exceptions to this formula based on other assets or credit of Tenant.

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

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

I / We plan to purchase a home in:      12 Months      18 Months      24 Months      **(please circle one)**