

# Ashley Property Services Rental Application

Please fill out this application in its entirety. If fields are left blank, we may have to reach out to you for the missing information, which will slow down your application processing time.

If any questions do not apply to you, but are required, please put "N/A".

Applications should be completed by the prospective tenant. Applications should **NOT** be filled out on behalf of someone else, unless you are legally able to do so.

## Personal Information

If any questions do not apply to you, but are required, please put "N/A".

Tell us about yourself & your rental preferences!

<b>Legal First Name</b>	Middle Name	<b>Last Name</b>	<b>Former / Maiden / Other</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of Birth</b>	<b>SSN</b>	<b>Government Issued State ID / License</b>	
<input type="text"/>	<input type="text"/>	<input type="text" value="No File"/>	
<b>Mobile Phone</b>	Alternate Phone	<b>Email</b>	<b>Total Number of Occupants?</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Move In Date</b>	<b>Location</b>	<b>Preferred Unit Type</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Which unit(s) are you interested in? You can list addresses or unit types such as 1 bed, 2 bed, etc.

## Additional Applicants

Please use this section to include Co-Applicants, such as another Tenant / Lessee, your Spouse, a Co-Signer, Accounts Payable, etc.

If anyone *over* the age of 18 will be residing with you AND signing the lease, you *must* list them in the Additional Applicant section as a Tenant / Lessee, so that an application link can be sent to them to apply as well.

**Tenant / Lessee:** This person signs leasing documents, and resides in the unit. Your spouse would be considered a Tenant / Lessee.

**Co-Signer:** This person (such as a parent, close family member, or friend) pledges to take on the financial responsibility of the lease if the Tenant / Lessee does not fulfill their financial responsibilities. This person does not reside in the unit, but does sign leasing documents.

**Accounts Payable:** This person is listed as a contact for financial purposes. They are not a Co-Signer, but may remit payment on behalf of the Tenant / Lessee. They may or may not reside in the unit. *If they will reside in the unit, please list them here. If they will not be residing in the unit, please list them in the Additional Occupant section.*

If you have any questions regarding who needs to submit an application, please do not hesitate to reach out to our office.

Add Additional Applicant

## Additional Occupants

Please use this section to include Children, Caretakers, etc.

Please DO NOT include yourself, or anyone *over* the age of 18 in this section that will be residing with you AND signing the lease.

*If anyone over the age of 18 will be residing with you AND signing the lease, you must list them in the Additional Applicant section as a Tenant / Lessee*, so that an application link can be sent to them to apply as well.

**Minor / Child:** This person is under the age of 18, and resides in the unit, but does NOT sign leasing documents.

**Additional Occupant:** This person is over the age of 18, and resides in the unit, but does NOT sign leasing documents. *This person does not receive leasing or financial correspondence.*

**Accounts Payable:** This person is listed as a contact for financial purposes. They are not a Co-Signer, but may remit payment on behalf of the Tenant / Lessee. They may or may not reside in the unit. *If they will not reside in the unit, please list them here. If they will be residing in the unit, please list them in the Additional Applicant section.*

If there will be more than 4 Additional Occupants, or you need to provide Additional Contacts, please list them in the **Additional Comments** section. If you have any questions regarding who needs to submit an application, please do not hesitate to reach out to our office.

### Additional Occupant 1

First Name

Last Name

Date of Birth

Phone Number

Contact Type

Email

### Additional Occupant 2

First Name

Last Name

Date of Birth

Phone Number

Contact Type

Email

### Additional Occupant 3

First Name

Last Name

Date of Birth

Phone Number

Contact Type

Email

### Additional Occupant 4

First Name

Last Name

Date of Birth

Phone Number

Contact Type

Email

## Pets & Animals

Please note, if the property you are applying for allows pets, you will be required to provide a picture & up-to-date shot records prior to move-in.

Subject to Monthly Pet Fees & Pet Deposits. Fees & rules may vary by Property Owner.

If there will be more than 2 Pets, please list them in the *Additional Comments* section.

If applicable to you, please reach out to our office for ESA & Service Animal accommodation requirements.

### Pet 1

Pet Type

Male or Female

Breed

Color

Name

Age

Size

Image

### Pet 2

Pet Type

Male or Female

Breed

Color

Name

Age

Size

Image

## Rental History

Please include at least one rental reference, including **ALL** contact information for that rental reference, whether current or previous.

If any questions do not apply to you, but are required, please put "N/A".

**Have you ever rented before?**

If yes, how long ago?

### Current Residence

**Current Address****Move In****Move Out****Landlord**

<input type="text"/>	<input type="text"/>
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**Landlord Phone****Street Address****City****State****Zip****Rent/Mortgage Amount****Reason for Leaving****Previous Residence****Previous Address****Move In****Move Out****Landlord**

<input type="text"/>	<input type="text"/>
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**Landlord Phone****Street Address****City****State****Zip****Rent/Mortgage Amount****Reason for Leaving****Employment & Financial Information****Current Employment****Date Start****Date End****Employer Name****Position****Annual Income****Supervisor****Phone****Address****Previous Employment**

Date Start

Date End

Employer Name

Position

Annual Income

Supervisor

Phone

Address

Please answer the question below regarding your Employment & Financial Information.

If you are *unemployed*, this field is **REQUIRED**.

If you are *employed*, and your income is enough to pay rent on a monthly basis, please put "N/A".

**If you are unemployed, how do you intend to pay rent?**

## Other Information

### Vehicle Information

If you have a vehicle, **ALL** of the vehicle information in this section is required. If you do not have a vehicle, please put "N/A".

**Year, Make, Model, Color, License Plate #, and State**

### Emergency Contact

Please note, your Emergency Contact should be someone **NOT** residing with you.

**Full Name**

**Mobile Phone**

**Relationship**

## Additional Comments

Please explain any unanswered questions from above here, or use this space to tell us anything else you want us to know!

Anything else you would like us to know?

## Legal Questions

Have you ever:

<b>Filed for bankruptcy?</b>	<b>Been evicted?</b>	<b>Broken a lease?</b>	<b>Been convicted of a felony?</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Been sued for non-payment of rent?</b>	<b>Been sued for damage to rental property?</b>		
<input type="text"/>	<input type="text"/>		

Please explain any questions you answered Yes to. If you answered all with No, please put "N/A".

**AGREEMENT (BY CHECKING BELOW BOXES YOU ARE AGREEING TO STATEMENTS):**

Applicant(s) represents that all of the above statements are true and complete and authorizes verification of all of the above information by all means available, including employment, personal references, credit records, public records, current and previous property owners and criminal records by the Owner and/or Property Manager. Applicant(s) acknowledges that false information may constitute a breach of the lease entitling the Property Owner, at the Property Owner's option, to repossess the Property. Further, Applicant(s) expressly authorizes Owner and/or Property Manager (including a collection agency) to obtain Applicant(s) consumer credit report, which Owner and/or Property Manager may use if attempting to collect past due rent payments, late fees, or other charges from Applicant(s) both during the term of the lease and thereafter.

Applicant(s) also understands and agrees that this application will be retained by the Owner and/or the Owner's Property Manager whether or not approved. Applicant(s) understands and agrees that, in the future upon request, the Owner and/or the Owner's Property Manager will release information concerning the Owner's experience with Applicant(s) as an Applicant/Tenant(s).

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- By checking this box applicant(s) hereby consent to allow the owner, manager, or his/her/their agent (hereinafter "Landlord") to obtain credit information, criminal history and related information regarding the applicant(s) for the purpose of determining whether or not to enter into a lease with the applicant(s). Applicant(s) understand that Landlord shall have a continuing right to review applicant's credit information, rental application, payment history, occupancy history, criminal background history and related information for account review purposes and for improving application methods.

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- By checking this box applicant(s) hereby declares that all information provided on this Rental Application is complete, true, and correct to the best of his/her/their knowledge. Applicant(s) hereby authorizes the owner, manager, or his/her/their agent (hereinafter "Landlord") to verify any information at any time contained in this application, including but not limited to, verification of current residency and employment. This application is for preliminary screening use only and does not obligate Landlord to execute a rental agreement or deliver possession of the premises. Applicant(s) further acknowledges that any false or fraudulent information contained herein will void this application and terminate any rental agreement.
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