

### Leasing Process

**Step 1** Complete and Sign **Holding Deposit Form**. Submit payment of ALL application fees and holding deposits. Payment may be made by credit card or two (2) money orders or cashier’s checks, one (1) for the application fees the other for the holding deposit made out to Your Local Leasing Company.

\$50 per applicant

**\*Application Fees**

*-Non-refundable*

\$100 per unit

**\*\*Holding Deposit**

-Applied towards move-in costs if accepted

*-Refundable* if turned down

*If payment was made using a credit card the refund will be credited back to the card. In the event payment was made in the form of a money order or cashier’s check the original, un-cashed promissory note will be returned to the applicant. It is the applicant’s responsibility to obtain a refund from the issuer.*

*-Non-refundable* if applicant does not submit all items within 48 hours of initial application

Or if full Security Deposit is not provided within 48 hours of acceptance (unless previously agreed to in writing)  
Or walks away from the deal at anytime

**Step 2** Submit completed application(s) with ALL supporting documents for each person age 18 or over. **All required items must be received within 48 hours of submission of Holding Deposit Form** otherwise the application is consider null and void and all monies become non-refundable. Supporting Documents are as follows:

**Identification**

All applicants: Valid State or Federal ID and Valid Social Security Card (receipt from the Social Security Administration is also acceptable) and Valid Permanent Residency Card, Green Card or Foreign Passport with Visa if applicant is a non-citizen

**Income**

Three (3) most recent pay stubs (W-2) or new hire letter/employment contract (signed by both parties)  
Three (3) most recent years of notarized tax returns (1099) must have been in the same line of work as a 1099 for all three years  
Annual statements for SSL, Disability, Retirement, Court ordered Child Support, Alimony, etc.  
Student Loans with specified allocation of amount to be used for room & board

**Section 8**

Valid current voucher with package indicating the same bedroom count as the property in the country in which the property is located

**Step 3** Within 48 hours of acceptance:

Payment of the FULL Security Deposit in the form of a credit card, money order or cashier’s check  
Sign move-in sheet and set date and time for lease signing

**Step 4** Make payments according to move-in sheet in the form of a credit card, money order or cashier’s check (failure to do so may result in all monies become non-refundable.) Bring remaining payments to lease signing in credit card, money order or cashier’s check form.  
Sign lease, receive copy of lease along with move-in package and keys

**Fair Housing**

Your Local Leasing Company and all of its agents abide by all Federal, State and Local Fair Housing laws. If you have any questions or concerns please contact the Broker of Record immediately at 877-473-6821.

**Rental Qualifications**

Each unit has different rental qualifications. **Make sure to ask what the qualifications are for the unit you are applying BEFORE submitting an application.**

**Acceptance/Denial**

Your Local Leasing Company has no part in determining the acceptance or denial of applicants. This decision is made strictly by the owner of the property. Applications which are not completed in full will be denied. Applications containing untrue, misleading or incorrect information will be denied.

Other reasons for denial may include but are not limited to:

Poor rental or mortgage payment history  
Lack of sufficient income or credit

False or misleading information on application  
Criminal Record

**Move-in costs**

Are estimated at the time of submission based on the information provided by applicant.  
Move-in costs are subject to change based on several factor which include but are not limited to actual credit scores, pets, term etc.  
Final move-in costs will be confirmed upon acceptance and conveyed in writing upon receipt of Security Deposit.

*We reserve the right to deny any application that cannot be verified completely within 48 hours of submission.*

**By signing below, I verify that I have read and understood the criteria from which my application will be approved.**

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**CONSUMER NOTICE-THIS IS NOT A CONTRACT**

Your Local Leasing Company hereby states that with respect to this property, \_\_\_\_\_ we are acting in the following capacity: **as an agent of the owner pursuant to a property management or exclusive listing agreement.**

I acknowledge that I have received this notice:

I certify that I have provided this notice:

\_\_\_\_\_  
(Consumer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Licensee)

\_\_\_\_\_  
(Date)

**APPLICATION FOR RESIDENCY**

**PERSONAL INFORMATION/HISTORY (Please Print)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

US Citizen (YES) (NO) If NO, Federal ID # \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Cell# \_\_\_\_\_ Work Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Current Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Length of Occupancy \_\_\_\_\_ Owner \_\_\_\_\_ Phone# \_\_\_\_\_

Previous Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Length of Occupancy \_\_\_\_\_ Owner \_\_\_\_\_ Phone# \_\_\_\_\_

Have you ever been filed on for eviction? (YES) (NO) If Yes, when? \_\_\_\_\_

Have you ever been charged with a crime or have any criminal record? (YES) (NO) If yes, was it a Felony or Misdemeanor? \_\_\_\_\_

When and what was the charge? \_\_\_\_\_

Have you ever had a bankruptcy, judgment or foreclosure on your record? (YES) (NO) If yes, which one(s)? \_\_\_\_\_

In case of Emergency who should we contact? (Someone who will not be living with you)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell# \_\_\_\_\_ Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Current Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

**EMPLOYMENT HISTORY (Please Print)**

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

How long employed there \_\_\_\_\_ Net Monthly Income \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Additional sources of documented income \_\_\_\_\_ Net Monthly Income \_\_\_\_\_

Additional sources of documented income \_\_\_\_\_ Net Monthly Income \_\_\_\_\_

**LIST BELOW ALL PERSONS OTHER THAN LEASEHOLDER(S) WHO WILL BE LIVING IN THE UNIT**

FULL NAME	SOC. SEC. #	BIRTHDATE	SEX	RELATIONSHIP TO APP.

**OTHER INFORMATION (Please Print)**

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Do you own a vehicle? (YES) (NO)

Do you have any animals you wish to have in your home? (YES) (NO) *The Owner reserves the right to prohibit ANY pet from the property*

If Yes, what type of animal, breed and how many? \_\_\_\_\_

**BACKGROUND CHECK AND CREDIT AUTHORIZATION**

Background check and credit reports are necessary to ensure the security, safety, and well being of our clients, client's residents and employees. Therefore, it is Your Local Leasing Company's policy to perform one or more reference checks including, but not limited to, a Credit Report from a consumer credit reporting agency and a Criminal History report as well as a Landlord and Employment History report. Any applicant charged with a crime (other than a misdemeanor traffic violation) without proof of dismissal or acquittal will be denied. As part of the application process, applicants will be required to sign this form, which authorizes investigation of, and releases such information. Refusal to sign this form or to cooperate fully with the Company's investigation will constitute ineligibility for housing. The company will make every effort to keep any information obtained from such investigators strictly confidential. The Company will implement this policy in a non-discriminatory manner. The Company reserves the right to change or modify this policy at any time for any reason.

**APPLICANT STATEMENT**

I, the undersigned applicant make application to rent on the date listed on the reverse side and declare that all the information and representation contained in and with this application is, to the best of my knowledge and belief, true and correct. I also understand that in the event of acceptance of this application, if I fail to take possession of the unit after the application is approved; all deposits made in connection with this application will be forfeited to Your Local Leasing Company as compensation for the processing of the application and the loss of rental for the unit. I consent to any and all inquiries made by the Your Local Leasing Company or its Agent if necessary to obtain references and to verify the information in this Application for Residency and agree upon request to provide documentary evidence of income of all proposed occupants including federal income tax information. I authorize Your Local Leasing Company or its Agent to order and review one or more consumer reports relating to me (including, but not limited to, credit history, rental history including with other properties owned by property owners affiliated with Landlord, and criminal history). I further authorize Your Local Leasing Company or its Agent to order, review or investigate consumer reports relating to me and to continue to obtain, review or investigate consumer reports relating to me both during the duration of any lease or agreement I may enter into as a result of this application and at any time thereafter, including for the purposes of collection of amounts I may owe under any lease or other agreement. I further authorize and direct all employers, financial institutions, banks, creditors, residential managers/landlords to release any and all information relating to me to Your Local Leasing Company or its Agent. In addition, I understand and authorize Your Local Leasing Company or its Agent to obtain and use consumer report information relating to me (including, but not limited to, a credit score) for the purpose of conducting research into statistical credit models and evaluating the performance of various scoring models and sources of consumer reporting information, including, but not limited to, criminal conviction and skip tracing/eviction databases. I understand that if this application is approved, all information provided herein will become a part of the lease.

**I hereby instruct Your Local Leasing Company to hold all funds I furnish to them (except the application fees) un-cashed. Please distribute them accordingly at the lease signing on my behalf to the appropriate parties.**

**I also understand the Your Local Leasing Company does not manage all the units they represent and thus agree to hold them harmless for any and all loses, damages and inconveniences caused by the any action or inaction of any property owner.**

**A non-refundable fee of \$50.00 per application is due at submission.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Received \_\_\_\_\_ Date \_\_\_\_\_  
 Accepted \_\_\_\_\_ Date \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

**OFFICAL USE ONLY DO NOT FILL OUT THIS SECTION**

Date application received \_\_\_\_\_ Move-in date \_\_\_\_\_ Lease date \_\_\_\_\_  
 Apt. type \_\_\_\_\_ Address \_\_\_\_\_ Unit # \_\_\_\_\_  
 Term \_\_\_\_\_ Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_ Pet Fee \_\_\_\_\_