

10 Steps To A Smooth Rental Application

PLEASE NOTE: Prospective tenant understands and agrees that this application is a legally binding agreement...*please do not submit this application unless you are fully committed to this property.* Prospective tenant also understands and agrees that the following information will be shared with the landlord. Prospective tenant will supply RichHaen.com Realty with a COMPLETE copy of my credit report including my credit score and complete history dated within the last 30 days from one of the three major credit reporting agencies: Equifax.com, TransUnion.com or Experian.com...*it is in your best interest not to authorize numerous credit reports as each inquiry has a negative impact on your overall credit score! BTW, the free credit reports from the free on-line services are not complete and are not acceptable!*

***Each applicant (and co-signer) is required to complete a separate application. *Please print this document when you are ready to submit!*

Subject Property Address: _____

Rent Offered Per Month: _____ Occupancy Date Requested: _____

Applicant's Legal Name: _____

Full Current Address (ZIP): _____

Mobile Phone Number: _____ Email Address: _____

Name of Co-Tenants: _____
(note nature of relationship i.e. couple/roommates/spouse/parent/sibling/child etc?)

Current Landlord: _____ Rent: _____ Length of Term: _____

Current Employer: _____ Salary: _____ Length of Employment: _____

Description of Pet: _____
(name, breed, sex, weight, age, length of ownership...also required is a written reference from your current landlord of at least 12 months!!!)

Please complete the 1st 6 Steps:

1. Complete the above portion of this document in its entirety...please sign this document below
2. Initial here: _____ stating that you have read, understand and agree to the [Sample Lease Addendum](#)
3. ONLY if applicable please complete the Rental Fee Disclosure...please sign this document
4. Please scan the above documents along with your credit report **AS 1 FILE PER APPLICANT**...and then email to Rich@RichHaen.com...*if you send this via fax it will not be legible.* Feel free to include a bio, resume or letter of introduction to the landlord!
5. Request your current landlord to verify tenancy including length of term, amount of rent and payment history...please ask them to email their response to Rich@RichHaen.com...if you have resided in this apartment less than 12 months; please have your previous landlord do the same...Verbal references not acceptable
6. Request your current employer to verify employment including length of employment, position and annual income...please ask them to email their response to Rich@RichHaen.com...if you have been employed by this firm for less than 12 months please have your previous employer do the same...Verbal references not acceptable
7. **Once I have received ALL OF THE ABOVE I will discuss your application with the Landlord!**
8. Some landlords require a telephone or personal interview...I will let you know if they do? If your application is accepted, I will prepare the lease and send it to you via email along with complete delivery instructions. The signed lease and all funds must be returned to me within 24 hours of receipt *or the property will be placed back on the market!*
9. Once your new landlord signs the lease, I will send you an electronic copy of the fully signed lease for your records along with a few friendly reminders!
10. Please feel free to review my [Helpful Moving Tips](#) and scroll down below any current listings!

Your Signature Is Required: _____ (Date) _____
(by signing this application I hereby understand that I am making a legally binding offer!)