

# **APPLICATION CHECK LIST FOR CEII RENTAL UNITS**

## **Proof in income for ALL household members:**

- \_\_\_\_\_ Social Security, SSI, Pensions, Disability
- \_\_\_\_\_ Unemployment verification
- \_\_\_\_\_ Child Support/Alimony
- \_\_\_\_\_ Employment (Previous 4-6 pay stubs)
- \_\_\_\_\_ Bank statements for the past six months (checking and savings)

## **Identification:**

- \_\_\_\_\_ Picture ID for all household members over 18 years of age
- \_\_\_\_\_ Social Security cards for all household members
- \_\_\_\_\_ Birth Certificate for all children under the age of 18

## **Background checks:**

- \_\_\_\_\_ Current criminal background report from both the City of Pensacola Police Department (711 North Hayne Street) and the Escambia County Sheriff's Department (1700 West Leonard Street).
- \_\_\_\_\_ Report for ALL household members over the age of 18

## **Application fee:**

- \_\_\_\_\_ \$35.00 Money order (WE DO NOT ACCEPT CASH)
- \_\_\_\_\_ Non-refundable and submitted at the time the application is submitted

**NOTE: ALL APPLICATIONS WILL REMAIN ON FILE FOR 90 DAYS**

NAME:	
PHONE:	
DATE:	
APT. SIZE NEEDED	

FOR MORE INFORMATION, PLEASE CALL THE RENTAL DEPARTMENT AT: 850-595-6234,  
EXT 204

# RENTAL APPLICATION

A \$ \_\_\_\_\_ non-refundable application fee is required.

## INSTRUCTIONS

A separate application must be filled out by each applicant over 18 (even if married). Completely fill out each blank and sign.

### PERSONAL DATA

Applicant Full Name: \_\_\_\_\_ DOB : \_\_\_\_\_  
Marital Status :  Single  Married (Date of Marriage \_\_\_\_\_)  Divorced (Date of Divorce \_\_\_\_\_)  
Name of Spouse/Former Spouse : \_\_\_\_\_  
Social Security Number : \_\_\_\_\_ Driver's License Number : \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone : \_\_\_\_\_

### Present Address

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long \_\_\_\_\_  
Monthly Rent \_\_\_\_\_ Was Rent Up To Date? \_\_\_\_\_ Notice Given? \_\_\_\_\_  
Landlord \_\_\_\_\_ Address \_\_\_\_\_  
Landlord Phone Number : \_\_\_\_\_ Were you asked to leave: \_\_\_\_\_

### Former Addresses

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long \_\_\_\_\_  
Monthly Rent \_\_\_\_\_ Was Rent Up To Date? \_\_\_\_\_ Notice Given? \_\_\_\_\_  
Landlord \_\_\_\_\_ Address \_\_\_\_\_  
Landlord Phone Number : \_\_\_\_\_ Were you asked to leave: \_\_\_\_\_

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long \_\_\_\_\_  
Monthly Rent \_\_\_\_\_ Was Rent Up To Date? \_\_\_\_\_ Notice Given? \_\_\_\_\_  
Landlord \_\_\_\_\_ Address \_\_\_\_\_  
Landlord Phone Number : \_\_\_\_\_ Were you asked to leave: \_\_\_\_\_

### OCCUPANTS

Number of Occupants : \_\_\_\_\_

Name	Relationship	Date of Birth

Do you own pets? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes , how many and what kinds \_\_\_\_\_

### CARS

Make \_\_\_\_\_ Model : \_\_\_\_\_ Color: \_\_\_\_\_ Tag # \_\_\_\_\_

Registered to: \_\_\_\_\_ State Registered in: \_\_\_\_\_

Make \_\_\_\_\_ Model : \_\_\_\_\_ Color: \_\_\_\_\_ Tag # \_\_\_\_\_

Registered to: \_\_\_\_\_ State Registered in: \_\_\_\_\_

**EMPLOYMENT**

**PRESENT EMPLOYMENT**

Place of Employment : \_\_\_\_\_  
Address: \_\_\_\_\_  
How long : \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisors Name and Positions: \_\_\_\_\_

Phone Number : \_\_\_\_\_  
City : \_\_\_\_\_  
Hours Work: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Place of Employment : \_\_\_\_\_  
Address: \_\_\_\_\_  
How long : \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisors Name and Positions: \_\_\_\_\_

Phone Number : \_\_\_\_\_  
City : \_\_\_\_\_  
Hours Work: \_\_\_\_\_

**INCOME**

Current Income: \$ \_\_\_\_\_ weekly/Biweekly/monthly Source: \_\_\_\_\_  
Current Income: \$ \_\_\_\_\_ weekly/Biweekly/monthly Source: \_\_\_\_\_  
Current Income: \$ \_\_\_\_\_ weekly/Biweekly/monthly Source: \_\_\_\_\_  
Bank/Credit Union: \_\_\_\_\_ Checking Account/ Savings Account or Both?

**REFERENCES**

Relative: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City : \_\_\_\_\_  
Non- relative : \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City : \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Relationship : \_\_\_\_\_  
Address: \_\_\_\_\_ City : \_\_\_\_\_  
Phone: \_\_\_\_\_

**CREDIT ACCOUNTS**

**Current Accounts Including Credit Cards and Utilities**

Creditors Name	Address	Account #	Payment	Current

Explain Yes to any of the following on separate sheet of paper attached to applications.

Has any signer ever been sued for bills? \_\_\_\_\_ Has any signer ever been sued for eviction? \_\_\_\_\_  
Has any signer been bankrupt? \_\_\_\_\_ Has any signer ever been guilty of a felony? \_\_\_\_\_  
Has any signer broken a lease? \_\_\_\_\_ Is total move amount available now? \_\_\_\_\_

Name in which utilities are now billed ? \_\_\_\_\_

Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors, and any other source deemed necessary.

All information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR COPY AT ANY TIME.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_  
Do not write below this line

**THIS SECTION FOR MANAGEMENT ONLY**

CREDIT REPORT Favorable / Unfavorable \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit Pd: \_\_\_\_\_ Option \_\_\_\_\_ Rent \_\_\_\_\_ Unit \_\_\_\_\_  
Term \_\_\_\_\_

Move in Date \_\_\_\_\_ # of Occupants \_\_\_\_\_ Pets? \_\_\_\_\_

Utilities Paid for by Tenants \_\_\_\_\_