

# TALLEY PROPERTIES INC.

[www.talleyproperties.com](http://www.talleyproperties.com)

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CH 500

## Rental Application

FOR OFFICE USE ONLY

DATE: \_\_\_\_\_  
PROPERTY: \_\_\_\_\_  
DEPOSIT \$ \_\_\_\_\_ RENT \$ \_\_\_\_\_  
APPLICATION FEE \$ \_\_\_\_\_

*Please complete all requested information on front and back of this form. Use black ink only.*

**Date of Application** \_\_\_\_\_ **Desired Date of Occupancy** \_\_\_\_\_

**Type/Size of Unit Desired** \_\_\_\_\_ **Home Phone Number** \_\_\_\_\_

### PERSONAL INFORMATION

**APPLICANT FULL NAME:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Driver's License No/State** \_\_\_\_\_

**CO-APPLICANT FULL NAME** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Driver's License No/State** \_\_\_\_\_

Full Names of all Occupants	Social Security Number	Relationship to Applicant	Date of Birth

**Any Pets?** \_\_\_\_\_ **How Many?** \_\_\_\_\_ **Type:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

### RESIDENCE HISTORY

**Present Address** \_\_\_\_\_ zip \_\_\_\_\_

**Dates of Occupancy From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Present Telephone Number:** \_\_\_\_\_

**Present Landlord** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Monthly Rent \$** \_\_\_\_\_ **Reason For Moving** \_\_\_\_\_

**Previous Address** \_\_\_\_\_

**Dates of Occupancy From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Previous Landlord** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Monthly Rent \$** \_\_\_\_\_ **Reason For Moving** \_\_\_\_\_

### EMPLOYMENT HISTORY

**Present Employer:** \_\_\_\_\_ **Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Employer's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Gross Monthly Salary:** \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Employer's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Gross Monthly Salary:** \_\_\_\_\_

**Co-Applicant's Employer:** \_\_\_\_\_ **Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Employer's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Gross Monthly Salary:** \_\_\_\_\_

**Any other verifiable source of income (please be specific)** \_\_\_\_\_

**OTHER INFORMATION**

**Vehicles**

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

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

Other Car/Motorcycle/Boat?(Specify) \_\_\_\_\_

**HAVE YOU OR CO-APPLICANT EVER:** Been sued for non-payment of rent:  Yes  No  
 Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No  
 Been sued for damages to rental property?  Yes  No Declared Bankruptcy?  Yes  No  
 Convicted of a felony or misdemeanor (excluding traffic)? \_\_\_\_\_

**Emergency Contact:** (Nearest relative not living with you)

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Automatic Rejection Items:**

- Landlord reference (would not re-rent due to leave violation, skip, damages, etc.)
- Any Rental housing debt still owed
- Eviction(s) and/or outstanding judgments on public record within past 5 years (including filed and unsatisfied)
- Rent Ratio below standard (3.5 and under) = Gross monthly wage divided by monthly rent amount
- Any tax liens, foreclosures, or repossessions (home, vehicle, or other)
- Credit Score below 475
- False information given on rental application

**Additional Criteria:**

- Credit Score of 500-550 may require a double deposit, if approved
- Eviction(s) and/or outstanding judgments on public record longer than 5 years(including filed and unsatisfied) will require a double deposit, if approved
- Must have verifiable rental history (rental history from a private owner, and/or from living with family, friends, etc. is not acceptable - except if you have an approved co-signer)

**APPLICATION UNDERSTANDING AND AUTHORIZATION**

I have read and understand the above policy and automatic rejection items. I understand that the application fee is not a deposit or rent and will not be applied as such or refunded even if the application is declined. I hereby authorize Talley Properties, Inc. to contact any of the references that I have listed. I hereby authorize the agents of Talley Properties Inc. to obtain my credit report from your credit agency, which will appear as an inquiry on my file. I understand that by signing this application that I am agreeing to enter into a rental agreement if approved and that all deposits will be forfeited if I do not enter into a lease or I do not fulfill the lease upon notification of acceptance by Talley Properties, Inc.

\_\_\_\_\_  
**Applicant Signature** **Date** **Co-Applicant Signature** **Date**

\_\_\_\_\_  
**Occupant Signature** **Date** **Occupant Signature** **Date**

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW**

Reference Verification	Remarks	Record of Payments Received		
<input type="checkbox"/> Present Landlord		Date	Description	Amount
<input type="checkbox"/> Previous Landlord				
<input type="checkbox"/> Employer				
<input type="checkbox"/> Previous Employment				
<input type="checkbox"/> Co-App Employment				
<input type="checkbox"/> Other				
<b>This Application:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Rejected				

**APPLICATION-DEPOSIT AGREEMENT**

**By signing this agreement I am stating that I have read and understand the following:**

- I agree that the purpose of this application is to rent a property listed from Talley Properties.
- The application fee is non-refundable.
- The property is not being held for me and may be rented by someone else unless I have put down a deposit to hold it.
- Even if my application is accepted and I have not put down a deposit to hold the property for me – another applicant may rent the property.
- Any deposit paid to hold a property for me is expressly for the purpose of holding the property exclusively for me until I move in.
- Any deposit paid before I move in is not considered a security deposit for the rental unless expressly noted as such.
- Once I move in the deposit to hold the property will be applied to my tenant security deposit.
- If I have put down a deposit to hold a property – and I fail the screening process the deposit is fully refundable to me.
- If I have put down a deposit to hold a property – and I pass the screening process the deposit is NOT refundable.
- If I have put down a deposit to hold a property – and I fail to provide requested information to complete the screening process or advise Talley Properties to cancel the screening process – the deposit is NOT refundable.
- Talley Properties will not hold a property more than 3 weeks from the date of the application – even with a deposit.
- If my move in date is more than 3 weeks out – I may be required to pay additional fees.
- If I cancel my move in date – I will not receive my deposit to hold the property back.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Occupant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Occupant Signature**

\_\_\_\_\_  
**Date**

**Applicant Information Needed To Process Application:**

- Application Fee \$50.00 Per Person
  - Driver's License
  - Social Security Card/Green Card
  - Last 2 paycheck stubs

**Separate Cashier's Check or Money Orders For:**

- Application Fee (Cash/Money Order) (non-refundable)
- Deposit to Hold Unit (non-refundable)
- Pro-rated Rent of First Month's Rent
- Pet Fee (if applicable) (non-refundable)

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

By: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Applicant Notified By: \_\_\_\_\_ Date: \_\_\_\_\_

Move-in Date: \_\_\_\_\_