

Eck Real Estate Services, Inc. – Tenant Rental Application

**Please fill out in either a blue or black ink pen.**

**You must turn in the original forms and \$45 fee (CASH OR MONEY ORDER) to our office.**

Rental address you are applying for: \_\_\_\_\_ Lease Beginning Date: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Our main form of communication with our tenants is via email, do you understand you will need to check and respond to regular email communication?** \_\_\_\_\_

Applicants Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Applicant Social Security Number: \_\_\_\_\_ State Issued ID#: \_\_\_\_\_

List the names (and familial relationship if applicable) of all other persons who intend to occupy the dwelling:

\_\_\_\_\_  
*(The number of unrelated persons occupying a dwelling unit is limited by city ordinance.)*

Current Address: \_\_\_\_\_  
*Street Address Apt # City State Zip Code*

Current Landlord Information: \_\_\_\_\_  
*Name/Company Email address Telephone Number with Area Code*

Dates rented from: \_\_\_\_\_ to: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Most recent previous addresses: *(If you owned please still list the property or if you lived at home with your parents list their address.)*

1. \_\_\_\_\_  
*Street Address Apt # City State Zip Code*

Landlord Information: \_\_\_\_\_  
*Name/Company Email address Telephone Number with Area Code*

Dates rented from: \_\_\_\_\_ to: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

2. \_\_\_\_\_  
*Street Address Apt # City State Zip Code*

Landlord Information: \_\_\_\_\_  
*Name/Company Email address Telephone Number with Area Code*

Dates rented from: \_\_\_\_\_ to: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Current Employer: \_\_\_\_\_ Hire date: \_\_\_\_\_

Position: \_\_\_\_\_ How long employed: \_\_\_\_\_

Monthly Gross Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Other Income: \$ \_\_\_\_\_ per month. Source of other income: \_\_\_\_\_



## **Before You Apply:**

You must have seen the property in person before we will accept applications.

### **Qualification for approval:**

What we are looking for when evaluating applicants.

- **Credit history.** We are looking for good credit but are not rigid about credit scores. We will be verifying that you have been making payments on time to reporting companies, and will look for any collection activity, delinquencies, tax liens or civil judgements.
- **Income level.** Gross income for each applicant should be at least 2 ½ times total rent for the entire unit. If legally married income can be combined.
- **Work history.** We are looking for stable income and you need to have been employed at your current job for at least 6 months.
- **Rental history.** We would like to see good rental history over the last 3 years. If you previously owned your residence, please list it - the payments will show up on your credit. Please list all previous residences including those out of state. Please note that we will be verifying that you made payments on time, left the properties in good condition, and whether your previous landlord would re-rent to you.
- **Background check.** While we are not concerned with minor misdemeanors (traffic tickets, etc.) that may appear on your record, it is important that you be forthcoming about any criminal arrests or convictions.

*If you do not meet all the above qualifications, you likely will need a lease guarantor/co-signer. Your lease guarantor will need to meet the income and credit qualifications.*

We manage properties of many ages and types. Some are newer and some are considered historic properties. We believe it is helpful for everyone to consider some differences between "older" and "newer" before applying. Most older properties will have imperfections due to original construction, use, and effects of time. Please understand that these imperfections, whether cosmetic or inconvenient, are characteristic to the property and not critical defects.

Before applying, please take into consideration any allergies and/or health issues that may be affected by the type of housing you have selected. We provide well-maintained properties, but cannot guarantee them to be so perfectly clean, allergen-free, and/or irritant-free as to prevent allergies or other flare-ups.

There should be no expectation that there will be significant improvements or upgrades made to the property, except for cleaning, painting, and repairs that may be necessary between occupants. If you are expecting any changes to be made outside of normal repair and cleaning, they need to be discussed and agreed upon prior to signing a lease. Requested improvements or modifications would most likely result in a rent increase or cost sharing.

**It is very important to alert us to any potential credit or background issues. If we know ahead of time what may appear on your credit or background reports, it might save everyone time and money.**

Please sign that you have read and fully understand the above information \_\_\_\_\_  
Applicants signature Date