



Address of Rental Property \_\_\_\_\_

Date you want to move in: \_\_\_\_\_

## Duncan Property Management

### To qualify for one of our homes, please note the following:

- 1) You must provide a valid form of photo identification.
- 2) You must be currently employed with a salary sufficient to cover the rent or have an alternative means to pay, i.e. Social Security benefits, disability, housing assistance, etc. (You must provide a recent check stub or similar documentation)
- 3) You, or anyone planning to live at the home, must not have any pending charges or convictions, within the last 5 years, for charges relating to violence, drugs, or sexual misconduct. We do not rent to registered sex offenders.
- 4) You must be current with rent/mortgage payments at your present address and your last 3 years of rental/mortgage history must not contain any unpaid charges.

### Additional Information

Duncan Property Management represents and acts in the best interests of the Landlord.

A separate application is required for each applicant age 18 or older

Homes are rented "As Is" unless otherwise noted in writing.

Occupancy is limited to 2 persons per bedroom.

No pets are allowed unless otherwise noted on property listing.

Our homes are rented on a first-qualified, first-served basis. For your application to be considered, a **\$35.00 non-refundable processing fee** is required (There is a \$10.00 fee per additional adult.) ***Application processing fee must be paid in cash. The first full month's rent, and deposit must be paid with certified check or money order.*** We reserve the right to deny any application.

An amount equal to the security deposit must be paid within 24 hours of approval of this application to prevent the property from being offered/rented to someone else. However, if two applications are qualified at the same time, whoever comes in with the security deposit first gets the home. The amount is non-refundable if you decide not to take the home. At lease signing, the amount will be converted to your security deposit.

Rent payment must begin within 2 days of approval of this application, contingent upon availability of the property, unless other arrangements are made.

Duncan Property Management offers property to the public for rental or lease in compliance with all state and federal housing laws. Duncan Property Management does not discriminate on the basis of race, color, religion, sex, familial status, handicap, or national origin.

Applicant's Initials \_\_\_\_\_ Date \_\_\_\_\_

<u>For Office Use Only</u>	<b>Application Fee Paid</b>	<b>Yes</b>	<b>No</b>	<b>Amount Paid: \$</b>
<b>Approved</b>	<b>Yes</b>	<b>No</b>	<b>Notes:</b>	



# RENTAL APPLICATION

## APPLICANT:

Full Name (Include all names used): \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number/State: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Tag # \_\_\_\_\_

Dates at this address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

## ADDITIONAL OCCUPANTS:

List everyone, including Children, who will live with you (do not include yourself)

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_



**RENTAL HISTORY:**

Previous Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates at this address: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Current Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Position or Title: \_\_\_\_\_

Salary: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ When Paid: \_\_\_\_\_

**ADDITIONAL INCOME:**

Other sources and amounts of additional income:



Have you or anyone that will live at the home ever:

Been Evicted? \_\_\_\_\_

If 'yes', please explain:

\_\_\_\_\_

Been convicted of a Crime? \_\_\_\_\_

If 'yes', please explain: \_\_\_\_\_

\_\_\_\_\_

Do you have a pet or plan to get one? \_\_\_\_\_ If "yes", please provide details: \_\_\_\_\_

\*\*There is a \$250 **NONREFUNDABLE** pet damage fee that is required for any pet.  
**PLUS** an additional \$25 per month is added to the monthly rent.

Applicant's  
Initials \_\_\_\_\_

**EMERGENCY CONTACT:**

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



## Duncan Property Management

I certify that all the information given above is true and correct and understand my rental agreement may be terminated if I have made any false or incomplete statement in this application.

I authorize Duncan Property Management to obtain information from my credit sources, current and previous Landlords, employers, and law enforcement authorities. I authorize my credit sources, credit bureaus, my current and previous Landlords, my employers, and law enforcement authorities to disclose to Duncan Property Management such information as they may request.

Applicant: \_\_\_\_\_

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

Applicant: \_\_\_\_\_

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