



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, (You must provide a recent check stub or similar documentation). The rent amount cannot exceed 40% of your current monthly income
- 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 past evictions, pending evictions or 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 people 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 **\$55.00 non-refundable processing fee** is required (There is a \$25.00 fee per additional adult.) **Application processing fee must be paid in cash. The first full month's rent and deposit must be paid with cash.** 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.

The lease must begin within 14 days of a paid security deposit, 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 _____

For Office Use Only

Application Fee Paid Yes No **Amount Paid: \$**

Approved Yes No

Notes:



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:

Has an eviction ever been started or filed on you or anyone that will live in the home?

If 'yes', please explain:

Have you or anyone that will live in the home ever been arrested or 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: (SOMEONE NOT LIVING WITH YOU)

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: _____