



# APPLICATION TO RENT

APPLICATION MUST BE FILLED OUT **COMPLETELY**

Individual applications required from each occupant 18 years of age or older.

Application fees: \$25.00 per person. Application fees are non-refundable and non-creditable.

PLEASE NOTE THE PROPERTY IS NOT AVAILABLE ON A FIRST COME FIRST SERVED BASIS. OUR FIDUCIARY RESPONSIBILITY IS TO THE OWNER OF THE PROPERTY

LAST NAME		FIRST NAME		MIDDLE NAME		SOCIAL SECURITY NUMBER	
DATE OF BIRTH		DRIVERS LICENSE # / STATE		HOME PHONE #		CELL PHONE #	
PRESENT ADDRESS				CITY		STATE ZIP	
MOVE-IN		MOVE-OUT		OWNER/MGT NAME		OWNER/MGT PHONE #	
REASON FOR MOVING						AMOUNT OF RENT PAID	
PREVIOUS ADDRESS				CITY		STATE ZIP	
MOVE-IN		MOVE-OUT		OWNER/MGT NAME		OWNER/MGT PHONE #	
REASON FOR MOVING						AMOUNT OF RENT PAID	
PREVIOUS ADDRESS				CITY		STATE ZIP	
MOVE-IN		MOVE-OUT		OWNER/MGT NAME		OWNER/MGT PHONE #	
REASON FOR MOVING						AMOUNT OF RENT PAID	

PROPOSED OCCUPANTS. List all proposed occupants in addition to yourself.

FULL NAME & RELATIONSHIP	BIRTH DATE	FULL NAME & RELATIONSHIP	BIRTH DATE

CURRENT	EMPLOYER NAME		ADDRESS						
	SUPERVISOR NAME				EMPLOYER PHONE #				
	PRESENT OCCUPATION			HIRE DATE		CURRENT GROSS INCOME		WK	MO
PREVIOUS	EMPLOYER NAME		ADDRESS						
	SUPERVISOR NAME				EMPLOYER PHONE #				
	PRESENT OCCUPATION			HIRE DATE		CURRENT GROSS INCOME		WK	MO

SINCE SOME EMPLOYERS WILL NOT VERIFY INCOME OVER THE PHONE, YOUR APPLICATION PROCESSING MAY BE EXPEDITED BY SUBMITTED TWO (2) RECENT PAYCHECK STUBS WITH YOUR APPLICATION.

IF YOU ARE SELF-EMPLOYED, PLEASE SUPPLY US WITH CURRENT INCOME INFORMATION BY WAY OF TAX RETURNS (schedule C).

**PERSONAL REFERENCES**

FULL NAME	RELATIONSHIP	ADDRESS	PHONE #	LENGTH OF ACQUAINTANCE

**IN CASE OF EMERGENCY, NOTIFY**

FULL NAME	RELATIONSHIP	ADDRESS	PHONE #	PHONE #2

	Yes	No
Do you have or intend to have any pets in the rental unit?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have or intend to have water filled furniture in the rental unit?	<input type="checkbox"/>	<input type="checkbox"/>
Have you filed for bankruptcy in the past 10 years?	<input type="checkbox"/>	<input type="checkbox"/>
Has any civil judgment been entered against you for the collection of a debt in the past 10 years?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been evicted or refused to pay rent for any reason?	<input type="checkbox"/>	<input type="checkbox"/>
If any question above has been answered "Yes", please explain:		

Applicant represents all information in this Application to be true and accurate and authorizes Agent (or Property Owner), and its employees to verify said information to help determine Applicant’s rental, credit, financial and character standing (this includes, but is not limited to obtaining a credit report). Applicant further agrees to furnish additional information upon request. Intentional misrepresentation of any information provided shall be deemed a breach of terms of any subsequent rental agreement entered into between the parties. Applicant hereby releases the Property Owner, Agent, its employees, and any and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and further, will defend and hold them harmless from any suit or reprisal whatsoever.

This application is for unit designated by the address: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**IMPORTANT INFORMATION**

- When you are approved for a property, you must sign the lease within 48 hours of your approval or you will lose your priority position and we will process any back-up applications.
- At your lease signing, each adult occupant must bring their drivers’ license as well as a cashier’s check or money order (no cash or personal checks) for the Security Deposit plus the first months rent payable to Brookview Management LLC.
- We will continue to show properties that we have received application for until the property is rented.
- Please note that a property is not rented until a lease has been signed. When the lease has been signed, we will discontinue showings.
- Once we process an applicant and they are approved, we will inform any other applicants and anyone with an appointment to see the property or who inquires about the property, that we have an “Approved Applicant.”
- An application will not be processed if it is incomplete, if co-applicants have not completed their applications or if fees have not been paid.
- Brookview Management LLC supports Equal Housing Opportunity. We do not discriminate in the rental of dwellings based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people security custody of children under the age of 18), and handicap (disability).



# Brookview Management LLC.

## CONSENT

We/I hereby give consent for Brookview Management LLC to obtain any and all information concerning our employment, rental history and any credit matters which may be required in order to process our rental application.

This form may be reproduced or photocopied and a copy will be as consent as the original which we signed.

\_\_\_\_\_  
signature  
print name: \_\_\_\_\_

\_\_\_\_\_  
date

\_\_\_\_\_  
signature  
print name: \_\_\_\_\_

\_\_\_\_\_  
date