

PROCEDURES FOR RENTAL APPLICATIONS

-JACK WHITE REAL ESTATE-

1. Appointment is made for showing available properties
2. Prospective tenant(s) determines the property they would like to lease
3. Prospective tenant(s) completes rental application
4. Rental application is returned to Suzanne C. Cool (Property Manager) along with a non-refundable \$35.00 **CHECK** or **MONEY ORDER** made out to *Jack White Real Estate* for the application processing fee and for a Credit Report to be ordered. Please note it is an *additional* \$25 for each applicant with a different last name.
5. Suzanne C. Cool verifies application references, employment, and credit history.

Applicant is hereby advised that, in order to qualify for a rental unit, a full credit report will be run on the applicant and/or co-applicant(s).

Applicant agrees that they will be required to pay a *non-refundable* Application Processing Fee/Credit Report Fee of \$35, and an additional *non-refundable* \$25 for each applicant with a different name. This report is for Property Managers use only.

Applicant understands that Jack White Real Estate is **a representative of the owner** on all properties managed by this company and is required to find the most suitable, responsible, and reliable tenant(s) for the owners.

Applicants Signature

Date

Co-Applicants Signature

Date

Applicants Initials _____

Co-Applicants (/ if there is none) _____

CREDIT REPORT REQUEST

Client: Jack White Real Estate Member Office: Eagle River, AK

Prepare Report On: _____ Applicant only _____ Applicant & Co-Applicant (Joint) _____ Applicant & Co-Applicant (Individual)

(Pick one of the above options by typing "YES", please fill other two options with "NO")

Applicant Name _____

Alias/Maiden/ or other legal names _____

SSN _____ DOB _____ Drivers License # _____ State _____

Current Address _____

Co-Applicant Name _____

Alias/Maiden/ or other legal names _____

SSN _____ DOB _____ Drivers License # _____ State _____

Current Address _____

I/We understand that Credit Bureau of Alaska will be preparing my credit report and that I may receive a call from Credit Bureau of Alaska for a consumer interview. I authorize the release to Credit Bureau of Alaska of my application and also authorize my creditors and employers to release to Credit Bureau of Alaska telephonically, as well as in writing any information they may require. Including data on my current and previous credit history, employment and income. I further understand that use of a photocopy of this release may be necessary to verify one or more of my references. I authorize that use and request that such a copy be honored fully, as if it were an original.

My signature authorizes Jack White Real Estate to complete a full credit report and for Suzanne C. Cool to receive this report.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____

Applicants Initials _____

Co-Applicants (/ if there is none) _____

Rental Application

Address of Residence desired _____

Preferred move in date _____

Contact Info

Applicants Full Name _____ DOB _____

Current mailing Address _____

Current Phone _____ Email Address _____

Other Occupants (NA for any blank spots)

Relationship

Age

PERSONAL REFERENCES

Name _____

Address _____

Phone _____ Length of time Known _____ Relationship _____

Name _____

Address _____

Phone _____ Length of time Known _____ Relationship _____

Name _____

Address _____

Phone _____ Length of time Known _____ Relationship _____

Applicants Initials _____

Co-Applicants (/ if there is none) _____

EMPLOYMENT

Name of Employer _____

Address of Employer _____

Length of time on Job _____ Salary/Hourly _____ Position held _____

Supervisor _____ Phone Number _____

RENTAL HISTORY

Present Address _____

Length of time at current Address _____ Rent Amount _____

Present Landlord/ Mortgage Holder _____ Phone _____

Reason for Leaving _____

Previous Address _____

Length of time at Address _____ Rent Amount _____

Previous Landlord/ Mortgage Holder _____ Phone _____

Reason for Leaving _____

VEHICLE INFORMATION

of Autos _____ Any Recreational Vehicles? (Y/N) _____ Project cars? _____

Make _____ Model _____ Year _____ Color _____ Plate # _____

Make _____ Model _____ Year _____ Color _____ Plate # _____

EMERGENCY CONTACT (please specify someone living outside your home)

Contact _____ Relationship _____

Address _____

Cell _____ Work _____ Other _____

I/We hereby make an application for a residence and certify that all information is correct to my/our knowledge. I/we authorize any contact made to references listed above. My/our Signature(s) authorizes Jack White Real Estate to complete a full credit check on the applicant(s).

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____

Applicants Initials _____

Co-Applicants (/ if there is none) _____

CO- APPLICANT SECTION

CONTACT INFO

Applicants Full Name _____

Current mailing address _____

Current Phone _____ Email Address _____

EMPLOYMENT

Name of Employer _____

Address of Employer _____

Length of time on Job _____ Salary/Hourly _____ Position held _____

Supervisor _____ Phone Number _____

RENTAL HISTORY

Present Address _____

Length of time at current Address _____ Rent Amount _____

Present Landlord/ Mortgage Holder _____ Phone _____

Reason for Leaving _____

EMERGENCY CONTACT (please specify someone living outside your home)

Contact _____ Relationship _____

Address _____

Cell _____ Work _____ Other _____

PERSONAL REFERENCES

Name _____

Address _____

Phone _____ Length of time Known _____ Relationship _____

Name _____

Address _____

Phone _____ Length of time Known _____ Relationship _____

Name _____

Address _____

Phone _____ Length of time Known _____ Relationship _____

Applicants Initials _____

Co-Applicants (/ if there is none) _____

Pet Application

Applicant Name _____

Property address _____

Note: This specialized application must be completed in full, in order for applicant to qualify any domesticated pet(s) that applicant(s) may wish to keep at the referenced property. ANY AND ALL DESIRED PETS must be documented on this application. This includes cats, dogs, birds, fish, rodents, and/or reptiles. Photos of pets in consideration may also be requested.

PET 1 NAME _____ GENDER _____

TYPE OF ANIMAL _____ BREED _____

AGE OF PET (approx if needed) _____ WEIGHT _____ (lbs)

SHOTS/ VACCINES (Y/N, put NA if pet doesn't require) _____

IS PET LICENSED _____ MOA LICENSE # (put NA if pet doesn't require) _____

MICROCHIPPED? (Y/N) _____ MICROCHIP # _____

MICROCHIP ISSUING COMPANY _____

CRATE TRAINED (Y/N) _____ POTTY TRAINED (Y/N) _____

ANY BEHAVIORAL ISSUES (please explain in detail)

ANY DISTINGUISHING CHARACTERISTICS?

Applicants Initials _____

Co-Applicants (/ if there is none) _____

(if no more additional pets, please just put a . in the box, otherwise it will not let you send it back)

PET 2 NAME _____ GENDER _____

TYPE OF ANIMAL _____ BREED _____

AGE OF PET (approx if needed) _____ WEIGHT _____ (lbs)

SHOTS/ VACCINES (Y/N, put NA if pet doesn't require) _____

IS PET LICENSED _____ MOA LICENSE # (put NA if pet doesn't require) _____

MICROCHIPPED? (Y/N) _____ MICROCHIP # _____

MICROCHIP ISSUING COMPANY _____

CRATE TRAINED (Y/N) _____ POTTY TRAINED (Y/N) _____

ANY BEHAVIORAL ISSUES (please explain in detail)

ANY DISTINGUISHING CHARACTERISTICS?

Applicants Initials _____

Co-Applicants (/ if there is none) _____

(if no more additional pets, please just put a . in the box, otherwise it will not let you send it back)

PET 3 NAME _____ GENDER _____

TYPE OF ANIMAL _____ BREED _____

AGE OF PET (approx if needed) _____ WEIGHT _____ (lbs)

SHOTS/ VACCINES (Y/N, put NA if pet doesn't require) _____

IS PET LICENSED _____ MOA LICENSE # (put NA if pet doesn't require) _____

MICROCHIPPED? (Y/N) _____ MICROCHIP # _____

MICROCHIP ISSUING COMPANY _____

CRATE TRAINED? _____ POTTY TRAINED? _____

ANY BEHAVIORAL ISSUES (please explain in detail)

ANY DISTINGUISHING CHARACTERISTICS?

Applicant understands and agrees to the following:

1. *All above information is true, correct, and comprehensive*
2. *Jack White Property Management is authorized to verify all info contained herein*
3. *All intended pets are included on application*
4. *Lessor may terminate any agreement entered into based upon reliance of misstatements*

Applicant Signature: _____ Date: _____

Co- Applicant Signature: _____ Date: _____

Applicants Initials _____

Co-Applicants (/ if there is none) _____