

Instructions for completing the Rental Housing Application

Incomplete or unreadable applications may cause your application to be rejected.

Property Address – If uncertain, please see your Leasing Agent for the property address for the place you desire to lease.

Move in Date – This is the date rent will commence.

Name and Address – Complete with zip. If you do not have a social security number, you may use a passport number or a visa number. Indicate type of ID used. If you do have a social security number, you must use it.

Current and Previous Landlord Information – We MUST be able to contact your current and past landlord or mortgage holder(s) to approve your application. Please complete as much as possible. Incomplete or incorrect information will only delay your application. If a landlord is RELATED to you, in any way, indicate this on the REASON FOR MOVING area.

Employer Information – Again we MUST be able to contact your employer or confirm other sources of income, such as payments from SSI, SSD, etc. You may attach or fax a copy of bank statements or check stubs for government payment verification or parental support. In the event applicant is approved, it is applicant's responsibility to notify management of any changes during their occupancy.

Bank Information – Please complete this area with current information and account numbers. In the event applicant is approved, it is applicant's responsibility to notify management of any changes during their occupancy.

Driver's License and Vehicle Information – Please complete this area with current information. In the event applicant is approved, it is applicant's responsibility to notify management of any changes during their occupancy.

Court Actions – You must disclose if you have been evicted or filed upon for non payment of rent or noncompliance. Or if you have refused to pay rent when due. Use additional sheets or note space if necessary. You must disclose if you have Filed Bankruptcy or have been charged of a felony, whether or not resulting in a conviction. In the event applicant is approved, it is applicant's responsibility to notify management of any felony charges occurring during their occupancy.

Pet Information - Please complete this area with current information. In the event applicant is approved, it is applicant's responsibility to notify management of any changes during their occupancy. Applicant must have approval, in writing, by management, and deposits/fees must be remitted in full, prior to pet being on the property. Failure to abide by this policy can result in immediate termination of Lease.

Emergency Contact Person – In case of emergency Management will contact this person.

**MAPLES PROPERTIES, LLC
RENTAL HOUSING APPLICATION**

Credit Application Fee \$25.00

We do business in accordance with the Federal Fair Housing Laws. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, family status, or national origin.

All potential residents must complete individual applications.

Property Address Desired _____

Move In Date _____

Information Regarding Applicant Write Clearly. Unreadable information will result in a rejected application.

First Name Middle Name Last Name Social Security # Date of Birth

Current Full Address Phone # W/Area Code E-Mail Address

Full Name of Spouse or Primary Roommate Social Security # Date of Birth

Current Full Address Phone # W/Area Code E-Mail Address

Reason for Moving

Current Landlord/Mortgage Holder Landlord/Mortgage Holder Phone w/area code \$ rent/Mortgage monthly

Previous Landlord/Mortgage Holder Previous Landlord/Mortgage Holder Phone w/area code \$ rent/Mortgage monthly

Employer (name of Company) Employer Address Phone Number

Supervisor Name & Phone Number Best way to reach (phone, fax, E-mail)

Occupation Hire Date \$ Gross Income Monthly or Weekly

Source of Additional income (401K, SSI, Etc) \$ Gross Amount How may we confirm? Attach check stub

Name of your Bank City and State Checking Account # Savings Account #

Drivers License Number/State Auto Make/Year/Color Car License Number/State

Have you filed Bankruptcy? If yes, when? Discharged? Have you been evicted or filed upon? If yes, when?

Have you refused to pay rent when due? If yes, explain. Use a separate sheet if necessary. () Yes () No

Criminal History:

- 1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? () Yes () No
- 2. Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)? () Yes () No

Name(s), social security number(s), birth date and relationship of additional residents (including children) who will be residing at premises in addition to yourself:

Do you have pets? If YES, number, type & weight and names: _____

Name, Address and Phone Number for Emergency Contact(s) _____

Name, address and phone number of individual or organization who will be financially responsible for premises in the event applicant is not personally responsible (i.e. – Housing Authority, Ozark Community Action, Parent, etc.) _____

By signing this application, the application declares all responses are warranted to be true and complete. Applicant hereby authorizes and specifically releases the firm to whom this application is made, and Maples Properties as Managing Agent, to investigate any references and/or employment history records, criminal history record, or statements herein used or other data obtained from me or from any other firm, public records, personal references or person, pertaining to my job, credit, criminal, rental, or financial responsibility. Applicant acknowledges they shall be in default and face immediate termination of the Lease or eviction from the premises if false or incorrect answers are found to have been given on the rental application. Should such actions commence, applicant acknowledge the security deposit is forfeited and applicant shall be held financially responsible for all damages, lost rents and advertising necessary to facilitate the re-letting of the premises. Applicant agrees that this application shall remain the property of Maples Properties and the firm to whom this application is made. The applicant further recognizes that a full disclosure of pertinent facts may be made to the landlord, or other firms purchasing or using the services of Maples Properties. Rental payment, damages, and other information will be provided to prospective landlords or various credit reporting agencies in the future. You hereby give Maples Properties and its' successors or assigns the right to collect any payment made on your behalf to your landlord under the 'guarantee program' plus court costs and reasonable attorney and collection fees. If you fail to perform under a guaranteed or unguaranteed lease, your ability to lease rental property will be affected. Maples Properties is and agent of the property owner and is not your direct landlord.

By signature below, applicant attest all information is true and agrees to all terms of rental application.

Prospective Resident

Date