

STANDARD RENTAL APPLICATION

Income requirement \_\_\_\_\_

App. Total Income \_\_\_\_\_

Property Address 1st Choice \_\_\_\_\_ Unit \_\_\_\_\_ Desired Date of Occupancy \_\_\_\_\_
2nd Choice \_\_\_\_\_ Unit \_\_\_\_\_
3rd Choice \_\_\_\_\_ Unit \_\_\_\_\_
Smoking [ ] Non Smoking [ ]
New [ ] Add-On [ ] Guarantor [ ] Re-Apply [ ]

Name of Applicant \_\_\_\_\_ (Last) (First) (M.I.) Phone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Spouse \_\_\_\_\_ (Last) (First) (M.I.) Number of Children \_\_\_\_\_

Other Occupants and ages: \_\_\_\_\_ Pets (#, type & breed) \_\_\_\_\_

Applicant's Employment Present Employer \_\_\_\_\_ F/T [ ] P/T [ ] Starting \_\_\_\_\_ Ending \_\_\_\_\_

Address \_\_\_\_\_ Phone( ) \_\_\_\_\_ Ext. \_\_\_\_\_

Position \_\_\_\_\_ Hrs. Per Wk \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_

Other Income \_\_\_\_\_ Amount \$ \_\_\_\_\_ per \_\_\_\_\_

Present Address Address \_\_\_\_\_ (Street) (Unit) (City) (State) (Zip Code)

From \_\_\_\_\_ to \_\_\_\_\_ Rent Amount \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Owner/Agent/Manager \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Previous Address Address \_\_\_\_\_ (Street) (Unit) (City) (State) (Zip Code)

From \_\_\_\_\_ to \_\_\_\_\_ Rent Amount \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Owner/Agent/Manager \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Prior Previous Address Address \_\_\_\_\_ (Street) (Unit) (City) (State) (Zip Code)

From \_\_\_\_\_ to \_\_\_\_\_ Rent Amount \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Owner/Agent/Manager \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Automobile-Make \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ State of Registry \_\_\_\_\_ License \_\_\_\_\_

Legal Owner \_\_\_\_\_ Address \_\_\_\_\_ (City) (State)

Notify in Case of Emergency \_\_\_\_\_ (Name) Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ (Street) Relationship \_\_\_\_\_

Bank \_\_\_\_\_ Branch \_\_\_\_\_ Checking/Savings# \_\_\_\_\_

Have you ever filed bankruptcy? [ ] No [ ] Yes If so, please give details: \_\_\_\_\_

Have you ever received a request to vacate, or been evicted from any apartment or other rental property within the last five years? [ ] No [ ] Yes If so, please give details: \_\_\_\_\_

Have you ever been convicted of a felony? [ ] No [ ] Yes If so, please give details: \_\_\_\_\_

Have you ever not received your full deposit back within the last five years? [ ] No [ ] Yes If so, please give details: \_\_\_\_\_

APPLICATION FEE - \$20.00 per application (check or money order NON-REFUNDABLE) No Cash. An itemized receipt of processing fees is printed on the back of this application. NOTE: We charge a report fee so that we can verify credit and legal history "No history" reports are different from "Bad" report and will not necessarily cause your application to be rejected. Your signature below authorized Meridian Group Real Estate Management, Inc. to obtain and release any information concerning this application and any current or subsequent extension of credit.

Applicant represents that above information is true and correct and hereby authorizes investigation and verification of information supplied by applicant via methods which may include, but are not limited to, tenant screening and credit checking. Signature also affirms that the applicant has read and understands the Meridian Group Real Estate Management, Inc. renting policies printed on the back of this form.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner/Agent: \_\_\_\_\_ Date \_\_\_\_\_

**Meridian Group Real Estate Management, Inc.**  
**Renting Policies**

Meridian Group Real Estate Management, Inc. is in the business of renting apartments and does not discriminate on the basis of race, color, creed, national origin, marital status, age, sex, and source of income, sexual orientation or any other form of discrimination prohibited by law.

**Viewing a Unit**

1. **Vacant Unit:** Units can be viewed by appointments. To view a vacant unit, you may request the lockbox code from our office. (Note, our office hours are 8:00 a.m. to 5:00 p.m. Monday-Friday, and 10:00 a.m. to 2:00 p.m. Saturday)
2. **Occupied Unit:** Typically, an occupied unit can be viewed with 24-48 hours notice. An appointment will be made with the current residents to view the unit or someone from our office will show the unit. This can be coordinated by our staff.

**Rental Procedure**

1. **Application:** Each adult 18 years old and older must complete a Rental Application. Failure to complete the form completely or accurately could delay or preclude the processing of the application.
2. **Application Fees:** At the time of submission, a processing fee of \$20.00 per application must be paid in cashiers check, money order or check. The application fee is non-refundable. **Itemization:** Credit/Eviction Report \$10.49, Landlord's charge for reasonable value of time spent reviewing & verifying application data \$20.00. Total costs estimated to be \$30.49.
3. **Application Processing:** It will take approximately 2 working days to process an application. This time may be longer if the application is incomplete or references are difficult to contact. Applications are processed as they are submitted. If two applications come in at the same time, the best qualified applicant will be approved. If the first choice is not available, the applicant will be considered for other units at no additional charge for up to 30 days from the date the application was originally submitted.

**Rental Qualifications**

1. **Amount of Income:** Total gross monthly income of all adult occupants shall be at least three times the monthly rental rate. If income is less, the application may still be considered if it can be demonstrated that the applicant will be able to meet the rental obligations. In some cases, a third party guarantor may be necessary.
2. **Employment:** The length of time at a job, and/or the stability of other income sources will be considered.
3. **References:** We check previous rental references. If we receive poor references, we may deny the application or require a higher security deposit and/or third party guarantor.
4. **Credit:** We check the credit history of all adult applicants. Credit checks may include submission to credit rating services such as TRW, Equifax and Trans Union, as well as researching any unlawful detained action against an applicant. No credit history reports are not necessarily negative reports. If we receive a poor report, we may deny the application or require a higher security deposit and/or third party guarantor.
5. **Occupancy:** To avoid overcrowding, the number of people that may occupy a rental unit is limited to two (2) people per bedroom (note, children under the age of eighteen months are not counted when calculating occupancy limits).

**Approval/Move – In**

1. **Notification:** Applicants will be notified by phone as soon as the application has been completely processed.
2. **Rent:** Rent begins upon occupancy or within five (5) days of approval, whichever comes first. If an applicant does not wish to occupy a unit that is available immediately, the unit will be held on a "first right" of refusal, thus if another application is submitted for the same unit and the second applicant can move in immediately the first applicant has the first right to begin paying rent immediately or relinquish the apartment to the second applicant.

If a unit is not available, possession and rent must start within 5 days of availability. When necessary repairs, maintenance and cleaning have been completed, the unit is considered available.

3. **Move-In:** Before you move in the following must be completed:
  - a. Rental Agreement signed by all occupants.
  - b. Security Deposit paid in full by cashier's check or money order.
  - c. Full first month's rent must be paid in cashier's check or money order. Note, the second month will be prorated, if applicable, as noted below.
4. **Responsibility:** All residents and/or third party guarantors are jointly and severally responsible for any and all charges incurred under the terms and conditions of the rented apartment.
5. Regardless of the number of days during the month, pro-rated rent is calculated by dividing monthly rent by 30 to get a daily rate, which is then multiplied by the number of days occupied in the second month.
6. **Pets:** All pet rules are strictly enforced, and all pets must be approved in advance in writing and a Pet Agreement must be executed.