

**EXCEL PROPERTY MANAGEMENT  
RENTAL APPLICATION**

MGR. INITIALS	
DATE @ TIME RECEIVED	

**PROPERTY APPLYING FOR:**



WHAT SIZE APARTMENT WOULD YOU LIKE TO OCCUPY? 1 BDRM \_\_\_ 2 BDRM \_\_\_ 3BDRM \_\_\_ 4BDRM \_\_\_  
WHAT DATE DO YOU ANTICIPATE MOVING? \_\_\_\_\_

Telephone Number where you can be reached? Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

LIST ALL HOUSEHOLD MEMBERS WHO WILL LIVE IN THE APARTMENT UPON MOVE-IN OR WITHIN THE NEXT TWELVE (12) MONTHS. INCLUDING ANY TEMPORARILY ABSENT (such as military/ student) MEMBERS WHO WILL BE RETURNING TO THE HOUSEHOLD. UNMARRIED ADULT CO-APPLICANTS COMPLETE A SEPARATE APPLICATION.

Name	Relationship to Head of Household	Birth Date	Social Security Number	Is HH member a student, anticipating being student or attended school in last five months? (Circle Yes or No)		Is HH member employed: (Circle Yes or No)	
				YES	NO	YES	NO
				YES	NO	YES	NO
				YES	NO	YES	NO
				YES	NO	YES	NO
				YES	NO	YES	NO
				YES	NO	YES	NO
				YES	NO	YES	NO

DO ALL HOUSEHOLD MEMBERS LIVE IN THE HOME FULL TIME? \_\_\_\_\_ NUMBER OF FOSTER CHILDREN? \_\_\_\_\_

**EMPLOYMENT INFORMATION**

APPLICANT EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE STARTED: \_\_\_\_\_ POSITION: \_\_\_\_\_ SUPERVISOR'S NAME: \_\_\_\_\_

SALARY\$ \_\_\_\_\_ PER \_\_\_\_\_ HOUR \_\_\_\_\_ WEEK \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ OTHER\* \_\_\_\_\_

DO YOU HAVE A SECOND JOB? \_\_\_ YES \_\_\_ NO IF YES, WHERE: \_\_\_\_\_ SALARY\$ \_\_\_\_\_ PER \_\_\_\_\_

IF EMPLOYED BY CURRENT EMPLOYER LESS THAN SIX (6) MONTHS, GIVE NAME AND ADDRESS OF PREVIOUS EMPLOYER:

PREVIOUS EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**SPOUSE EMPLOYMENT INFORMATION (CO-APPLICANT MUST COMPLETE SEPARATE APPLICATION)**

SPOUSE EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE STARTED: \_\_\_\_\_ POSITION: \_\_\_\_\_ SUPERVISOR'S NAME: \_\_\_\_\_

SALARY\$ \_\_\_\_\_ PER \_\_\_\_\_ HOUR \_\_\_\_\_ WEEK \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ OTHER\* \_\_\_\_\_

DO YOU HAVE A SECOND JOB? \_\_\_ YES \_\_\_ NO IF YES, WHERE: \_\_\_\_\_ SALARY\$ \_\_\_\_\_ PER \_\_\_\_\_

IF EMPLOYED BY CURRENT EMPLOYER LESS THAN SIX (6) MONTHS, GIVE NAME AND ADDRESS OF PREVIOUS EMPLOYER:

PREVIOUS EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**\*INCLUDE OVERTIME, TIPS, BONUSES, AND ANY OTHER TYPE OF COMPENSATION**

**LANDLORD HISTORY INFORMATION**

CURRENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DO YOU: \_\_\_ RENT \_\_\_ OWN \_\_\_ OTHER MONTH AND YEAR MOVED IN \_\_\_\_\_ MONTHLY RENT/MORTGAGES\$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

LANDLORD/MORTGAGE COMPANY \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

IF LESS THAN THREE YEARS AT CURRENT ADDRESS

PREVIOUS ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DID YOU: \_\_\_ RENT \_\_\_ OWN \_\_\_ OTHER MONTH & YEAR MOVED IN \_\_\_\_\_ MONTH & YEAR MOVED OUT \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

LANDLORD/ MORTGAGE COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED OR HAS A LANDLORD TERMINATED YOUR LEASE? \_\_\_ YES \_\_\_ NO

IF YES, WHY AND WHEN: \_\_\_\_\_

WILL THIS APARTMENT BE YOUR ONLY PLACE OF RESIDENCY?  YES  NO IF NO, EXPLAIN: \_\_\_\_\_  
 ARE YOU CURRENTLY RECEIVING RENTAL ASSISTANCE?  YES  NO IF YES, WHICH AGENCY \_\_\_\_\_  
 HAVE YOU EVER BEEN CONVICTED OF A CRIME?  YES  NO IF YES, WHEN?: \_\_\_\_\_  
 PLEASE EXPLAIN: \_\_\_\_\_

**OTHER INFORMATION**

DRIVER'S LICENSE NUMBER/STATE ID#: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_ HOUSEHOLD MEMBER: \_\_\_\_\_  
 DRIVER'S LICENSE NUMBER/STATE ID#: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_ HOUSEHOLD MEMBER: \_\_\_\_\_  
 VEHICLES: TYPE \_\_\_\_\_ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_  
 LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
 VEHICLES: TYPE \_\_\_\_\_ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_  
 LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

I/WE HEREBY MAKE APPLICATION FOR AN APARTMENT AND CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND CORRECT. I/WE UNDERSTAND THAT THE MANAGING AGENT WILL VERIFY, IN WRITING, THROUGH A THIRD PARTY, THE INFORMATION PROVIDED ON THIS APPLICATION.

**BY SIGNING BELOW, I CERTIFY I HAVE READ AND UNDERSTAND THE ABOVE:**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**INCOME AND ASSET DISCLOSURE STATEMENT**

*(INCLUDE ALL ASSETS AND INCOME FOR ALL FAMILY MEMBERS OF THE HOUSEHOLD, INCLUDING CHILDREN UNDER THE AGE OF 18)  
 (USE HOUSEHOLD MEMBER NUMBER FROM THE FIRST PAGE OF RENTAL APPLICATION)*

**INCOME DISCLOSURE**

DESCRIPTION OF INCOME	CIRCLE ONE RECEIVING NOW OR ANTICIPATES RECEIVING		HOUSEHOLD MEMBER	AMOUNT RECEIVED MONTHLY	COMMENTS
	YES	NO			
EMPLOYMENT INCOME (INCLUDE SELF-EMPLOYMENT INCOME)	YES	NO		\$	
ALIMONY/CHILD SUPPORT	YES	NO		\$	
DISABILITY/ WORKER'S COMPENSATION INCOME	YES	NO		\$	
SOCIAL SECURITY/ SSI/ SSD INCOME	YES	NO		\$	
VETERANS ADMINISTRATION BENEFITS/ MILITARY	YES	NO		\$	
TANF/ AFDC	YES	NO		\$	
INCOME FROM ANNUITIES, INSURANCE POLICIES	YES	NO		\$	
PENSION INCOME	YES	NO		\$	
INCOME FROM RETIREMENT PLANS (IRA, 401K, KEOGH, ETC.)	YES	NO		\$	
RENTAL INCOME FROM PROPERTY	YES	NO		\$	
UNEMPLOYMENT BENEFITS	YES	NO		\$	
FINANCIAL AID/GRANTS/SCHOLARSHIPS	YES	NO		\$	
OTHER INCOME (RECURRING GIFTS, LOTTERY, WINNINGS, EIC)	YES	NO		\$	

**ASSET DISCLOSURE**

DESCRIPTION OF CURRENT ASSET (OR ANY ASSET DISPOSED OF FOR LESS THAN FAIR MARKET VALUE DURING LAST 24 MONTHS)	CIRCLE ONE		NAME OF BANK, AGENCY OR FINANCIAL INSTITUTION	HOUSEHOLD MEMBER	CURRENT VALUE	COMMENTS
	YES	NO				
CHECKING ACCOUNT	YES	NO	BANK NAME ACCT.#		\$	
SAVINGS ACCOUNT/ MONEY MARKET FUNDS	YES	NO	BANK NAME ACCT.#		\$	
CASH HELD IN SAFETY DEPOSIT BOX/ HOME	YES	NO			\$	
CERTIFICATE(S) OF DEPOSIT (CD'S)	YES	NO			\$	
STOCKS, BONDS, TREASURIES, MUTUAL FUNDS	YES	NO			\$	
INDIVIDUAL RETIREMENT ACCOUNT (IRA, 401-K, KEOGH)	YES	NO			\$	
OWNED REAL ESTATE INCLUDING LAND, HOUSE, CONDOMINIUM, MOBILE HOME	YES	NO			\$	
OWNED RENTAL PROPERTY	YES	NO			\$	
PERSONAL PROPERTY HELD AS INVESTMENT (ANTIQUES, STAMPS, COINS, JEWELRY, ETC.)	YES	NO			\$	
LIFE INSURANCE POLICIES WITH CASH VALUE	YES	NO	INS. CO: POLICY#		\$	
TRUSTS (PRINCIPAL VALUE AVAILABLE)	YES	NO			\$	
ANY OTHER ASSET HELD ANY ASSET HELD JOINTLY	YES	NO			\$	

**WARNING:** Section 1001 of the Title 18, United States Code provides, "Whoever, in any matter within the jurisdiction of any department of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both." Applicant/ Resident therefore certifies that this Income and Asset Disclosure Statement has been completed truthfully and accurately.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

EQUAL HOUSING OPPORTUNITY

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