

Rental Application

1. Applicant Information

Full Name	Date of Birth (MM/DD/YYYY)
Social Security Number	Driver's License Number
DL State	Phone Number
Email	Current Address
City, State, Zip	Length at Address
Landlord Name	Monthly Rent Paid

2. Household Members

Co-Tenants (18+ must complete their own application):

under 18	
Dependent 1	DOB
Dependent 1	DOB
Dependent 1	DOB
Dependent 1	DOB
Dependent 1	DOB

3. Co-Tenant

18+ must complete their own application	
Co-Tenant 1:	Co-Tenant 2:



Co-Tenant 3:	Co-Tenant 4:
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4. Vehicles

Make	Model
Color	Plate State/Number

5. Vehicles Insurance

Insurer	Policy Number
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6. Employment and Income

Employment 1:

Employer / Source Name	Employer Website
Employer Physical Address or Work Location	
Job Title	Department
Employee ID/Payroll ID	Store #/Branch
Start Date	End Date
Length of Employment	HR/Payroll Department (if known)
HR/Payroll Department Phone (if known)	HR/Payroll Department Email (if known)
Is this your current primary source of income? Y/N?	Is this employer a staffing agency or temp service? Y/N?

Employment 2:

Employer / Source Name	Monthly Income
Address / Contact Info	Length of Employment/Support



Employment 2:

Employer / Source Name	Employer Website
Employer Physical Address or Work Location	
Job Title	Department
Employee ID/Payroll ID	Store #/Branch
Start Date	End Date
Length of Employment	HR/Payroll Department (if known)
HR/Payroll Department Phone (if known)	HR/Payroll Department Email (if known)
Is this your current primary source of income? Y/N?	Is this employer a staffing agency or temp service? Y/N?

Employment 3:

Employer / Source Name	Employer Website
Employer Physical Address or Work Location	
Job Title	Department
Employee ID/Payroll ID	Store #/Branch
Start Date	End Date
Length of Employment	HR/Payroll Department (if known)
HR/Payroll Department Phone (if known)	HR/Payroll Department Email (if known)



Is this your current primary source of income? Y/N?	Is this employer a staffing agency or temp service? Y/N?
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Voucher / Assistance:

Employer / Source Name	Monthly Income
Address / Contact Info	Length of Employment/Support

Other Income:

Employer / Source Name	Monthly Income
Address / Contact Info	Length of Employment/Support

7. Banking and Financial

Bank Name	Bank Type (Checking, Savings, etc.)
Account Number (last 4 digits)	Length of Account

8. Rental History**Landlord 1 – currently residing:**

Landlord Name	Monthly Rent Paid
Address Rented	Dates of Tenancy
Email	Phone

Landlord 2:

Landlord Name	Monthly Rent Paid
Address Rented	Dates of Tenancy
Email	Phone



Landlord 3:

Landlord Name	Monthly Rent Paid
Address Rented	Dates of Tenancy
Email	Phone

9. Rental Insurance

Insurer	Policy Number
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10. Court, Credit and Stability

Eviction or landlord-tenant case filed in last 24 months? Answer: Yes / No	Bankruptcy in the last 7 years? Answer: Yes / No
Unpaid judgments? Answer: Yes / No	Unpaid utilities? Yes / No
I acknowledge the 12-month stability requirements (employment, phone, bank, rental, utilities, income). Answer: Yes / No	

11. Authorized Person for Possessions

In the event of death or incapacity, I designate the following person to receive my possessions:	
Name	Relationship
Phone	Address

12. Personal Reference other than authorized person

Name	Relationship
Phone Number	Email

13. Verification Method

As part of your application for tenancy, select your verification method with an "X":



☐**Method 1 — Fast Track (No Application Fee):**

Provide your IRS Tax Transcript(s) from the most recent tax year(s)

☐**Method 2 — Standard Manual Review (Application Fee \$50):**Your IRS Tax Transcript(s) **not required**. The \$50 fee covers the time and cost of manual verification of your documentation, employment and rental history.☐**Method 3 — Rapid Verification Appointment (Appointment Fee \$100):**

Provide your electronic proof you meet the requirements

In addition, all applicants will pay the SmartMove screening fee.

The Application Review Fee is non-refundable once paid. The screening cost will not exceed the actual cost of the review process. Prior to submitting payment you will receive a receipt and a copy of this disclosure statement, which includes the screening criteria, description of the process and contact information of the screening party.

14. Agreement and Signature

I acknowledge that all adult applicants, co-tenants, and co-signers are jointly and severally liable for all obligations under the lease. I understand that this application does not constitute a lease. I acknowledge that renter's insurance is required and must be in place before signing the lease. I acknowledge you have read and understand this disclosure and your selection of the verification method.

I authorize the landlord to obtain my consumer credit report now and at any time in the future, and I consent to the use of credit reporting and skip-tracing services for collection or garnishment purposes if I owe amounts under this lease or vacate without notice.

Certain employers utilize third-party verification providers (for example, The Work Number or similar services) that charge a fee to release employment or income data. In the event that your employer requires such a service, you agree to be responsible for any fees charged by that provider or service. These fees are not included in and are separate from the application fee or the SmartMove fee. If the required verification cannot be obtained due to non-payment or refusal to authorize access, the application may be denied based on inability to verify employment and income.

Application fees are non-refundable with or without cause.

I declare that all information provided in this application is true, complete, and accurate. I authorize verification of the information, including credit, rental, employment, and banking history. I understand that any false, incomplete, or omitted information is grounds for denial of this application or termination of tenancy.

IMPORTANT DISCLOSURE

Submitting false, incomplete, or unverifiable information is grounds for denial.



Providing contact names without verifiable employer/landlord confirmation does not satisfy screening. The landlord will only rely on verified third-party sources.

By submitting this application, I acknowledge that:

- I have read and understand the two verification options.
- I understand the conditions for refunds.
- I understand I may be required to provide IRS tax transcripts if manual verification fails.
- I understand that I may be responsible for employer verification fees.
- Completion of the application does not guarantee approval.
- Applications are reviewed only when complete.
- The landlord decides only after verification.
- Not based on conversation, vibes, or promises.
- Applications will not be reviewed if damaged.

Do not submit an application or pay the application fee if you believe that you will not meet the standards described in this document. Submission of an application constitutes consent for verification. Once submitted, verification begins and the application fee is non-refundable. The fee is not dependent on approval, denial, or housing availability.

Applicant Acknowledgment

Applicant Signature	Date
Printed Name	Time