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## Residential Rental Application

Dear Applicant, thank you for choosing to apply to rent a Grace Management property. Please read the below information and instructions fully.

1. Each occupant over the age of 18 must fill out an individual application AND pay a non-refundable application fee of \$40 each. Application fees must be received BEFORE the application can be processed.
2. Be sure to complete your application clearly and fully. An incomplete or unreadable application will delay the time it takes to process and may result in another applicant being approved while we wait for your missing information.
3. Upon receipt of a completed application we will normally have it fully processed and notify you of the results within one business day of receipt.
4. Once approved you will need to immediately sign the lease AND pay the security deposit in certified funds. Until we receive the signed lease AND the security deposit we will continue to accept and process applications for the property.
5. In the case where we have more than one application on a property, we will process ALL applications and approve the highest scoring applicant.
6. We are seeking long term, quality residents. Applications are processed on a point system and scored based upon factors including, but not limited to: rental history, income, employment, criminal and eviction history, and credit score.
7. If ANY of the below information is found to be false the application shall be automatically denied - so be sure to answer each question fully and honestly.

I declare all information provided below is true and accurate. I agree that the Landlord may terminate any agreement entered into in reliance on any false information below. Permission is hereby granted to Landlord to obtain a credit report and criminal report. Permission is also granted to the Landlord and credit bureau to verify any information obtained from any source named herein. I hereby authorize any present or former landlord to provide any information they may have regarding me in their capacity as landlord. Furthermore, I hereby release said landlords, landlords' company or representatives from any and all liability for any damage whatsoever caused for issuing said information.

Legal Name: *(first, middle, last)*: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cell Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Home Phone \_\_\_\_-\_\_\_\_-\_\_\_\_  
 Work Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ What is the best way to contact you: \_\_\_\_\_

Email: *(please print clearly)* \_\_\_\_\_  
 Driver licenses or state ID number: \_\_\_\_\_ State issued: \_\_\_\_\_  
 Property address you are applying for: \_\_\_\_\_

How did you view this property: \_\_\_on-line \_\_\_Personalized showing \_\_\_Lockbox Showing

Desired Move-in Date: \_\_\_/\_\_\_/\_\_\_ Desired length of lease term: \_\_\_\_\_

**Current address:** \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_ Zip Code: \_\_\_\_\_ Status: \_\_\_Own \_\_\_Rent Monthly rent/mortgage: \$ \_\_\_\_\_

Move-in date: \_\_\_/\_\_\_/\_\_\_ Move-out date: \_\_\_/\_\_\_/\_\_\_

Have you given proper notice to vacate? \_\_\_Yes \_\_\_No

Reason for vacating: \_\_\_\_\_

\*(if you rent) Landlord or Community Name: \_\_\_\_\_

Landlord phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If your Landlord is NOT a business, what is your relationship to the Landlord: \_\_\_\_\_

\*(if you own) Lender/Bank name: \_\_\_\_\_

If you have been at your current address 5 years or more, we do NOT need your previous address information below. If you have been at your current address less than 5 years, please fill out your previous address information.

**Previous address:** \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_ Zip Code: \_\_\_\_\_ Status: \_\_\_Own \_\_\_Rent Monthly rent/mortgage: \$ \_\_\_\_\_

Move-in date: \_\_\_/\_\_\_/\_\_\_ Move-out date: \_\_\_/\_\_\_/\_\_\_

Did you give proper notice to vacate? \_\_\_Yes \_\_\_No

Reason for vacating: \_\_\_\_\_

\*(if you rented) Landlord or Community name: \_\_\_\_\_

Landlord phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If your Landlord was NOT a business, what was your relationship to the Landlord: \_\_\_\_\_

\*(if you owned) Lender/Bank name: \_\_\_\_\_

**Name of Current employer:** \_\_\_\_\_

Type of business: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Business Address: \_\_\_\_\_ City / State: \_\_\_\_\_

Position you hold: \_\_\_\_\_ Monthly Income before taxes: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Supervisor phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other sources of income: \_\_\_\_\_ Other Amount per month: \$ \_\_\_\_\_

Total number of occupants: \_\_\_\_\_

Total number of vehicles: \_\_\_\_\_

Names of all occupants OVER the age of 18: \_\_\_\_\_  
\_\_\_\_\_

Names of all occupants UNDER the age of 18: \_\_\_\_\_  
\_\_\_\_\_

Do any occupants have any pets: \_\_\_ Yes \_\_\_ No

Pet #1: Kind: \_\_\_\_\_ Age: \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

Pet #2: Kind: \_\_\_\_\_ Age: \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

**HAS / IS ANY OCCUPANT:**

a. A smoker? \_\_\_ Yes \_\_\_ No

\*Inside smoking is **NOT** allowed in any Grace Mgmt property. Outside smoking IS allowed.

b. Ever been evicted or refused to pay rent? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

c. In the past 10 years have you been arrested, charged, or convicted of a crime? \_\_\_ Yes \_\_\_ No

If yes, including deferred sentencing, please provide details to the nature of the offense and date:

\_\_\_\_\_  
\_\_\_\_\_

d. Used other names or maiden names? \_\_\_ Yes \_\_\_ No

List names: \_\_\_\_\_

e. A registered or unregistered sex offender? \_\_\_ Yes \_\_\_ No

f. Currently use any illegal drugs? \_\_\_ Yes \_\_\_ No

g. Been involved in a home foreclosure? \_\_\_ Yes \_\_\_ No If yes, what was the date: \_\_\_\_\_

h. Previously or currently filing for bankruptcy: \_\_\_ Yes \_\_\_ No

if yes, when did you file or are you planning to file? \_\_\_\_/\_\_\_\_/\_\_\_\_

i. Emergency contact 1: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

emergency contact 2: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**\*\* Turn over and complete page 4 \*\***

Total number of occupants 18 and over \_\_\_\_\_ x \$40 per occupant = \$ \_\_\_\_\_ Total Due

**Select how you wish to pay your application fee:**

\_\_\_\_\_ **Cash / Check submitted with application**

\_\_\_\_\_ **Charge my credit card below:**

Name as it appears on credit card: \_\_\_\_\_

Type of Card: \_\_\_ Visa \_\_\_ Mastercard

Credit Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

3 Digit v-Code from the back of the card: \_\_\_\_\_

Billing address zip code: \_\_\_\_\_

I hereby authorize Grace Management to charge my credit card \$ \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_ **I have paid on-line at RentGrace.com**

To pay on-line visit [www.RentGrace.com](http://www.RentGrace.com) and click the 'pay rent online' icon. This will take you to [www.paylease.com](http://www.paylease.com). Please note that 3<sup>rd</sup> party payment charges may apply.

Enter Payment confirmation # \_\_\_\_\_

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When you have fully completed this application please submit to the Grace Management office as soon as possible in any of the following ways:

- a. Scan and e-mail to: [Rent@RentGrace.com](mailto:Rent@RentGrace.com)
- b. Fax to: 303-942-4070
- c. Physically bring to the office address on the front page of this application

Thank you. If you have questions please call the Grace Management Director of Leasing at 303-255-1990 x13, e-mail [Elena@RentGrace.com](mailto:Elena@RentGrace.com), or visit our website at [www.RentGrace.com](http://www.RentGrace.com). We will contact you as soon as we have completed processing your application!

To be completed by Grace Management:

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

App fee received \$ \_\_\_\_\_

App fee paid by: \_\_\_\_\_

