



RENTAL APPLICATION

**** Please review the requirements before completing the application and only proceed if you meet the requirements.**

DATE: _____ **PROPERTY APPLYING FOR:** _____ **DATE OF DESIRED MOVE IN:** _____

APPLICANT INFORMATION:

First Name: _____ M.I. _____ Last Name _____

Applicant Email: _____ Phone Number: _____

Social Security #: _____ Date of Birth: _____ Driver's License #: _____

Total of Occupants who will reside at the property? _____

Who will residing in the property? (Name, Age and Relationship) _____

APPLICANT CURRENT ADDRESS (Required)

Street: _____ City: _____ State: _____ Zip: _____

CURRENT LANDLORD INFORMATION (Required)

Landlord/Property Management Name: _____

Monthly Rent/Mortgage Payment: _____ Rental Dates: _____

Reason for Leaving: _____ Landlord Phone #: _____

Has a landlord ever had to file an eviction for non-payment of rent? _____

*If yes, explain: _____

Rental home, apartment, or condo? _____

PREVIOUS ADDRESS (If Applicable)

Street: _____ City: _____ State: _____ Zip: _____

EMPLOYER INFORMATION

Company/Business Name: _____ Employer Phone #: _____

Street: _____ City: _____ State: _____ Zip: _____

Employment Dates From: _____ to _____

Monthly household NET Income (after taxes/deductions): _____ Position: _____



Paid weekly or bi-weekly (4 or 2 times monthly): _____

Additional/Supplemental Income: (2nd job, social security, child support, etc.) _____

*Amount received monthly from additional income: _____

Savings account balance? (*Optional*) _____ Number of pets? (\$250 pet fee per pet) _____

EMERGENCY CONTACT INFORMATION

First Name: _____ M.I. _____ Last Name _____

Phone Number: _____ Relationship: _____

Street: _____ City: _____ State: _____ Zip: _____

How did you hear about us? (*Circle One*) Online/Website Yard/Street Sign CV Latina Friend/family

Referred by (AMG Tenant) Name: _____ Address: _____

APPLICATIONS MAY BE COMPLETED AT OUR OFFICE OR THROUGH OUR WEBSITE AT: WWW.RENTINDYHOMES.COM

***\$45 Application fee.**

Office Address: 6338 N College Ave., Indianapolis, IN 46220

Office Hours: Monday – Friday 9am – 5pm (Friday closed 12 pm- 1:30 pm)

Office Phone Number: 317-252-5830

DOCUMENTS MAY BE SUBMITTED AT THE OFFICE, VIA FAX 317-863-1120, VIA EMAIL: RENTINDYHOMESNOW@GMAIL.COM

***Please turn in application along with application fee and items below:**

- \$45 application fee (money order or cashier's check).
- Copy of Photo ID/Driver's License and Social Security Card.
- Copy of 1 months' worth of paycheck stubs/proof of income & supplemental income
- Proof of residency (utilities bills, credit card company, doctor, or hospital bill, issued within 60 days of the date the application is submitted).
- Completed application with current landlord information

What are your requirements?

1. Prior evictions filed or enforced, within the last 3 years will result in an automatic denial of the application. If you had an eviction 3+ years, we must be able to verify your rental history since then.
2. Proof of income showing the applicant makes 3x the rental amount after taxes (net income). This does *not* include supplemental income (child support, spousal support, SSI, etc.). If employment is to begin shortly, applicant must provide an offer letter on company letterhead.
3. You must have been at your employer for at least 6 months.
4. We do accept applicants with poor credit, bankruptcies & foreclosures but they must meet **ALL** other requirements listed. Please note we do NOT accept co-signers.



5. We must be able to verify the last year's rental/mortgage payment history. We will submit a Rental Verification form to your current landlord. **We are not able to complete processing the application without this form. Residing with a family member is not considered a verifiable rental history.**
6. We do take into consideration the current amount of the rental/mortgage payment history and the amount that the applicant is applying for. If there is more than a \$100 increase in the monthly rent amount compared to what the applicant was paying, the applicant may not qualify for the property.
7. Tenants relocating to Indianapolis area need to provide proof of future employment by relocation/job offer letter.
8. Applicants must provide proof of residency by showing **Current Address** written on the application by attaching any of the following: utilities bills, credit card company, doctor, or hospital bill, issued within 60 days of the date the application is submitted.

All Applications are on file for 30 days from the application date. After 30 days, the application is expired and applicants must re-apply. Application fees are non-refundable. Applications are processed in 5-7 business days.

TERMS & CONDITIONS: DOING AN APPLICATION DOES NOT MAKE IT COMPLETE. IN ORDER TO BE COSIDERED PLEASE SUBMIT YOUR DOCUMENTS VIA EMAIL, FAX OR IN OFFICE. THANK YOU! I understand that this is a routine application to establish credit, character, employment, and rental history. I also understand that this not an agreement to rent and that all applications must be approved. I authorize verification of reference given. I declare that the statements above are true and correct. I agree that the landlord may terminate my agreement entered a reliance on any misstatement made above. **APPLICATION FEE IS NON-REFUNDABLE.**

Signature _____ Date: _____