



Rental Application

Each adult applicant MUST fill out a separate application

Please take a moment to tell us how you heard about us:

- Website/Internet Ad Referral Sign Walk by

Today's Date: _____

Address of Property applying for _____

How many people over the age of 18 will be living at the property? _____

Mrs./Ms./Miss/Mr.

First name _____ Middle name _____ Last name _____

Date of birth _____ Drivers License # _____ State _____

Work # () _____ Home # () _____ Soc. Sec. # _____

Cell # () _____ Email _____

Names of all minor children to be living with you and their date of birth:

_____/_____/_____
_____/_____/_____

Do you have an animal(s)? Yes/No Service/Emotional Support Animal? Yes/No

Please specify number, type & weight (e.g. 2 dogs, 30 lbs. ea) _____

Do you smoke? Yes/No *ALL properties managed by Gallagher & Lindsey are NON-SMOKING.

Present address _____ Apt. # _____ From _____ To _____

City _____ State _____ Zip _____ Rented or Owned? _____

Reason for moving (please describe fully) _____

Owner or managers name _____ Phone # _____

Fax # _____

Previous address _____ Apt. # _____ From _____ To _____

City _____ State _____ Zip _____ Rented or Owned? _____

Reason for moving (please describe fully) _____

Owner or managers name _____ Phone # _____

Fax # _____

Employer/Company name _____ Title _____

Address _____ City _____ State _____ Zip _____

When did you start with this employer? ___/___/___ Circle one: Permanent or Temporary position

Gross monthly salary \$ _____ Other income: _____ Source _____

HR / Supervisor Phone # _____ Fax # _____

Vehicles owned

Make _____ Model _____ Year _____ License # _____

Make _____ Model _____ Year _____ License # _____

In case of emergency please notify

Name _____ Relationship _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Have you ever filed for Bankruptcy? Yes/No

Have you ever been evicted or asked to move? Yes/No

Have you ever paid rent later than agreed? Yes/No

Have you ever been cautioned about noise? Yes/No





RENTAL FEE AGREEMENT

The undersigned prospective tenant hereby acknowledges and agrees to pay to Gallagher & Lindsey Property Management, Inc a non-refundable fee of 30% of a full month’s rent for services rendered in procuring a month-to-month tenancy or lease on a residential unit. **This does not apply to listings for which the owner is paying the fee.** Commercial property requires a fee of 6% of a one-year lease.

SHORT OCCUPANCY TERM

To offset expenses incurred due to short occupancy term, **the following charges will apply to some month-to-month rentals:** If property owner paid the fee, and if tenant vacates before one-year anniversary, the rental fee will be charged from the tenant’s security deposit refund. If tenant vacates prior to six-month anniversary, in addition to the rental fee, a charge of \$100/month will apply in reverse order (for example, if tenant vacates after one month, charge of \$500 will be taken from security deposit; if tenant vacates after two months, \$400 charge, etc.)

Notice to Tenants

Hazard insurance on the building in which you are about to reside is paid for by the owner. These policies do not cover the personal property of tenants. In order for your personal property to be insured, you must have your own “Renters Policy.” Consult your insurance carrier for information concerning a “Renters Policy.”

APPLICANT HEREBY REPRESENTS THAT THE INFORMATION INCLUDED IN THE APPLICATION IS TRUE AND CORRECT IN ALL ASPECTS, AND AUTHORIZES INVESTIGATION AND VERIFICATION THEREOF WHICH WILL INCLUDE, BUT IS NOT LIMITED TO, OBTAINING A CREDIT REPORT AND VERIFYING INCOME.

Applicant Signature: _____ **Date:** _____



RENTAL POLICY

Fees

- **\$20.00 (cash) NON-REFUNDABLE** credit check fee for each adult applicant (18 and over) upon application.
- 30% of a full month's rent upon signing a rental agreement.
- All payments made to or through Gallagher & Lindsey must be in the form of a cashiers check or money order, except for \$20.00 cash for the credit report fee.
- All fees are **non-refundable**.

Resident Requirements

Each prospective resident must have an acceptable credit history verified by our credit reporting agency. This must be on file with our office before you will be shown any properties on our list. **We do not accept copies of reports done by other agencies.**

Each prospective resident must have good references from prior landlords.

Each prospective resident must supply a current drivers license or identification card.

The applicant's income must be in excess of three times the monthly rental amount. We may verify income three ways:

- 1) Copies of the previous three months pay stubs
- 2) A copy of the last two year's income tax returns if self-employed
- 3) Verification by your employer

In *some* cases, a landlord may accept a co-signer if credit history or income is unfavorable or insufficient. The above requirements also apply for the co-signer. Having a qualified co-signer does not guarantee that your application will be accepted.

The maximum number of occupants per residence is generally two per bedroom, but may vary by property according to the size of the residence.

If your application is approved for a specific property, you have by the close of the second business day to bring in the security deposit and rental fee payment. After the close of the second business day, the pending property will be re-listed.

The Fair Housing Act prohibits discrimination in housing based on color, race, religion, national origin, sex, familial status, or disability.

Applicant Signature: _____ **Date:** _____

