

# Residential Rental Application



Application Date: \_\_\_\_\_

Requested Property to View:

\_\_\_\_\_

\_\_\_\_\_

*Commercial Investment Services*

212 N. Dewey St., P.O. Box 1185, North Platte, NE 69103

Phone: 308-532-1332 Fax: 308-532-1463 [www.cisnorthplatte.com](http://www.cisnorthplatte.com)

First	Middle	Last	Birth Date	Social Security #	Driver's License #
Any Other Names You've Used In the Past			Home Phone	Cell Phone	
All Other Proposed Occupants			Birth Date	Relationship to Applicant	

## RENTAL/RESIDENCE HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State and Zip			
Last Rent Amount Paid			
Owner/Manager and Phone Number			
Is/Was Rent Paid in full?			
Did you give notice?			
Were you asked to move?			
Name(s) in which your utilities are now billed			
	FROM/TO	FROM/TO	FROM/TO
Dates of Residency			

## EMPLOYMENT HISTORY

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Income (\$ per month)			
Full time/part time/ Jim			
	FROM/TO	FROM/TO	FROM/TO
Dates of Employment			

**VEHICLES (Including vehicles belonging to other proposed occupants also)**

Make	Model	Color	Year	License Plate

**REFERENCES AND EMERGENCY CONTACTS**

	Person 1	Person 2
Name		
Street Address		
City		
State and ZIP		
Phone Number		
Relationship to applicant		
<i>By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you.</i>		

**GENERAL INFORMATION**

Have you ever been late on rent? If so, how many times?	Are you a registered Sex Offender?
Have you ever filed for Bankruptcy? If so, when?	Have you rented from GIS before?
Have you willfully or intentionally refused to pay rent when it was due? If YES, why?	
Have you ever been served an eviction notice? If so, please explain.	
Why are you moving from your current address?	
Do you have any Pets? If so, please list information below: (Type, Breed, Approx. weight and age)	

**OTHER SOURCES OF INCOME**

List any verifiable sources and amounts of income you wish to have considered (Alimony, Child Support, SSI). Please list income, source and a contact person to confirm the income. You do not have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application. (Optional)

Please give additional information which might help management evaluate the application.

How did you hear about this apartment?	Do you have an email address we can reach you at?

Best phone number to reach you with any questions:



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**Agreement and Authorization Signature**

I warrant that all statements made above are true and I understand providing false information can be just cause for rejection or eviction.

I recognize that as part of your procedure for processing my application, you have my permission to interview any and all of the above referenced landlords, employers and references. I acknowledge credit bureau service and/or criminal check may be used in determining my eligibility.

I recognize that this application will not be processed unless I have been shown a property that is available to rent.

I understand that an income-to-rent ratio shall be part of the consideration for tenancy.

I understand that an incomplete application can be just cause for rejection.

I understand that there is a non-refundable fee to cover the cost of the credit and/or criminal check and I am not entitled to a refund even if I don't get the unit.

I understand that if my application is not accepted, the deposit I have paid shall be refunded.

I understand that if my application is accepted and I decide not to take the residence, Commercial Investment Services will retain my deposit if property has been taken off the market longer than 3 days (from date of approval).

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_ I understand that if the property is taken off the market more than three (3) business days that deposit is forfeited.

# Residential Rental Procedures

## Residential Rental Procedure/Requirements to Rent

### **A RESIDENTIAL APPLICATION MUST BE COMPLETED (FOR EACH ADULT THAT WILL BE RESIDING AT THE PROPERTY) AND REVIEWED BEFORE VIEWING ANY PROPERTY**

#### **General requirements**

1. Valid government issued identification with a picture ID will be required.
2. Employment: Tenant's income and employment will be considered as a pre-requisite to tenancy, and employer(s) (up to two years) will be contacted. Said tenant on lease or assignees with signer must live in leased premises.
3. Monthly rent figure cannot be more than 25% of tenant's monthly gross income.
4. An incomplete or falsified application may be cause for denial.
5. Management will check with present and previous landlords regarding payment of rent history and care of property.
6. Applicants must have verifiable employment and/or income history. Proof of income for each applicant must be submitted in the form of consecutive and most-recent pay stubs for the last 4 weeks from application date. If applicant is starting a new job, applicant must supply an offer letter with compensation terms and the start date of employment. Self-employed persons must provide a copy of the prior two year's tax returns. Unemployed/retired applicants must provide documentation regarding sources of income, e.g. social security, pension, savings, interest, etc. Copies of all documentation will be retained in the lease file.
7. Deposit: A Security Deposit equal to one month's rent is required. THIS IS **NOT** LAST MONTH'S RENT.
8. First month's rent may be prorated, second month is paid in full; last month of tenancy **WILL NOT** be prorated, but paid in full.
9. A credit check is required of all tenants, and landlord's agent will run a credit check at the time deposit is placed on a property. A fee of \$20.00 will be collected for each adult applying to rent.
10. All applicants will be notified within two business days of approval or rejection.

11. Pets: Pets are allowed at the discretion of each individual owner. If pets are allowed, a pet deposit will be required in full, and shall be 25% of the monthly rent.
12. Minimum lease period shall be six months. Some units have a lease of one year.
13. All rents are due on the first of the month and must be mailed or brought to our office. The rent must arrive by the 5th of the month or before. Rent not arriving by the 5<sup>th</sup> will have a 10% late fee added to tenant's account. There will be a \$30 charge for all NSF checks.
14. There will be NO more than two people per bedroom; ex. in a two-bedroom home the maximum number of occupants will be four people.
15. Management will have proof of utility hook ups before keys to the unit are given to the tenant.
16. Landlord may retain part or all of the security deposit to cover damages or any violation of the lease. Normal wear and tear accepted.

*Management reserves the right to add or delete any or all of the above guidelines and qualifications.*