



OFFICE USE ONLY
Date: ___/___/_____
Amount of Deposit Received: \$_____
Deposit Received by: _____
Address of Rental Unit: _____
Proposed Occupancy Date: ___/___/_____

RENTAL APPLICATION FORM

INSTRUCTIONS:

- Complete this form, **sign and date** it, forward with your **deposit**.
- If you require more information or need assistance to complete this form, please give us a call.
- To ensure a faster process of your rental application you should include the following: current pay stubs, letters of employment and proof of additional voluntary information which may affect application/credit check.
- Tenant insurance is required for liability and on personal contents against fire, theft, water damage risk, etc. A copy is required to be submitted before occupation takes place.
- Please note; where utility costs are **NOT** included in the rent, a refundable deposit of \$250 is required to be applied to water billing.

NOTE: THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT.

SECTION A: PROPERTY RENTERS PERSONAL/RESIDENCE/EMPLOYMENT INFORMATION		
APPLICANT #1	APPLICANT #2	
Full Name and Middle Initial	Full Name and Middle Initial	
Date of Birth (DD/MM/YY)	Date of Birth (DD/MM/YY)	
Current Address:	Current Address:	
Phone #	Phone #	
Name of other people occupying unit(children or other dependants)	Age	Relationship
Do you Have Pets?	What Type	How Many

SECTION A: PROPERTY RENTERS PERSONAL/RESIDENCE/EMPLOYMENT INFORMATION (CONTINUED)

<i>Applicant #1</i>		<i>Applicant #2</i>	
Email Address		Email Address	
Name of Current Landlord		Name of Current Landlord	
Current Landlord's Phone #		Current Landlord's Phone #	
Monthly Rent Amount		Monthly Rent Amount	
Length of Stay	Reason for Leaving	Length of Stay	Reason for Leaving
Previous Address		Previous Address	
Name of Previous Landlord	Phone #	Name of Previous Landlord	Phone #
Name of Current Employer		Name of Current Employer	
Current supervisors Name	Phone #	Current Supervisors Name	Phone #
Occupation	Annual Salary \$	Occupation	Annual Salary \$
Vehicle	Drivers Licence	Vehicle	Drivers Licence
Licence Plate #	Color	Licence Plate #	Color
Emergency Contact	Phone #	Emergency Contact	Phone #

Rental application for Unit # _____ Located at _____ It is Understood by the Applicant that the sum of \$ _____ given by the applicant(s) to the Landlord is to be held as a deposit for the dwelling. By signing this form, the Applicant understands that \$ _____ is refundable only if the Landlord does not accept this application. The Applicant understands that in the event that this application is accepted and the Applicant rescinds his/her application to rent the above noted unit, that the \$ _____ deposit will be kept as a cancelation fee. **I, hereby authorize you to obtain information about me from outside parties, including through a tenant or credit check conducted through the credit bureau, and verify information with them. I authorize those parties to give you the information about me. You may disclose information about me to credit bureau, and to persons to whom I have or propose to have financial or residential rental dealing, or if you believe disclosure is required by law, to help establish my credit/rent payment history and to support the credit approval process. I verify that all statements on this Application are true and I authorize verification of all references given.** In connection with my application for tenancy, I/we hereby consent that Urban Oak Management conduct and/or cause to be conducted a credit investigation including confirmation of employment, income and previous tenancies.

Dated this _____ day of _____

Yes, I have read and agree to the collection and use of credit and rent payment information as stated above

Witness

Applicant