

River Valley Property Management – Rental Application

Incomplete applications will not be considered, please complete all sections. Each person over the age of 18 must fill out an application, married, unmarried or emancipated minor.

Rental Property Address: _____ Desired move in date: _____

PERSONAL INFORMATION

Name:	Social Security #
Current Address:	Driver's License #
City/State/Zip:	Phone #
Email Address:	Date of Birth: / /

Other Occupants: Yes No #	Relationship/Name(s)
Pets: Yes No #	Type/Breed: **photo must be provided
Car Make:	Year/Color/License Plate #:

EMPLOYMENT REFERENCES - Combined gross income to be 3 times the rent.

Present Occupation:	Supervisor/HR Dept. Contact Person:
Employer/Self Employed d.b.a.	Supervisor/HR Dept. Phone #:
Business Address:	Employment Dates: From: _____ To: _____
Type of Business:	Monthly Gross Income:

HOUSING REFERENCES – 2 years of rental history or homeownership required.

Current Address: _____ City/State/Zip _____	From _____ To _____
Landlord/Agent Name: _____	Phone: _____
Reason for Moving: _____	Rent Amount: \$ _____

Have you ever been a defendant in an unlawful detainer (Eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or Lease? If Yes Explain: _____

Applicant represents that statements made above are true and correct and hereby authorize verification of employment and income sources and references including, but not limited to, the obtaining of a credit report and agrees to furnish additional references upon request. Applicant agrees to hold harmless both River Valley and previous and future owners or managers from any liability for providing written or verbal information regarding the quality of tenancy. Applicant has read and understood the application information on the reverse side of this application. Sign and submit BOTH sides by email or fax.

Applicant's Signature: _____ Date: _____

River Valley Property Management Application/Deposit Procedure

River Valley Property Management has here-by been authorized to process the attached application to include:

- Verify Rental History & Contact Previous/Current Landlord
- Verify Income through Your Employer or Other Means
- Run a Confidential Credit Report

Applicant understands that once an application and application fee has been submitted, it is NON-REFUNDABLE. At times there may be more than 1 application considered for the same property and we reserve the right to place the better qualified party in the property in which they have applied. Applications are processed in the order they are received and any omitted information will delay the approval/denial process. Please make sure application are COMPLETE AND LEGIBLE!

Completed applications are normally process within 24 hours. If your application is approved, you will have 72 hours to submit the holding fee via certified funds payable to River Valley Property Management (equivalent to 1 months' rent). This holding fee will also be your security deposit and will pull the property off the market for you and no further applications will be considered at that time. Should you change your mind and chose not to proceed with the move in of the property, your deposit will be forfeited to the management company for liquidated damages. Liquidated damages are for but not limited to:

- Re-marketing Costs
- Lost Potential Rent to Owner
- Accounting/Staff Time

Should your deposit/holding be mailed or dropped off at our office, you will be sent an electronic email to the email address provided on your application confirming acceptance of your deposit. This will be the legal/official date in which the property will be pulled off the market with anticipation of your scheduled move in date.

I _____ have applied for the property located at
_____ on _____.

I fully understand the above application process and furthermore understand that my application will not be considered/processed without this signed consent form.