

Property Address: _____



Dear Applicant,

We are so pleased that you have chosen to apply with us for your next home! Please provide the appropriate info at each step to ensure a timely and smooth transaction. Here are the following steps in the process:

STEP 1: Applying – Processing time 24-72 hrs

- ✓ Be sure that your application is fully completed and signed.
- ✓ \$40 application fee per adult (cash or money order or pay online www.TheTenantFactory.com).
- ✓ 2 most recent pay stubs or employment letter.
- ✓ Photo copy of ID for all adults.

STEP 2: Approval for property- Deposit due

- ✓ *If approved you will be required to pay the deposit within 48 hours in order to secure the property. If it is not paid we will continue taking other applications.*
- ✓ *Move-in time frame must be within 30 days or sooner.*
- ✓ *Sign our “property reservation agreement” along with deposit secures the property.*

STEP 3: Move-in day!

- ✓ *Meet at the property to sign lease, pay first month’s rent and get keys.*
- ✓ *You will be required to get a Renters Insurance Policy before move-in.*
- ✓ *Provide utility transfer account numbers for; Ameren UE and Laclede.*
- ✓ *Water/Sewer/Trash acct # (single family homes only or others where indicated).*
- ✓ *Tenant occupancy permit. (Only if you are in a city that requires one).*

Thank you and have a great day!!

The Tenant Factory

314-255-1887

Leasing@TheTenantFactory.com

Property Address: _____



Email: Leasing@TheTenantFactory.com Phone: 314-255-1887

RENTAL APPLICATION

- Each adult (18 or older) must fill out a separate application

| First | Middle | Last | Birth Date | Social Security # | Driver's License # |
|---|--------|------|------------------------------|---------------------------|--------------------|
| | | | | | |
| Any Other Names You've Used In The Past | | | Email Address (Must Include) | | Cell Phone |
| | | | | | |
| All Other Proposed Occupants | | | Birth Date | Relationship To Applicant | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

RENTAL/RESIDENCE HISTORY

| | Current Residence | Previous Residence | Prior Residence |
|---|-------------------|--------------------|-----------------|
| Street Address | | | |
| City | | | |
| State & Zip | | | |
| Last Rent Amount Paid | | | |
| Owner/Manager and Phone Number | | | |
| Reason for leaving | | | |
| 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 | | | |
| Monthly Gross Pay | | | |
| | From/To | From/To | From/To |
| Dates of Employment | | | |

CREDIT HISTORY

| | Bank/Institution Name | Balance On Deposit or Balance Owed |
|------------------|-----------------------|------------------------------------|
| Savings Account | | |
| Checking Account | | |

Property Address: _____

GENERAL INFORMATION

| | | |
|--|---|--|
| Have you ever been served a late rent notice? | Do any of the people who would be living in the apartment smoke? | How long do you think you would be renting from us? |
| | | |
| Have you ever filed for bankruptcy? If so, when? | When would you be able to move in? | Have you ever been convicted of a felony? |
| | | |
| Have you ever been served an eviction notice? If so, when? | How many pets do you have (list Type, Breed, approx Weight & Age)? | |
| | | |
| Have you had any reoccurring problems with your current apartment or landlord? If yes, please explain: | | |
| | | |
| Why are you moving from your current address? | | |
| | | |
| List any verifiable sources and amounts of income you wish to have considered (optional): | | |
| | | |
| Have you been a party to a lawsuit in the past? If yes, please explain why: | | |
| | | |
| We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on? | | |
| | | |
| How did you hear about this apartment? | Do you have an e-mail address we can reach you at? | |
| | | |

Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for an apartment and does not constitute a rental or lease agreement in whole or part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the apartment. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Signature: _____ Date: _____