



Rental Application

o Instructions

Incomplete applications will not be processed. Please complete each and every item on this rental application. Do not leave any spaces blank. If filling out by hand, print clearly. Upon completion, return all forms, along with a **certified check** or **money order** for **\$75.00 per applicant**, made payable to **Pine Management, Inc.** This charge is **non-refundable**.

o Apartment Information

Application Date: _____ / _____ / _____ Desired Move-In Date: _____ / _____ / _____
Apartment Requested: _____ Price: \$ _____
Would you be able to get a guarantor if needed? Yes No
Lease Term: _____ year(s) _____ month(s)
How did you hear about this apartment? _____

o Personal Information

Name: _____
Date of Birth: _____ Social Security Number: _____ - _____ - _____
Contact Number(s): Home: _____ Work: _____ Cell: _____
Email Address: _____

Spouse or Co-Applicant Name:

Date of Birth: _____ Social Security Number: _____ - _____ - _____
Contact Number(s): Home: _____ Work: _____ Cell: _____
Email Address: _____

o Apartment Occupants

Name: _____ D.O.B: _____ Relationship to Applicant: _____
Name: _____ D.O.B: _____ Relationship to Applicant: _____
Name: _____ D.O.B: _____ Relationship to Applicant: _____
Do you own musical instruments? Yes No What type? _____
Do you own pets? Yes No Breed: _____ Weight: _____

o Current Address

Address: _____ Apt. #: _____
City: _____ State: _____ Zip Code: _____
Telephone #: _____ Monthly Rent: \$ _____ How long: _____
Landlord Name: _____ Landlord Telephone #: _____
Reason for Leaving: _____



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○ Previous Address

Address: _____ Apt. # _____
 City: _____ State: _____ Zip Code: _____
 Telephone #: _____ Monthly Rent: \$ _____ How long? _____
 Landlord Name: _____ Landlord Telephone #: _____
 Reason for Leaving: _____

○ Employment History

Applicant's Employer:

Employer's Address: _____ Telephone #: _____
 Position: _____ Annual Salary: \$ _____ How long employed? * _____
 Supervisor's Name: _____ Telephone #: _____
 Other Income Source: _____ \$ _____

*If less than 1 yr, list Previous Employer:

Position: _____ Annual Salary: \$ _____ How long employed? _____
 Supervisor's Name: _____ Telephone #: _____

Spouse or Co-Applicant Employer:

Employer's Address: _____ Telephone #: _____
 Position: _____ Annual Salary: \$ _____ How long employed? * _____
 Supervisor's Name: _____ Telephone #: _____
 Other Income Source: _____ \$ _____

*If less than 1 yr, list Previous Employer:

Position: _____ Annual Salary: \$ _____ How long employed? _____
 Supervisor's Name: _____ Telephone #: _____

○ References

Bank: _____ Branch: _____
 Checking Account #: _____ Savings Account #: _____
 Checking Account #: _____ Savings Account #: _____
 Credit Card: _____ Account #: _____
 Date Started: _____ Balance: _____

○ Personal Reference

Name: _____ Relationship: _____ Telephone: _____
 Address: _____ City: _____ State: _____ Zip Code: _____



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Loans

Lending Institution(s)

Name/Address	Current Monthly Payment	Outstanding Balance	Type of Loan
1. _____	\$ _____	\$ _____	_____
2. _____	\$ _____	\$ _____	_____

Other Information

Driver's License #: _____ State: _____ Expires: _____

Automobiles Owned

Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____

Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____

Emergency Contacts (2 people required)

Name: _____ Relationship: _____ Telephone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name: _____ Relationship: _____ Telephone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Please Answer (include Applicant and Spouse/Co-Applicant in response)

Have you ever claimed diplomatic immunity? Yes No

If yes, please explain: _____

Have you ever been arrested, indicted, or convicted of a felony or a misdemeanor? Yes No

If yes, please explain: _____

Have you ever been a party to a landlord and tenant legal action? Yes No

(Such as a dispossession for non-payment, late payment, eviction, possession, property damage, etc.)

If yes, please explain: _____

Have any judgments ever been placed against you? Yes No

If yes, please explain: _____

Have you ever declared bankruptcy? Yes No

If yes, what year and please explain: _____

Required Documents

Copies of the following documents must be submitted by **each applicant**. Guarantors must submit a **separate application**.

1. Proof of Identity (i.e. Driver's License, Passport, etc.)
2. Social Security Card
3. Last 3 consecutive pay stubs and employment letter
4. W-2 Forms for the last 2 years

5. Last bank statement (all accounts)
6. Last 3 consecutive cancelled rent checks (front/back)
7. Lease, phone bill, and electric bill for current apartment
8. Automobile Registration



Rental Application

o Applicant and Spouse/Co-Applicant Signatures

I/We hereby give Pine Management, Inc. permission to run any and all necessary consumer reports, now and in the future. I/We fully understand that these reports will be used by Pine Management, Inc. and that Pine Management, Inc. will keep these reports on file. I/We also hereby release Pine Management, Inc. from any and all liabilities that may arise from these credit reports and from any information contained in my/our application. I/We understand that, upon submission, this application and all documents and reports become the property of Pine Management, Inc. and will not be returned to me/us under any circumstances. I/We certify that the information provided on this application is correct and I/we understand that said application may be rejected if any information is found to be incorrect. I/We hereby authorize you to contact any references listed. I/We also understand that a \$75.00 fee may be charged should I/we cancel an approved application after leases have been prepared.

Applicant Signature: _____ Date: _____

Spouse or Co-Applicant Signature: _____ Date: _____

o Tenant Fair Chance Act Acknowledgement

NOTICE TO APPLICANTS REGARDING CONSUMER REPORTS
AND/OR INVESTIGATIVE CONSUMER REPORTS



Pine Management, Inc. uses the information you provide to us in your application to obtain a tenant screening report from:

Corelogic Saferent
7300 Westmore Road
Suite 3
Rockville, MD 20850-5223

Be notified that if your application is rejected based on information obtained from a screening report you:

1. Have the right to inspect and receive one free copy of such report by contacting the consumer reporting agency listed above; and
2. Have the right to obtain a free copy of the report from each national consumer reporting agency (TransUnion, Equifax and Experian) annually; and
3. Have the right to obtain a report from www.annualcreditreport.com; and
4. Have the right to dispute any inaccurate information in the report directly to the consumer reporting agency listed above.

To obtain your free annual credit report:

PO Box 105283
Atlanta, GA 30348-5283
Or visit: www.annualcreditreport.com

o Legal Capacity: I/We are at least 18 years old and all information in this application is true, correct and complete.

Applicant Signature: _____ Date: _____

Spouse or Co-Applicant Signature: _____ Date: _____