

RENTAL SCREENING APPLICATION

LANDLORD INFORMATION

Landlord Name: Harpswell Property Management
Landlord Address: PO Box 6
Landlord City, State, ZIP Code: Bailey Island , Maine 04003
Landlord Telephone: 207-833-7795
Landlord Email: amy@baileyisland.com
Landlord Fax: 207-833-5915

RENTAL PROPERTY INFORMATION

Rental Property Name:
Property Address:
Landlord City, State, ZIP Code: ,
Number of Bedrooms:) **Bedroom Unit**

APPLICANT INFORMATION

Applicant Name:
Date of Birth:
Social Security Number:
Current Address:

Phone Number:
Email Address:
How long at current address?
Current Landlord:
Landlord Phone Number:

Previous Address:
How long at previous address?
Previous Landlord:
Landlord Phone Number:
Previous Landlord:
Landlord Phone Number:

APPLICANT EMPLOYMENT HISTORY

Current Employer:
Current Supervisor Name:

Current Employer Address: _____

 Current Employer Telephone: _____
 Position Held: _____
 Period of Time Employed: _____

FINANCIAL HISTORY

Applicant Monthly Income: _____

FAMILY OR ROOMMATE INFORMATION

Name of Person	Relationship to Applicant
_____	_____
_____	_____
_____	_____
_____	_____

PERSONAL REFERENCES

Name: _____	Relationship: _____
Years Known: _____	Phone Number: _____
Name: _____	Relationship: _____
Years Known: _____	Phone Number: _____
Name: _____	Relationship: _____
Years Known: _____	Phone Number: _____

PERSONAL HISTORY

Have you ever been evicted? Yes No
 If yes, when and why? _____

Have you ever been convicted of a crime? Yes No
 If yes, when and describe: _____

**DISCLOSURE AND AUTHORIZATION
FOR BACKGROUND INVESTIGATION**

I hereby authorize, **Harpowell Property Management**, the Landlord to whom I am making the Rental Application, to obtain a consumer and background report. A "consumer and/or background report" includes any information as to my cred worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand this consumer or background report may include inquiries regarding my work history, personal financial status and credit history, court records, including criminal conviction record, as permitted by law, driving history, and references from professional and/or personal associates. I further understand and agree that a consumer report may be obtained at any time, and any number of times, as the Landlord in their sole discretion determines necessary before, during or after the acceptance of the Rental Application.

I hereby authorize all previous employers, landlords, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to **Harpowell Property Management**. I further fully release **Harpowell Property Management**, his or her employees, officers, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to **Harpowell Property Management** concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand that I can receive a free copy of any credit report requested by **Harpowell Property Management** about me at the same time the report is provided to **Harpowell Property Management**.

I hereby state that I wish to / do not wish to receive a copy of any credit report requested. *(please circle one)*

I understand that approval of my Rental Application maybe contingent upon the outcome of my background check, and that this Disclosure Authorization is not meant as an approval of the Rental Application.

I have received and read the "Disclosure" regarding **Harpowell Property Management**'s right to procure a consumer and/or background report.

(Signature of Applicant)

(Dated)

Applicant Name

Social Security Number

Driver's License Number

State of Issue

Current Address:

Previous Address:

EMERGENCY CONTACT

Name: _____

Relationship: _____

Phone Number: _____

APPLICANT CERTIFICATION

I, _____, certify that the information provide in this Rental Application is true and correct to the best of my knowledge as of the date set forth below. I acknowledge that the Landlord shall rely on the information contained herein and I authorize the Landlord to verify any or all information provided.

(Signature of Applicant)

(Dated)

FAIR HOUSING DISCLOSURE

The Fair Housing Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sexual orientation, handicap, or familial status. Except as permitted by the Housing for Older Persons Act of 1955, we are committed to complying with the letter and spirit of the laws which administers compliance with the fair housing laws in the United States Department of Housing and Urban Development.

Rental Application

SEPARATE APPLICATION REQUIRED FROM EACH APPLICANT AGE 18 OR OLDER

Date and Time Received by landlord _____ Credit Check Fee \$ _____ Received _____

This section to be completed by landlord

Address of Property to Be Rented: _____

Rental Term: month to month lease from _____ to _____

Amounts Due Prior to Occupancy: First month's rent \$ _____

Security deposit \$ _____

Other (specify): \$ _____

TOTAL: \$ _____

Applicant

Full Name—include all names you use(d): _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____ FAX: _____

(by providing this fax number I agree to receive facsimile advertisements from the landlord or management company.)

Social Security Number: _____ Driver's License Number/State: _____

Other Identifying Information: _____

Vehicle Make: _____ Model: _____ Color: _____ Year: _____

License Plate Number/State: _____

Additional Occupants: List everyone, including minor children, who will live with you.

Full Name	Relationship to Applicant
_____	_____
_____	_____
_____	_____

Rental History: First-time renters: attach a description of your housing situation for the past five years.

Current Address: _____ Dates Lived at Address: _____

Reason for Leaving: _____ Landlord/Manager: _____

Landlord/Manager's Phone: _____ Rent: \$ _____ Security Deposit: \$ _____

Previous Address: _____ Dates Lived at Address: _____

Reason for Leaving: _____ Landlord/Manager: _____

Landlord/Manager's Phone: _____ Rent: \$ _____ Security Deposit: \$ _____

Previous Address: _____ Dates Lived at Address: _____

Reason for Leaving: _____ Landlord/Manager: _____

Landlord/Manager's Phone: _____ Rent: \$ _____ Security Deposit: \$ _____

Employment History: Self-employed applicants: attach tax returns for the past two years.

Name and Address of Current Employer: _____

Phone: _____ Name of Supervisor: _____ Supervisor's Phone: _____

Dates Employed at This Job: _____ Position or Title: _____

Name and Address of Previous Employer: _____

Phone: _____ Name of Supervisor: _____ Supervisor's Phone: _____

Dates Employed at This Job: _____ Position or Title: _____

Attach pay stubs for the past two years, from this employer or prior employers.

Income: 1. Your gross monthly employment income (before deductions): \$ _____
 2. Average monthly amounts of other income (specify sources): \$ _____

 _____ **TOTAL:** \$ _____

Bank/Financial Accounts	Account Number	Bank/Institution	Branch
Savings Account	_____	_____	_____
Checking Account	_____	_____	_____
Money Market or Similar Account	_____	_____	_____

Credit Card Accounts

Major Credit Card: VISA MC Discover Card Am Ex Other: _____ Balance: \$ _____
 Issuer: _____ Account No.: _____ Average Monthly Payment: \$ _____
 Major Credit Card: VISA MC Discover Card Am Ex Other: _____ Balance: \$ _____
 Issuer: _____ Account No.: _____ Average Monthly Payment: \$ _____

Loans

Type of Loan (mortgage, car, student loan, etc.)	Name of Creditor	Account Number	Amount Owed	Monthly Payment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other Major Obligations

Type	Payee	Amount Owed	Monthly Payment
_____	_____	_____	_____
_____	_____	_____	_____

Miscellaneous

Describe the number and type of pets you want to have in the rental property: _____
 Describe water-filled furniture you want to have in the rental property: _____
 Do you smoke? yes no Have you ever: Filed for bankruptcy? yes no How many times _____
 Been sued? yes no How many times _____ Sued someone else? yes no How many times _____
 Been evicted? yes no How many times _____ Been convicted of a crime? yes no How many times _____
 Explain any "yes" listed above: _____

References and Emergency Contact

Personal Reference: _____ Relationship: _____ Phone: _____
 Address: _____
 Personal Reference: _____ Relationship: _____ Phone: _____
 Address: _____
 Contact in Emergency: _____ Relationship: _____ Phone: _____
 Address: _____

Source: Where did you learn of this vacancy? _____

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, current and previous landlords and employers, and personal references. This permission will survive the expiration of my tenancy.

Applicant _____ Date _____

Notes (Landlord/Manager): _____

