



Rental Application

SEPARATE APPLICATION REQUIRED FROM EACH APPLICANT AGE 18 OR OLDER.

Instructions :

1. Complete application in its entirety. If field does not apply, mark as "N/A".
2. Make photocopy of driver's license.
3. Return completed application, photocopy of driver's license and most copy of most recent pay stub.
 - a. If faxing, send to 317-899-9307.
 - b. If emailing, send to tmarkus@viewpointrg.com.
4. A \$65 Application/Credit Check fee applies to each applicant age 18+. Payment can be made via PayPal by sending to tmarkus@viewpointrg.com.

Call Tony Markus at 317-490-9027 with any questions

The following is a brief overview of the application process and verifications that will be used to process your application:

- **Employment Verification**- in order to verify that there is adequate income to make rental payments. In general, we expect applicant to have current employment and/or that income is equal to three times the monthly rental amount.
- **Rental History** - in order to verify that the prospective tenant has demonstrated a desire to meet lease obligations. In general, we want to verify the amount of current rent and that the rent was paid in a timely manner; that the property was kept in good condition; that all lease obligations have been met and that the tenancy has been a positive experience.
- **Credit/Criminal Report History** - in order to verify that the prospective tenant has demonstrated fiscal responsibility and that credit responsibilities are in line with income.
- **Authorization** - for us to verify all information i.e. employment, tenancy, and criminal, given on the application and authorization to order a credit check.
- **Application Processing Applications** - will be processed on a timely basis during regular business hours Monday through Friday. Applications will be presented to the Property Owner only after all information has been verified and Credit and Criminal Background checks have been ordered and received.



No person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, sex, age, disability, marital status or familial status.

Address of Property to Be Rented:

Name of your real estate agent (if applicable) _____

Amounts Due Prior to Occupancy:

First month's rent	\$ _____
Security deposit	\$ _____
Pet deposit	\$ _____
Credit/Application	\$ _____
TOTAL	\$ _____

Applicant

Full Name: _____

Home Phone: () _____

Work Phone: () _____

Cell Phone: () _____

Email: _____

Social Security Number: _____

Date of Birth: _____

Driver's License Number/State: _____

Vehicle Make: _____

Model: _____

Color: _____

Year: _____

License Plate Number/State: _____

Additional Occupants

List everyone, including children, who will live with you:

Full Name _____

Relationship to Applicant _____

Full Name _____

Relationship to Applicant _____

Full Name _____

Relationship to Applicant _____

Rental History

Current Address: _____

Dates Lived at Address: _____

Amount of rent: _____

Reason for Leaving: _____

Owner/Manager: _____

Owner/Manager's Phone: () _____

Previous Address: _____

Dates Lived at Address: _____

Amount of rent: _____

Reason for Leaving: _____

Owner/Manager: _____

Owner/Manager's Phone: () _____

Employment History

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: _____

Income

1. Your gross monthly employment income (before deductions): \$ _____

2. Average monthly amounts of other income (specify sources): \$ _____

TOTAL: \$ _____

Credit Accounts & Loans

Major Credit Card:

Type of Account (Auto loan, Visa, etc.) _____
Name of Creditor _____
Amount Owed _____
Monthly Payment _____

Major Credit Card:

Type of Account (Auto loan, Visa, etc.) _____
Name of Creditor _____
Amount Owed _____
Monthly Payment _____

Loan (Mortgage, car, student loan , etc.)"

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

Miscellaneous

Please indicate the date you would like to begin renting this property: _____

Has your current landlord been informed of your intentions to move? Please circle: YES NO

Describe the number and type of pets you want to have in the rental property:

Do you smoke? yes no

Have you ever:

- Filed for bankruptcy? yes no
- Been sued? yes no
- Been evicted? yes no
- Been convicted of a crime? yes no

Explain any "yes" listed above:

Emergency Contact

Name: _____ Relationship: _____
Address: _____
Phone: () _____

Consent to Background and Reference Check

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 false or incomplete statement 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.

I understand and agree: Please initial and sign below

_____ 1. This is an Application only and does not guarantee that I will be accepted for this Property.

_____ 2. The Owner, Manager or Agent may accept more than one Application for the Property and will select the best qualified.

I hereby authorize the Owner, Manager and/or Agent to verify the information provided by obtaining a credit report and a criminal background check.

I hereby acknowledge that if my application is turned down due to results of a criminal background check, co-applicants are entitled and will be supplied upon request with the information contained in the report.

Applicant's Signature: _____ Date: _____