

# Application for Apartment Rental

Please print all information. All questions must be answered for our company to consider your application.

## Applicant Information

Male  Female

Name: .....

Present Address: .....

Present Landlord's Name & Phone: .....

Years at Present Address: ..... Prior Address: .....

Cell Phone: ..... Home Phone: ..... Work Phone: .....

SS#: ..... Drivers License#: ..... Date of Birth: .....

Marital Status:  Single  Married  Separated  Divorced  Widowed

Emergency Contact Name & Telephone: .....

Present Employer/Business: .....

Present Employer/Business Address: .....

Years at Employer/Business: ..... Telephone: .....

Gross Weekly Income: ..... Position: .....

Other Weekly Income: ..... Source of Other Income: .....

Total Alimony and Child Support per Month (*proof required*): .....

Bank Account #: ..... Amount: .....

Bank Name & Location: .....

Total of Outstanding Loans: ..... Total Monthly Loan Payment: .....

Name & Address of Creditor(s): .....

Loan Account Number(s): .....

Email Address: ..... How did you hear about us? .....

## Others to Reside in Apartment

Name: ..... Age: ..... Relationship: .....  Male  Female

Name: ..... Age: ..... Relationship: .....  Male  Female

Name: ..... Age: ..... Relationship: .....  Male  Female

## Apartment Information

Apartment Address: .....

Apartment Applying for: .....

Monthly Rent: ..... Desired Start Date: .....

Applicant acknowledges that they have been advised that **NO DOGS** are allowed on the premises under any circumstances.

Applicant Initial \_\_\_\_\_

Co-Applicant Initial \_\_\_\_\_



**BenArt Properties**  
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[Info@BenArtProperties.com](mailto:Info@BenArtProperties.com)

# Application for Apartment Rental

## Spouse/Co-Tenant/Guarantor Information

Male  Female

Name: .....

Present Address: .....

Present Landlord's Name & Phone: .....

Years at Present Address: ..... Prior Address: .....

Cell Phone: ..... Home Phone: ..... Work Phone: .....

SS#: ..... Drivers License#: ..... Date of Birth: .....

Relationship to Applicant:  Spouse  Co-Tenant  Guarantor

Emergency Contact Name & Telephone: .....

Present Employer/Business: .....

Present Employer/Business Address: .....

Years at Employer/Business: ..... Telephone: .....

Gross Weekly Income: ..... Position: .....

Email Address: ..... How did you hear about us? .....

## Additional Information Needed to Process This Application

Please provide copies of the following items and attach them to this application.

- Prior Year's W-2 & Prior Year's 1040
- Social Security Card & Driver's License
- Letter of reference from your prior landlord & cancelled rent checks for the past 2 months
- Employment letter on employer's letterhead verifying: Length of employment & Annual income for the past 2 years
- 3 Most Recent Pay Stubs
- Voided Check

A \$50 processing fee per applicant and a \$100 deposit for the apartment is required. Please pay by money order or certified bank check only, made payable to Ben-Art Realty Corp. The \$50.00 per applicant charge is a non-refundable processing fee, and \$100.00 is a deposit for the apartment. There will be an additional \$50 non-refundable processing fee for a guarantor or co/signor.

Acceptance of deposit is not to be construed as acceptance of tenancy application. Applicant will sign an authorization allowing the landlord to obtain credit information. Should the tenant withdraw his/her application after acceptance, landlord shall retain full application deposit as a charge for processing this application. Landlord will obtain a credit and income verification, and based upon that will determine the amount of security applicable. If the application is declined by the landlord, the application deposit, less the \$50.00 non-refundable processing fee (per applicant), will be returned, by check, to the applicant within thirty (30) days by mail. The \$50.00 processing fee (per applicant) is non-refundable whether the application is accepted, declined or withdrawn.

I hereby authorize Ben-Art Realty Corporation to conduct a background investigation, which will be necessary to qualify me as a tenant. I authorize credit bureaus, financial institutions, employers, or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with a rental agreement. I understand this authorization is to be part of the written rental agreement, which I read, fully understand and signed.

Applicant's Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse/Co-Tenant/Guarantor Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*If this is a joint application, both parties must sign this form.*



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