

The Kelly Company / Leisure Town Properties  
Application to Rent/Lease

All Adult Applicants (18 or over) must submit an Application

Property Address \_\_\_\_\_ Move in date \_\_\_\_\_ Lease period \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_  
Name of Spouse \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_  
Current Address \_\_\_\_\_ Zip \_\_\_\_\_ Rent \_\_\_\_\_  
How long \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_  
Former Address \_\_\_\_\_ Zip \_\_\_\_\_ Rent \_\_\_\_\_  
How long \_\_\_\_\_ Landlord \_\_\_\_\_ Phone \_\_\_\_\_  
Other occupants & ages \_\_\_\_\_  
Smoker/Non smoker \_\_\_\_\_ DL# \_\_\_\_\_ DL# \_\_\_\_\_  
Auto Make/Year/License # \_\_\_\_\_ # \_\_\_\_\_  
Animals-type-description-age \_\_\_\_\_ Photo required prior to move in

**Employment**

**Applicant**

**Spouse**

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates From/To \_\_\_\_\_  
Salary \_\_\_\_\_

**If employed less than 2 years, please provide additional information.**

**Applicant**

**Spouse**

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates From/To \_\_\_\_\_  
Salary \_\_\_\_\_

In case of emergency – closest relative \_\_\_\_\_  
Relationship \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Have you ever filed bankruptcy? \_\_\_\_\_ Dismissal Date \_\_\_\_\_ Have you been convicted of a felony? \_\_\_\_\_  
Have you ever been evicted? \_\_\_\_\_ Have you ever refused to pay rent? \_\_\_\_\_  
Additional information \_\_\_\_\_

I declare that the foregoing is true and correct and understand that it will be verified. In addition, I authorize the landlord/agency to obtain a credit or tenant report and thoroughly process this application. I agree that the landlord/agency may terminate any agreement entered into as a result of any false statements made above.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Date**

APPLICATION FEE IS \$30.00 Received by \_\_\_\_\_

OfficeUse: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To prospective tenants:**

We can, at your expense, process your application prior to your finding a suitable home. The application fee is non-refundable. It is not our goal to spend our time or your money processing applications that may not have a positive outcome.

Items needed to expedite the application process would be:

1. Payroll check stubs or income verification. (Bank statements)
2. Quite often a copy of your social security card will be required.

Management will run a credit report; verify present and past residency, employment and income. Prospective tenants must have positive credit and references.

Automatic Disqualification:

1. Previous eviction.
2. Poor rental history.
3. False information and/or documents.

Signatures for all applicants must be on the application in order for us to process it.

Once your application has been approved, we will require \$500.00 partial deposit and your signature on the "Offer to Rent" in order to take the property off the market. Until the partial deposit is received the house will remain on the market for rent.

On occasion we will increase the security deposit to double the rent in lieu of short term employment, credit that is not perfect or for other reasons. We will also accept section 8 programs with good credit and references for most properties. Any variations will be discussed and must ultimately be approved by the owner of the property.

Your rent will always be due on the first of each month regardless of the move in date.

Any drug or other unlawful activity in the unit will result in termination of your tenancy.

<b>Application Fee Receipt</b>
This fee is non-refundable unless not used. It is an estimation of the actual out-of-pocket expenses to be incurred while verifying and qualifying the submitted rental application. It is possible that an additional fee may be required to be paid at a later time for additionally required verification procedures.
Credit report (average) \$18.00 Review & verification of Application data <u>\$12.00</u>
Total Application Fee \$30.00
The fee indicated above has been received regarding the application for the rental unit at the following location:
Address _____
Date _____
Applicant _____
The Kelly Company