



**RENTAL APPLICATION - PLEASE PRINT - MUST BE COMPLETED IN FULL**

Minimum 48 hours to process - may take longer

Entity #: \_\_\_\_\_ Building #01- \_\_\_\_\_ Unit#: \_\_\_\_\_ Date: \_\_\_\_\_

Address Applied for: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Spouse Name: \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Spouse Date of Birth: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Number to Live in Unit: Adults: \_\_\_\_\_ Children:(names/ages): \_\_\_\_\_

Call in case of emergency: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of emergency contact: (street, city, state, zip) \_\_\_\_\_

Do you have the legal right to be in the United States? (please check one of the following):

\_\_\_\_ Yes, because I am (we are) a United States Citizen

\_\_\_\_ Yes, because I (we) have valid documentation from the U.S. Bureau of Citizenship and Immigration Service

If you answered "Yes" because you are a non-U.S. citizen with valid visa documentation, please provide:

Reason you are in the U.S.: \_\_\_\_\_

Visa Type: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

\_\_\_\_ No

**RESIDENCE HISTORY**

Present Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long: \_\_\_\_\_  
(street, city, state)

Reason for moving: \_\_\_\_\_

Monthly payments: \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long: \_\_\_\_\_  
(street, city, state)

Monthly payments: \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMPLOYMENT & BANK REFERENCES**

Employed by: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Approx. Gross Mo Incom: \$ \_\_\_\_\_

Other Employment: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Approx. Gross Mo Incom: \$ \_\_\_\_\_

Spouse Employment: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Approx. Gross Mo Incom: \$ \_\_\_\_\_

Bank Reference: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Account No.: \_\_\_\_\_

Other income (source & amount): \_\_\_\_\_

**CREDIT REFERENCES & OTHER SPECIAL VERIFICATIONS**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Car Make: \_\_\_\_\_ Model Year \_\_\_\_\_ License Tag \_\_\_\_\_ State \_\_\_\_\_

Care Make: \_\_\_\_\_ Model Year \_\_\_\_\_ License Tag \_\_\_\_\_ State \_\_\_\_\_

Have you inspected the unit applied for? \_\_\_\_\_ What repairs are needed? \_\_\_\_\_

Have you ever been involved in a bankruptcy, debtor's petition, garnishment, unlawful detainer, suit for rent, other lawsuit or repossession of living quarters? \_\_\_\_\_ If answer yes, please explain: \_\_\_\_\_

Have you ever been arrested or convicted of misdemeanor, felony, illegal possession of drugs or weapons, sexual or physical abuse, or disturbance of the peace? \_\_\_\_\_ If yes, identify what and when: \_\_\_\_\_

Do you have any recreation vehicles, vans, boats, or motorcycles? \_\_\_\_\_ If yes, specify: \_\_\_\_\_

Do you have a water bed? \_\_\_\_\_ If yes, must occupy a ground floor unit on a concrete slab.

All intended occupants of the premises over 18 years of age should complete and sign an application.

**NO PETS ARE AUTHORIZED EXCEPT BY A SEPARATE PET AGREEMENT & DEPOSIT**

**I (WE) UNDERSTAND THAT A NON-REFUNDABLE APPLICATION FEE** is charged each rental applicant and that an investigation will be made of me (us) which will provide information on my (our) credit standing, character, mode of living, criminal record & reputation. By signing this application I (we) give my (our) permission for this investigation. I (we) understand that the acceptance or rejection of this application may or may not be based upon information gathered in this investigation and is at the sole discretion of the Landlord or his Agent. I (we) warrant that the premises for which this application is made will be occupied only by the persons listed above. I (we) have read and understood the Agency Disclosure printed on the reverse side hereof (see reverse).

Applicant: \_\_\_\_\_ Spouse: \_\_\_\_\_

# WATTS REALTY CO., INC. <sup>TM</sup>

## AGENCY DISCLOSURE NOTICE FOR RESIDENTIAL RENTALS

Relative to our residential property management accounts and the renting or leasing of those properties, Watts Realty Co., Inc. is the agent of the property owners and/or landlords as our clients

### EQUAL HOUSING OPPORTUNITY

We do business in Accordance with the Federal Fair Housing Law  
It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status or National Origin

### APPLICANTS - DO NOT COMPLETE ANYTHING BELOW THIS LINE FOR OFFICE USE ONLY Lease and Rental Data Process & Verifications

#### PROCESS

Application Fee received by: \_\_\_\_\_ DATE: \_\_\_\_\_  
Identification Attached by: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employment verification by: \_\_\_\_\_ DATE: \_\_\_\_\_ Comments: \_\_\_\_\_  
Spouse employment verification by: \_\_\_\_\_ DATE: \_\_\_\_\_ Comments: \_\_\_\_\_  
Rental History by: \_\_\_\_\_ DATE: \_\_\_\_\_ Comments: \_\_\_\_\_  
Previous Rental History by: \_\_\_\_\_ DATE: \_\_\_\_\_ Comments: \_\_\_\_\_  
Credit Report by: \_\_\_\_\_ DATE: \_\_\_\_\_ Comments: \_\_\_\_\_  
Criminal Report by: \_\_\_\_\_ DATE: \_\_\_\_\_ Comments: \_\_\_\_\_

#### FINAL

Approved By: \_\_\_\_\_ DATE: \_\_\_\_\_ Comments: \_\_\_\_\_  
Declined By: \_\_\_\_\_ DATE: \_\_\_\_\_ Reason: \_\_\_\_\_  
Applicant Notified by written rejection form by: \_\_\_\_\_ Date: \_\_\_\_\_  
Co-Applicants with this application: \_\_\_\_\_

Entity # \_\_\_\_\_ 01- \_\_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_  
Building Unit

Lease Dates: \_\_\_\_\_ to \_\_\_\_\_ Proration Amount \$ \_\_\_\_\_

Lease prepared with attachments by: \_\_\_\_\_ Date: \_\_\_\_\_

Rent received \$ \_\_\_\_\_ By: \_\_\_\_\_

Sec. Dep. Rec'd \$ \_\_\_\_\_ By: \_\_\_\_\_

Pet Fee \$ \_\_\_\_\_ By: \_\_\_\_\_

Computer input(Move-in mode) by: \_\_\_\_\_ Date: \_\_\_\_\_

#### Post rent and deposits

Verify Temporary Utilities turned off: Gas \_\_\_\_\_ Power \_\_\_\_\_ Water \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_

Distribute files and records.

## QUALIFICATION REQUIREMENTS FOR RESIDENCY

It is the policy of Watts Realty Company, Inc. to thoroughly investigate all individuals applying for residency. Each individual applicant must meet requirements to be approved. **Individual owners may have higher or lower qualification requirements.** All applicants must provide two (2) forms of identification with one (1) form being government-issued picture identification. All applications signed outside the presence of a Watts Realty representative must be notarized by a certified Notary Public.

A cosigner may be requested at the company's discretion if the applicant is a full-time student, recently independent individual, or has non-garnishable wages. The cosigner must be in good standing with his or her credit, must demonstrate a stable employment history and must have available assets in the state of Alabama.

All applicants are processed through a professional credit bureau service. Our ability to process your application in a timely manner is dependent upon the thoroughness and accuracy of your responses. We will then inform you of the acceptance or refusal of your application. **ALL QUESTIONS REGARDING YOUR CREDIT HISTORY SHOULD BE DIRECTED TO THE CREDIT BUREAU. DO NOT DISCUSS YOUR CREDIT HISTORY WITH THE OFFICE STAFF.**

The application process will take a minimum of 48 hours and includes, but is not limited to, investigation of the following:

1. **RESIDENCE HISTORY:** Verification of current and past residences include: length of residency, rental amount, payment history, the absence or presence of complaints, the condition of the property upon vacating, the cost of damages incurred, and history of proper notice given regarding intent to move. A stable rental history is expected of all applicants. If you currently own your residence, your mortgage payment amount and payment history may be verified.
2. **EMPLOYMENT HISTORY:** Verification of current employment includes length of employment and gross salary. Your most recent employment and current employment must be of reasonable length of time and you should demonstrate stability in your employment history. Self-employed applicants must furnish their most recent tax return for review.
3. **CREDIT HISTORY & CRIMINAL RECORD:** A full credit history and criminal record is prepared on each applicant and cosigner.
4. **BANKRUPTCY:** The application may not be accepted if the applicant has filed for bankruptcy or with debtors court within the last two (2) years.

Once the application process has begun, the application fee is **NONREFUNDABLE**. Any potential problems should be discussed with office personnel when you submit your application. Complete and accurate information will facilitate rapid processing of your application. Any false or omitted information on the application will be considered immediate grounds for rejection of the application. We reserve the right to reject an application for any reason other than race, color, creed, gender, sexual orientation, familial status, religion, or national origin.

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I (we) understand that an investigation will be made of me (us), for purposes which will provide information including, but not limited to, credit standing, character, mode of living, criminal record and reputation. By signing this form, I (we) give my (our) permission for this investigation and hereby authorize and instruct all recipients of a copy of this form to release any and all information, without limitation, requested by Watts Realty Co., Inc., both verbally and written. I (we) further hereby release and hold harmless Watts Realty Co., Inc., its agents or employees, and those parties providing such information, from any and all liability, loss or claim as a result of releasing or obtaining such information. I (we) also understand that the acceptance or rejection of this application for rental with Watts Realty Co., Inc. may or may not be based upon information gathered in this investigation and is at the sole discretion of Watts Realty Co., Inc.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ SS#: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ SS#: \_\_\_\_\_ Birth Date: \_\_\_\_\_