

# RENTAL APPLICATION

Every occupant over the age of 18 MUST fill out a separate application (even if married). Please fill out this form COMPLETELY and sign where indicated.

	NFORMA	CONTRACTOR OF THE PARTY OF THE	STATE OF THE PARTY							
FIRST NAME		MIDDLE			LAST			S.S.#		_
DATE OF BIRTH	/	/ MARITAL STATUS SINGLE MARRIED Since			nce	DIVORCED Since			E #	STATE
PHONE	- 0	CELL  HOME	DHONE		EXT		OME WORK	EMAIL		
PRESENT HOME ADDRESS			-		CITY/STATE/Z	IP .				
LENGTH OF TIME PRESENT L				ANDLORD			LANDLORD PHONE			
REASON FOR LEAVING					AMOUNT OF RENT			Is your present rent up to date?		
PREVIOUS HOME ADDRESS		***************************************			CITY/STATE/Z	IP				
LENGTH OF TIME PREVIOUS			LANDLORD	1			LANDLORD PHONE			
REASON FOR LEAVING	REASON FOR LEAVING				AMOUNT OF RENT			Was your rent up to date?		
NEXT PREVIOUS HOME ADDR	ESS				CITY/STATE/Z	IP				
LENGTH OF TIME			NEXT PREV	/IOUS LANDLORD				LANDLORD PHON	IE _	_
REASON FOR LEAVING				AMOUNT OF RENT			Was your rent up to date?		YES NO	
PROPOSED C	CCUPAN	IT(S)								
MARRIED COUPLE			JIRE SPO	OUSE SOCIAL	SECURITY	NIIMBER 8	RIRTH DAT	E STATE OF THE STA		
NAME			ONSHIP	7001 0001712	OLOOKII I	S.S.#	DIKITIDA		DOB	
NAME		RELATI	ONSHIP			OCCUPATION			AGE	
NAME	NAME RELATIONSHIP					OCCUPATION	, the state of the		AGE	
NAME		RELATI	ONSHIP			OCCUPATION			AGE	
PROPOSED P	ET(S)	<b>TERMINI</b>	3000	WAR TO SELECT						
NAME		TYPE/E	REED			☐ INDOOR	OUTDOOF		AGE	
NAME	NAME TYPE/BREED			☐ INDOOR ☐ OUTDOO			ACE			
NAME TYPE/BREED		REED		.,	☐ INDOOR	OUTDOOR		AGE		
VEHICLE(S) I	NEODMA	THON								
YEAR	VI WALLY									
	MAKE		MODEL		COLOR		PLATE #		STATE	
YEAR	MAKE MAKE		MODEL MODEL		COLOR		PLATE #		STATE	
	MAKE									
EMPLOYMEN	MAKE								STATE	
EMPLOYMEN CURRENT EMPLOYER	MAKE			OCCUPATION			PLATE #	HOURS	STATE /WEEK	
EMPLOYMEN CURRENT EMPLOYER SUPERVISOR	MAKE			PHONE				HOURS	STATE	
EMPLOYMEN CURRENT EMPLOYER SUPERVISOR ADDRESS	MAKE			PHONE  CITY/STATE/ZIP			PLATE #	HOURS	STATE  /WEEK  EMPLOYED	
EMPLOYMEN CURRENT EMPLOYER SUPERVISOR ADDRESS CURRENT EMPLOYER	MAKE			PHONE  CITY/STATE/ZIP  OCCUPATION			PLATE #	HOURS YEARS	/WEEK	
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EMPLOYMEN CURRENT EMPLOYER SUPERVISOR ADDRESS CURRENT EMPLOYER SUPERVISOR ADDRESS INCOME CURRENT INCOME CURRENT INCOME	MAKE	✓ MONTHLY	MODEL YEARLY	PHONE  CITY/STATE/ZIP  OCCUPATION  PHONE  CITY/STATE/ZIP			PLATE #	HOURS YEARS I PROOF C	/WEEK EMPLOYED /WEEK EMPLOYED	YESNO



# RENTAL APPLICATION

Every occupant over the age of 18 MUST fill out a separate application (even if married). Please fill out this form COMPLETELY and sign where indicated.

CREDIT CARD / FINANCIAL IN	IFORMATION						
CAR LOAN LIEN HOLDER	BALANCE OWED	MONTHLY PAYMENT		CREDITOR' PHONE #	's _	_	ALL MARKS
CREDIT CARD COMPANY	BALANCE OWED	MONTHLY PAYMENT		CREDITOR'	s <u> </u>	_	
CREDIT CARD COMPANY	BALANCE OWED	MONTHLY PAYMENT		CREDITOR'	s <u> </u>	_	
CREDIT CARD COMPANY	BALANCE	MONTHLY		PHONE # CREDITOR	s _		
CHILD SUPPORT/	BALANCE	PAYMENT MONTHLY		PHONE # CREDITOR	5		
OTHER CREDIT OWED  BANK ACCOUNT	OWED BALANCE	PAYMENT MONTHLY		PHONE # ACCOUNT	_	_	
NAME OF BANK		PAYMENT	See a se	NUMBER	MATERIAL SERVICES	THE STREET STREET	
EMERGENCY / PERSONAL REF	ERENCE INFORMAT	ION					
EMERGENCY CONTACT	PHONE	CELL   HOME	PHONE		_	HOME	☐ WORK
RELATION	ADDRESS		CITY/STATE/ZI	Р			- CANADA
EMERGENCY CONTACT	PHONE	CELL HOME	PHONE	_	_	HOME	□ work
RELATION	ADDRESS		CITY/STATE/ZII	P			<b>_</b>
PERSONAL REFERENCE	PHONE	CELL HOME	PHONE		_	П номе	Пиори
RELATION	ADDRESS	CCCC THOME	CITY/STATE/ZII	ρ		HOME	WORK
PERSONAL REFERENCE	PHONE	Destr. Character	PHONE		_		
RELATION	ADDRESS	CELL HOME	CITY/STATE/ZII	p	_	HOME	<b>₩</b> ORK
	THE RESIDENCE OF THE PROPERTY AND THE PR					MANAGER PROPERTY OF THE PROPER	-
APPLICANT QUESTIONNAIRE	<b>AUTHORIZATION</b>			77.			
Has applicant ever been sued for bills?	Has applicant ever been locked out of	their apartment by the	ne sheriff?	YES	☐ NO		
Has applicant ever been bankrupt?	Has applicant ever been brought to co	ourt by another landic	rd?	YES	☐ NO		
Has applicant ever been guilty of a felony? YES NO	Has applicant ever moved owing rent	or damaged an apart	ment?	YES	☐ NO	1000	
Has applicant ever broken a Lease?	Is the total move-in amount available	now (rent and depos	it)?	YES	☐ NO		
Applicant authorizes the landlord to contact past and present lan	dlords, employers, creditors, credit burea	us, neighbors and an	other sources	deemed n	necessary to	investigate a	onlicant
All information is true, accurate and complete to the best of app							ррисанс.
ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATI							IY TIME.
x							
APPLICANT SIGNATURE		DATE			-		on a grand property of the same of the sam
If you have any questions about the	interpretation or legality of this form, pl	ease consult an attor	nev or other a	ualified pe	rson.		
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NOTES:							
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11711 Hermitage Road, Suite 7 Little Rock, AR 72211 Phone: 501-353-0368 • Fax: 501-353-0398

# **AUTHORIZATION TO RELEASE INFORMATION**

I/We have applied for an apartment/home from Peak Properties, LLC. As part of the application process, they may verify information contained in my/our application and in any other documents required in connection with processing this rental application.

I/We authorize you to provide any and all information that they request. Such information includes, but is not limited to, employment history or income, rental or mortgage history, credit history and criminal back-ground checks.

A copy (fax) of this authorization may be accepted as an original.

1. Date	
Applicant Name (print clearly)	Signature
2. Date	
Applicant Name (print clearly)	Signature



# Statement of Agency Disclosure

The Arkansas Real Estate Commission requires all Real Estate Agents to make a public disclosure of whom they represent in all real estate transactions, which includes leasing of multi-family property. Peak Properties, LLC is an agent of the Owner of this property and it is the Property Owner who employs them, whom they represent, and to whom they are responsible. Accordingly, the company and it's employees and agents represent the Owner in all leasing and management transactions.

	Date.	
	Time: _	-
Property:		
Agent:		
Applicant	:	 
Co-Applica	ent.	

Date:





11711 Hermitage Road, Suite 7 • Little Rock, AR 72211 Fax: 501-353-0398 • Phone: 501-353-0368 www.peakpropertiesllc.net

"Dedicated to the highest level of customer service"

# **Rental Policies**

Revised April 1, 2015

#### I. APPLICATION:

The application must be completed, signed and submitted with a signed Authorization to Release Information form, and a copy of a government recognized photo I.D. (such as Driver's License, Passport) for all household members over the age of 18. False information listed on or withheld from application may be grounds for rejection.

#### A AGE

Lessee must be at least eighteen (18) years old (or legally considered an adult).

### **B. EMPLOYMENT:**

A verifiable income from employment or other sources is required. Monthly income from all sources must equal three (3) times the monthly rent. Self-employed applicants may provide the prior year's filed income tax report, or financial statement. Individuals who are retired, handicapped, or student (or other verifiable situation) and are unable to maintain sufficient employment to cover housing expenses may apply with a guarantor that signs the lease, but will not be an occupant in the unit.

#### C. CREDIT HISTORY:

Credit reports are provided through professional credit reporting agencies. They include status of current and past credit accounts, as well as, prior addresses and employment. Collections, charge offs, judgments, repossessions, delinquencies, and false reporting of prior addresses will be evaluated for the past three (3) years and may be grounds for rejection. Lack of credit reporting information will not be counted against an applicant. Co-signer /guarantor may not be used to offset bad debt, but additional security deposit programs may be available to counter credit issues.

#### D. RENTAL HISTORY:

Rental history is established by review of current and previous landlord reports. Landlords will be asked about payment history, lease violations, disturbances, respect for rental property, and whether they would rent to applicant again. Any evictions, skips, lease terminations, or past due balances owed to landlord may be grounds for rejection. When "first time" renters meet all other selection criteria, the previous and current landlord requirements will be waived.

# E. GUARANTORS:

Guarantors are required to submit an application, along with Photo I.D. and a signed Authorization to Release Information Form. In addition to signing the lease a guarantor must submit a signed guarantor agreement (agreement must be notarized if not signed in the agent's presence). The guarantor must be a parent, grandparent, legal guardian or other qualified **relative** residing in the state of Arkansas (some student exclusions may apply). Guarantor's income source and amount must be verifiable. The guarantor must meet the standard credit criteria and the guarantor income requirement, which is four (4) times the rent.

# F. CRIMINAL BACKGROUND:

- 1. The application will be <u>denied</u> if any household member is subject to the following:
  - Any felony conviction that has occurred within the past seven (7) years of date of arrest.
  - Any misdemeanor conviction that has occurred in the past three (3) years from the date of arrest that involves
    drugs, violence, theft or any activity that would threaten the health and safety of the community residents,
    staff or property. The following are examples of misdemeanors that would not affect the eligibility of an
    occupant: traffic violations, minimal Hot Check offenses, disorderly conduct, or other low-level civil violations.
  - Any registered sex offender. Should it be discovered that any household member is a registered sex offender after the household moves in, the entire household will be asked to move within ten (10) days of discovery.
  - Any criminal arrest, charge, or indictment with a pending court date or pending judicial resolution.
- 2. Any arrest made with a finding of not guilty is not counted.
- 3. Any arrest made with no conviction but sentenced to probation, the probation period must be completed.
- 4. Any household member who has been incarcerated will not be eligible for occupancy unless all time has been served, the member is not on probation or parole and has been back in society for at least one (1) full year and has had no other legal violations.

# **II. OCCUPANCY STANDARDS:**

# A. NUMBER OF PERSONS

1 Bedroom - Maximum of two persons

2 Bedroom - Maximum of four persons

3 Bedroom - Maximum of six persons

Roommate restrictions may vary by property based on individual owner's requirements.

# **B. OCCUPANTS & LEASE SIGNERS:**

Each adult desiring occupancy must complete a rental application.

- 1. An applicant can be an occupant and not be a lease signer under the provisions listed below:
  - Occupant's income is not used to meet income qualifications. Lease signer must qualify individually.
  - All occupants and lease signer must meet criminal background search criteria.
  - Occupant's rental history requirement has been met or waived as a first time renter.
  - At least one adult lease signer must reside in the apartment.
- 2. Roommates are responsible jointly and severally for the lease (if considered lease signers) and must apply and be approved individually. (except for income if combining income to qualify)
- 3. All parties of combined income must be lease signers. Monthly combined income for roommates (all sources) must be three (3) times the rent.

# **III. SPECIFIC RENTAL DIVISION GUIDELINES:**

#### A. DEPOSIT:

- 1. A refundable Security Deposit must be submitted with the application, application fee and other documents indicated above to reserve the desired property.
- 2. Refundable Security Deposit amounts vary by property based on individual owner's requirements. See Security Deposit Agreement for refund criteria.
- 3. The Security Deposit is not refundable after 24 hours from the time of payment and will be forfeited if applicant cancels and/or does not sign a lease and move into the property.
- 4. The 24 hours begins at the time of security deposit payment regardless of application approval. If an applicant cancels prior to final approval notification, management is not obligated to continue the approval process.

#### **B. APPLICATION FEE:**

- The application fee of \$35.00 is required for every single adult occupant.
   The application fee is always non-refundable, no exceptions.
- 2. Guarantors must also pay an application fee of \$35.00 or \$50.00 for consideration of married guarantors.

#### C. PETS:

- 1. Property owners determine pet regulations; including whether they are allowed to reside at the property; as well as, the type, size, weight, age and number of pets allowed.
- 2. The required Pet Deposit varies per property, with one-half of each pet deposit being non-refundable.
- 3. Some owners will not accept certain high risk breeds.

#### D. SMOKING:

Some property owners may not permit smoking inside the property.

# E. INSURANCE:

Some property owners may require proof of rental insurance before occupancy.

Exceptions to the above rental policies are at Lessor's discretion upon showing reasonable circumstances to warrant waiver of policy. The above policies are subject to change without notice.



