



Re: Rental Application

Dear prospective tenant;

Thank you for your interest in our rental property. We are dedicated in providing affordable rental property to low income families. Enclosed is an applications and checklist.

To expedite the processing of your application, we ask that you thoroughly complete the application and submit all of the requested documents. Any omission on your application or of the documents will cause a delay in your application being processed. You may receive a waiver for the application fee if you present us with a determination letter from section 8 or your public housing authority showing that your rent will be subsidized.

If you have any questions for me, I can be reached at (718) 272-1138 during normal business hours, Monday through Friday. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodney Wright", with a large, sweeping flourish above the name.

Dr. Rodney Wright PhD
President & CEO
The Wright Realtors, Inc.

Encl(s) Rental Application
 Rental Instructions

The Name Says It All

Instructions for Filling out Rental Application

We are looking for reliable tenants. Your application will be accepted or denied based on criteria that we have found useful in predicting the success of applicants in fulfilling the lease requirements. We want to have a "win-win" relationship with you. If we find that, based on our criteria, you cannot or will not qualify to maintain, occupy, this property; we will not accept your application. Please take the time to read these instructions carefully so that we can process your application quickly and fully.

Your application will be evaluated based on a "point" system. If you achieve the minimum number of points required, your application will be accepted. The qualifications are relatively easy to meet, and we reject less than 25% of applicants who fill out the application truthfully and fully. **The following things affect your score:**

Landlord references	Evictions & rental history
Employment references	Credit references
Income	Ability to meet monthly rent requirements

The following items will result in **AUTOMATIC REJECTION** of your application:

- If you lie about any item on the application. We check all information that you give us **VERY CAREFULLY**. We can usually overlook poor credit etc... IF we know ahead of time what we are going to find. However, even one small falsehood will result in immediate and automatic rejection of your application.
- If you have been convicted of a violent, sexual, or drug-related felony in the past 5 years.
- If you have a gross household income (before taxes) of **LESS THAN 3** times the monthly payment.

Please follow these instructions in filling out and submitting your application. You may receive a waiver for the application fee if you submit a letter of determination from **Section 8** or your **Public Housing Authority** showing that your rent will be subsidized;

1. **ALL** adults who will be living in the house must fill out the application.
2. Each person who will be living in the unit **MUST** be listed on the application.
3. Fill out **EVERY** part of the application.
4. **SIGN** the application.
5. The application fee in the amount of **\$25.00** must be paid by **MONEY ORDER** made out to The Wright Realtors, Inc.
6. Include a copy of **YOU and YOUR CO-APPLICANTS DRIVER'S LICENSE** or **STATE ISSUED ID; SOCIAL SECURITY CARD; TWO RECENT and CONSECUTIVE PAYSTUBS**.
7. Make sure that you include valid contact numbers for your references and employer(s).
8. If you feel that any items on your application (credit, evictions, etc) need further explanation, feel free to attach a separate letter of explanation.

RENTAL APPLICATION

1. There is a \$25 application fee which must be paid **BEFORE** this application is processed. This must be paid by a money order. **NO personal checks will be accepted!**
2. All adults who will be living in the house must fill out and sign this application.
3. Answer all questions truthfully. All information will be carefully checked. False information will result in **Automatic Rejection** of this application. If you have questions, call our office.

Address of unit you are applying for _____

APPLICANT

Full Name (First M.I. Last) _____

Date of Birth _____ Social Security _____

Drivers LIC.# _____ State _____

Phone (Day) (____) _____ (Eve) (____) _____

of People Who Will Live in unit with you _____

List them _____

Relationship _____

CO-APPLICANT

Full Name (First M.I. Last) _____

Date of Birth _____ Social Security _____

Drivers LIC.# _____ State _____

Phone (Day) (____) _____ (Eve) (____) _____

of People Who Will Live in unit with you _____

List them _____

Relationship _____

PRESENT ADDRESS Own _____ Rent _____

Street _____ Apt. No. _____

City _____ State _____ Zip _____

Number of years at present address _____

Name of owner _____

Phone # of owner (____) _____

WHY ARE YOU MOVING? _____

PRESENT ADDRESS Own _____ Rent _____

Street _____ Apt. No. _____

City _____ State _____ Zip _____

Number of years at present address _____

Name of owner _____

Phone # of owner (____) _____

WHY ARE YOU MOVING? _____

EMPLOYMENT INFORMATION

Name of Employer _____

Street _____ Phone (____) _____

City _____ State _____ Zip _____

Title _____ Type of business _____

Number of years at this job _____ Self employed _____

Human Resources Manager: _____

Phone (____) _____

Supervisor: _____

Phone (____) _____

EMPLOYMENT INFORMATION

Name of Employer _____

Street _____ Phone (____) _____

City _____ State _____ Zip _____

Title _____ Type of business _____

Number of years at this job _____ Self employed _____

Human Resources Manager: _____

Phone (____) _____

Supervisor: _____

Phone (____) _____

WEEKLY INCOME <u>BEFORE TAXES</u>				MONTHLY HOUSING EXPENSES	
	APPLICANT	CO-APPLICANT	TOTAL	Rent/House Payment	
Base Income				House/Renter's Insurance	
Overtime				Utilities	
Bonuses				Other	
Other*					
Total				Total Monthly Payment	
APPLICANT AND CO-APPLICANT MUST BOTH ANSWER THESE QUESTIONS					
ANSWER "YES" or "NO". If "Yes", explain.			Applicant	Co-Applicant	Explanation
Have you declared bankruptcy in the last 2 years?					
Have you ever been evicted or asked to leave a property for any reason?					
Are you a Section 8 applicant? If yes, submit the required documents.					
Have you been convicted of a felony or misdemeanor in the last 5 years					

ACKNOWLEDGEMENT AND INFORMATION RELEASE CONSENT

I/we hereby authorize The Wright Realtors, Inc. and/or any Credit Information Services to obtain information concerning my past credit, and/or tenant-landlord history now or anytime in the future. I hereby authorize any of the following sources, including but not limited to landlords, public or privately owned utilities, current or past creditors, governmental housing agencies, and/or other credit reporting agencies to release any information to The Wright Realtors, Inc. or any Credit Information Service concerning my/our past credit and/or tenant-landlord history. I hereby release any of the above sources, their officers, agents, or employees from any liability for damages of whatsoever kind or nature whether caused by negligence or otherwise which may at any time result to me/us by reason of compliance with the above mentioned inquiry which may include the answering of specific questions and the giving of any information concerning my/our past records.

I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to The Wright Realtors, Inc. or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize The Wright Realtors, Inc. or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with The Wright Realtors, Inc. Any false information will constitute ground for rejection of the application, or The Wright Realtors, Inc. may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

I HAVE READ THE ABOVE AND I AM IN COMPLETE AGREEMENT WITH IT.

APPLICANT 1 SIGNATURE

DATE

APPLICANT 2 SIGNATURE

DATE