

Date: _____ Address applying for: _____

Applicants: _____

Phone: _____

RENTAL APPLICATION CHECKLIST

- ☐ Valid Issued Driver's License, Photo ID or Social Security Card
- ☐ Three months of most recent pay stubs, W-2 or Employer letter/or if self-employed: copy of Tax return
- ☐ \$50.00 non-refundable application fee (cash or money order)
- ☐ Fully completed Application

**** All items must be included for the application to be processed. Once returned takes 48 hours to process.**

Return Completed Rental Application to:
First Boston Real Estate & Property Management
3200 NW 23rd St., Oklahoma City, OK 73107
(405) 947-4000 www.firstbostonrealestate.us

A non-refundable application fee of \$50.00 is required for processing this application, and is being paid herewith. The undersigned expressly agrees that if this application is approved applicant herewith agrees to rent this property. Applicant further agrees that if applicant is accepted by Management and then decides, for any reason, not to move into the premises, then all monies paid herewith shall be retained as liquidated damages since other prospective tenants may have been turned away and it may be necessary for Management to re-advertise the property and evaluate other applicants. Processing of application shall be as timely as possible and the results ,ay be delivered via telephone, fax or email. Once approved, applicant agrees to pay the balances of funds and complete the paperwork within 48 hours, otherwise management will assume that applicant has decided to forfeit the reservation of payment made herewith and will begin re-marketing the property. If applicant is not approved, application fee shall not be returned to applicant.

A photostatic copy of my Driver's License or picture identification card, social security info, paycheck stub(s) and/or W-2(s) or last years income tax return are attached to the application or will be provided.

I declare that the application is complete, true and correct and I will herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management of their authorized agents. I further authorize Management or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present of 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 Management. Any false information will constitute grounds for rejection of this application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

We offer equal housing opportunities and tenants WILL NOT be disqualified by such thigs as race, color, religion, national origin, sex, disability or familial status.

Applicant

Date

Applicant

Date

RENTAL APPLICATION

EACH ADULT APPLYING FOR UNIT MUST COMPLETE A SEPARATE APPLICATION

PLEASE PRINT NEATLY AND CLEARLY - ILLEGIBLE APPLICATIONS WILL NOT BE PROCESSED
ALL information must be completed. All blanks must be filled in. The decision to rent to you will depend in great part on your credit history and references. Only clean, responsible people, who pay rent on time need apply.

How did you find out about us: Sign ☐ Newspaper ☐ Friend ☐ Craigslist ☐ Other: _____

YOUR PERSONAL INFORMATION

First Name _____ Last Name _____
Home Phone _____ Birth Date _____
Cell Phone _____ Current Driver's License # _____
Work Phone _____ Social Security # _____
Email address _____

[] Photo ID Attached

Present Address _____
How long have you lived there? _____
If renting, Apartment name/location _____
Landlord's Name _____ Landlord's Phone _____
Why are you leaving? _____
Current Rent amount \$ _____ Current utilities paid by you? _____

Previous Address _____
How long have you lived there? _____
If renting, Apartment name/location _____
Landlord's Name _____ Landlord's Phone _____
Why did you leave? _____
Previous Rent amount \$ _____ Previous utilities paid by you? _____



First Boston Real Estate

RENTAL APPLICATION

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YOUR PERSONAL INFORMATION

First Name _____ Last Name _____
Home Phone _____ Birth Date _____
Cell Phone _____ Current Driver's License # _____
Work Phone _____ Social Security # _____
Email address _____

☐ Photo ID Attached

Present Address _____
How long have you lived there? _____
If renting, Apartment name/location _____
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First Boston Real Estate

[] Proof of Income Attached

*****Most recent pay stub or other statement of supplemental income**

Present Employer _____ **Position** _____

How long on job? _____ **Address** _____

Phone _____ **Contact** _____

Gross Monthly Income before deductions \$ _____

Other Income \$ _____ **Source** _____

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Phone _____ **Contact** _____

Why did you leave? _____

CREDIT REFERENCES:

This can include store credit cards, rental stores, car loans, small loans, etc.

Bank _____ **Branch** _____ **Checking** [] **Savings** [] **Loan** []

City _____ **State** _____ **Approximate Balance \$** _____

How long have you had the account? _____

Other Active Credit Reference _____ **Expiration Date** _____

Type of Account _____ **Credit Limit \$** _____ **How long have you had this account?** _____

Are all payments current? YES [] **NO** []



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Other Active Credit Reference _____ Expiration Date _____

Type of Account _____ Credit Limit \$ _____ How long have you had this account? _____

Are all payments current? YES [] NO []



Have you ever been evicted? YES [] NO []

If yes, explain: _____

Have you ever had a foreclosure/repossession? YES [] NO []

If yes, explain: _____

Have you ever filed for bankruptcy? YES [] NO [] If yes, Chapter 7 [] or Chapter 13 [] ?

If yes, explain: _____

Have you ever been convicted of a crime other than a traffic violation? YES [] NO []

If yes, explain: _____

PERSONAL REFERENCES:

List three persons, OTHER THAN YOUR RELATIVES, who we may contact to verify your character.

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

EMERGENCY:

In an emergency we may contact, other than spouse/roommate, nearest relatives first.

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____



First Boston Real Estate

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OTHER INFORMATION:

OTHER PERSONS*** including children who will live in the dwelling unit:

Name _____ Name _____
Name _____ Name _____

PETS***

NOTE: No pets are allowed at any time on the premises without prior management consent and payment of fees - NO EXCEPTIONS

Name _____ Type _____ Weight _____ lbs.
Name _____ Type _____ Weight _____ lbs.

Date of desired occupancy/move in: _____ Anticipated length of stay: _____

Check all that apply.

Do you own? Vacuum Cleaner [] Lawn Mower [] Water Bed [] Musical Instruments []

Does anyone smoke? YES [] NO []

List all motor vehicles, including recreational vehicles, to be kept at the property:

MAKE _____ MODEL _____
COLOR _____ YEAR _____ LICENSE PLATE # _____
STATE _____ MONTHLY PAYMENT \$ _____



First Boston Real Estate

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Name _____ Name _____

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First Boston Real Estate

**First Boston Real Estate & Property Management
3200 NW 23rd St.
Oklahoma City, OK 73107
(405) 947-4000 office (405) 942-7653 fax**

TO: Owner/Landlord/Manager

Date:

Reference: RESIDENTIAL VERIFICATION FOR:

Message: This section to be completed by former or current owner/landlord/manager

- 1) HOW LONG DID THE TENANT LIVE AT YOUR PROPERTY?
- 2) DID THEY PAY RENT ON TIME?
- 3) DID YOU EVER SERVE THE TENANT WITH A NOTICE TO QUIT OR EVICTION NOTICE?
- 4) DID YOU HAVE ANY PROBLEMS WITH THE TENANT?
- 5) DID THE TENANT FULFILL THEIR LEASE?
- 6) DID THE TENANT GIVE YOU WRITTEN NOTICE OF INTENT TO VACATE?
- 7) WAS THE PROPERTY IN GOOD CONDITION AFTER THEY MOVED OUT?
- 8) DID THEY HAVE ANY PETS?
- 9) DOES THE TENANT OWE ANY OUTSTANDING BALANCE TO YOU?

DISCLOSURE

This information is to be used by the agency collecting it or its assignee in determining qualification as a prospective lessee under its program. It will not be discussed outside the agency except as required and permitted by law. I/We, the undersigned, understand that the \$50.00 app fee paid is non-refundable, regardless of the outcome of the application. I/We declare the forgoing information is true and correct and understand falsification or misrepresentation of any information is basis for automatic denial. I/We authorize First Boston to conduct employment verification, credit checks, reference verification and some background checks. I/We authorize the release of this information to First Boston.

Applicant Signature

Date

Applicant Signature

Date

IMPORTANT NOTICE TO TENANTS

This document will be attached to application and leases. Please complete, print your name, sign and date.

Property Address: _____

If you are in any branch of the US Military, please disclose which branch and provide a copy of your military identification.

Primary Applicant active in any branch of the US Military? YES NO
If answer is "yes" which branch? _____

Print Applicant Name: _____ Date _____
Signature of applicant: _____

Co-applicant active in any branch of the US Military? YES NO
If answer is "yes" which branch? _____

Co-applicant Name: _____ Date _____
Signature co-applicant: _____

INFORMATION AND RULES FOR OCCUPANTS

Renter's Insurance is the responsibility of each tenant. Tenant(s) agrees to hold owner/landlord free of liability for injury to him/her and to his/her family during his/her tenancy.

Usage of cannabis and any other federally prohibited drug is NOT ALLOWED on the premises by either the tenant(s) and or his/her guest(s).

NO PETS of any kind are allowed on the premises without prior written consent from landlord. If it is reported after a tenant moves a pet is discovered this will result in assurance of automatic eviction and a fine of \$1,000.00 due immediately for pet damages which has no connection to the damage deposit.

Rent payments are due the first (1st) day of each month. A late charge will be assessed of \$50.00 on the fifth (5th) day of the month.

No garden spots are permitted without prior consent form owner/landlord.

No "live-ins" persons allowed to stay in the property more than fifteen (15) days.

Only the persons the lease allows to live at the property. There is a 10% rent increase per person in the monthly rent upon discovery of additional people.

No portable or above ground swimming pools allowed. **No** trampolines allowed.

No satellite dishes to be affixed to the roof or any part of the homes structure.

Use of premises only for private single family residence purposes and no other purpose. Operating a business, including daycare or trade of any kind from this property is prohibited.

No assignment or subletting property allowed this is a breach of lease terms.

Utilities will be paid by tenant (unless otherwise specified) and shall remain on during lease term. If the utilities are shut off for non-payment there will be a \$100.00 fine and cause for termination.

Maintenance a tenant will be held responsible for damage costs due to neglect, misuse, carelessness, or waste caused by him/her or his/her family members.

Owner/Landlord has the right to enter the premises at reasonable times and in case of emergency to inspect the property or make necessary repairs or improvements. Tenant(s) cannot change locks without landlord knowledge.

Damage Deposit after tenant vacates premises and surrenders all keys/remotes, etc. the landlord has thirty days from move-out date for inspections.

Applicant

Date

Applicant

Date