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RE/Max Horizons, Inc. Rental Application Procedures and Policies

Thank you for your interest in our rental unit. The agent you are applying with is the representative for the owner of the property, which you are applying for. RE/MAX Horizon associates are not rental agents representing and tenants or prospective tenants. In order to speed your request we have set up the following procedures:

APPLICATION PROCEDURES

- 1). Fill out and return out rental application for the unit you are interested in renting.
- 2). A review of your application will be conducted by the agent, who is representing the owner of the unit.
- 3). Upon satisfactory review of your application and verifications of references, an appointment to tour the unit will be set.
- 4). Upon your approval, a credit report will be ordered to complete your application for a non-refundable fee that the property manager will determine.
- 5). The agent will conduct a review of your credit report for final determination.

POLICIES FOR APPLICATIONS

- 1). A satisfactory credit and rental history is imperative.
- 2). Your application will be turned down if your credit report shows any accounts placed for collections, any judgments against you, any liens placed against you, or a bankruptcy in the last 3 years.
- 3). Previous bankruptcies require a re-establishment of credit.
- 4). We require verification of rent for the last 2 years from your current or previous landlord.
- 5). You application may be denied if you have a history of late rental payments.
- 6). Any previous evictions will automatically disqualify your application.

PROCEDURES FOR TAKING OCCUPANCY

- 1). A signed lease along with the required security deposit is required to "hold" the unit until the commencement of the lease date.
- 2). All utilities must be placed in the tenants' name(s) prior to taking possession, proof of receipt is required.
- 3). The first month's rent or pro-rated portion of the rent is due the day of the tenant taking possession (certified, cashiers, cash, or money order).

RE/MAX[®] Horizons, Inc.

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Each Office Independently Owned and Operated



Email this Form to John@LiveInDE.com

Application For Lease

Date: _____

Property To Be Leased: _____ Apt No: _____

Rent: _____ Term Of Lease: _____ Type: _____

Email: _____

I Hereby Represent The Following Statements To Be True And Made With The Express Purpose Of Inducing RE/MAX Horizons, Inc. To Lease Said Premise To Me. RE/MAX Horizons, Inc. Is Authorized To Investigate Said Statements, If Said Statements Are Found To Be Incorrect Or Misleading, The Application Will Be Rejected.

Applicant: _____ Age: _____ Soc Sec #: _____

Spouse: _____ Age: _____ Soc Sec #: _____

Drivers License: _____ Spouses Drivers License: _____

Present Address: _____ Phone #: _____

Employer: _____ Supervisor: _____

Address: _____ Phone #: _____

Position: _____ Length Of Employment: _____ Income: _____

Previous Employer: _____ Address: _____

Spouses Employer: _____ Supervisor: _____

Address: _____ Phone #: _____

Position: _____ Length Of Employment: _____ Income: _____

Previous Employer: _____ Address: _____

Name Of Relative: _____ Relationship: _____

Address: _____ Phone: _____

Total Number Of Occupants: _____ Boys: _____ Age: _____ Girls: _____ Ages: _____

Present Landlord: _____ Phone: _____

Address: _____ How Long: _____ Present Rent: _____

Former Landlord: _____ Address: _____

Automobile Make: _____ Year: _____ License#: _____

Personal Reference: _____ Phone: _____

Credit Reference: _____ Phone: _____

Credit Reference: _____ Phone: _____

Remarks: _____

I Hereby Make Application for And Agree To Take Said Premises On The Above Terms And Conditions And Agree That This Application Shall Become Part Of The Lease. This Deposit Is Subject To All Previous Deposits. I Also Agree That No Pets Shall Be Kept In Premises, And Further, No More Than The Number Listed Above As My Family Shall Occupy Premises. I Also Agree to Give A Full Sixty (60) Days Notice Upon Leaving And, If Not Done So, Expect My Deposit Shall Be Not Returnable. In The Event Of Transfer Out Of Kent County, Tenant May Give One Months Firm Notice To Vacate, Providing The Premises Are Vacated By The Date Given, All Rent Payments Are Up To Date, And Transfer Confirmed By Employer.

Witness

Applicant

Deposit Received: _____ Security Deposit Amount: _____