

# RENTAL APPLICATION

**Occupants age 18 or older must apply separately.**

**Metro Residential Properties LLC charges no application fee.**

**Adult applicants must pay the nonrefundable screening charge directly to the third-party screening provider.**

**Property:** \_\_\_\_\_ **Monthly Rent:** \_\_\_\_\_

**I am applying with** \_\_\_\_\_ (Necessary to pair applications)

Incomplete or missing information may result in delay of a decision or rejection. Willful misrepresentation may result in rejection of the application or, if discovered after the Lease is signed, may constitute grounds for termination of the Lease or other remedies permitted by law. It is unlawful to discriminate based on race, color, religion, national origin, sex, elderliness, familial status, or handicap. This application will be processed in accordance with all Fair Housing and occupancy laws.

|                        |                    |                      |
|------------------------|--------------------|----------------------|
| Requested move-in date | Desired lease term | Date property viewed |
|------------------------|--------------------|----------------------|

## APPLICANT INFORMATION

|                        |                        |                                       |
|------------------------|------------------------|---------------------------------------|
| Legal first name       | Middle name/initial    | Legal last name                       |
| Preferred name         | Date of birth          | Last 4 digits of SSN                  |
| Cell phone             | Personal email address | Government-issued photo ID type/state |
| Current lease end date | Requested move-in date | How long do you expect to stay?       |

|                                                  |                              |                             |
|--------------------------------------------------|------------------------------|-----------------------------|
| Have you ever filed for bankruptcy?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been evicted?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have any judgments?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had a foreclosure?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you party to a lawsuit?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you pay alimony or child support?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a co-signer for a loan or another lease? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever had a rental application rejected? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## ENTER ALL OTHER RESIDENTS MOVING WITH YOU.

| First name | Last name | Relationship | D.O.B |
|------------|-----------|--------------|-------|
|            |           |              |       |
|            |           |              |       |
|            |           |              |       |
|            |           |              |       |
|            |           |              |       |

## DO YOU HAVE PETS?

Our pet policy allows domestic dogs and cats. Small aquariums, 10 gallons or less, are also permitted. We have a 2-pet limit and reserve the right to refuse any animal, particularly those restricted by home insurance policies.

| Sex M or F | Dog/Cat/Other | Neutered? | Breed | Age |
|------------|---------------|-----------|-------|-----|
|            |               |           |       |     |
|            |               |           |       |     |
|            |               |           |       |     |

## EMERGENCY CONTACT

**This person must know how to always contact you**

|                   |              |              |         |
|-------------------|--------------|--------------|---------|
| First & last name | Relationship | Phone number | Address |
|-------------------|--------------|--------------|---------|

## RENTAL APPLICATION

### VEHICLE INFORMATION

|                       |      |       |                |
|-----------------------|------|-------|----------------|
| Year                  | Make | Model | License number |
| Year                  | Make | Model | License number |
| <b>Other vehicles</b> |      |       |                |

### HOUSING HISTORY

|                                    |                         |                                                                                                                                                                                                                  |               |
|------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>MY CURRENT STREET ADDRESS.</b>  | City & State            | Zip code                                                                                                                                                                                                         | Rent/Month?   |
| Landlord/Management Company/Bank   | Landlord's phone number | Move in date                                                                                                                                                                                                     | Move out date |
| Why are you moving?                |                         | I rented this home <input type="checkbox"/><br>I owned this home <input type="checkbox"/><br>I expect a favorable referral <input type="checkbox"/><br>I expect an unfavorable referral <input type="checkbox"/> |               |
| <b>MY PREVIOUS STREET ADDRESS.</b> | City & State            | Zip code                                                                                                                                                                                                         | Rent/Month?   |
| Landlord/Management Company/Bank   | Landlord's phone number | Move in date                                                                                                                                                                                                     | Move out date |
| Why did you move?                  |                         | I rented this home <input type="checkbox"/><br>I owned this home <input type="checkbox"/><br>I expect a favorable referral <input type="checkbox"/><br>I expect an unfavorable referral <input type="checkbox"/> |               |

### EMPLOYMENT

|                             |                           |                                                                                                                     |               |
|-----------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------|---------------|
| <b>MY CURRENT EMPLOYER</b>  | Position/Title            | Start Date                                                                                                          | End date      |
| Street Address              | City & state              | Zip code                                                                                                            | Annual Income |
| Supervisors' name           | Supervisor's phone number | I expect a favorable referral <input type="checkbox"/><br>I expect an unfavorable referral <input type="checkbox"/> |               |
| <b>MY PREVIOUS EMPLOYER</b> | Position/Title            | Start Date                                                                                                          | End date      |
| Street Address              | City & state              | Zip code                                                                                                            | Annual Income |
| Supervisors' name           | Supervisor's phone number | I expect a favorable referral <input type="checkbox"/><br>I expect an unfavorable referral <input type="checkbox"/> |               |

### ADDITIONAL INCOME

|        |               |
|--------|---------------|
| Source | Annual income |
| Source | Annual income |

### IS THERE ANYTHING ELSE YOU WOULD LIKE USE TO KNOW ABOUT YOU?

|  |
|--|
|  |
|--|

## RENTAL APPLICATION

### APPLICANT UNDERSTANDS AND AGREES

1. All properties must be shown to the applicant or licensed Realtor prior to application consideration.
2. A SECURITY DEPOSIT equal to one month's rent must be paid, and the Lease must be signed, within 48 hours after written approval to secure the property. Any applicable \$150 non-refundable pet fee per pet is separate from the security deposit.
3. This Application, each occupant and each pet are subject to acceptance and approval by the Landlord. Landlord may rescind acceptance and resume marketing the Premises at any time until the Lease is signed. Only those persons and pets listed in the Application are to live in the premises.
4. Applicants must be at least eighteen years old and every occupant eighteen or older must complete a rental application.
5. We require the Applicant's income, or the combined income of eligible Applicants, to equal three times the monthly rent.
6. Applicants must have a minimum of six months of steady employment with the same employer or one year of steady employment without an extensive gap between the first and second employer. Social Security, pensions and other sources of income may also qualify. Self-employed applicants may be required to provide tax returns or authorize verification of tax transcripts.
7. Payment of first month rent and transfer of all utilities is required prior to moving in.
8. The Lease is available for review upon your request.
9. The Applicant is responsible for obtaining property and liability insurance (Renter's Insurance).
10. Any move-in fees and utility deposits are the responsibility of the Applicant.
11. Premises are not to be used for business except with full knowledge and consent of the Landlord and in conformity with all applicable laws and regulations.
12. Applicant has no Leasehold interest until the Lease is signed.
13. Occupancy is subject to possession being delivered by the present occupant or renovating contractor. Whichever may be the case, the property is accepted "As Is" unless otherwise agreed to by addendum, subject to the Landlord's obligations under applicable law.

### PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION



#### Required Documents

1. **Valid Government-Issued ID** (Driver's license or passport)
2. **Proof of Income** (Submit the document type below matching your payment method):
  - **Biweekly/Monthly Employees:** Most recent two pay stubs
  - **Hourly/Weekly Employees:** Last two years' Form W-2
  - **Self-Employed/Tip-Based Income:** Last two years' Form 1040 + Schedule C (if applicable)
  - **Military Personnel:** Leave and Earnings Statement (LES) and orders
  - **Social Security Recipients:** SSA benefit verification letter or SSA-1099 tax form
  - **Pension Recipients:** Pension award letter or payment statement + Form 1099-R

#### Secure Submission Instructions

To protect your sensitive information, please submit your documents securely using one of the following methods:

- **Upload to our secure portal:** <https://www.met4rent.com/upload-documents> **Call or text for passcode**
- **Send via encrypted email:** Please attach password-protected PDF files and share the password separately.
- **Share via secure cloud storage:** You may upload files to [Google Drive/Dropbox/OneDrive] with restricted access.

**RELEASE OF INFORMATION AUTHORIZATION**

For the purpose of renting a residential property from Metro Residential Properties, LLC, I authorize Metro Residential Properties, LLC (Landlord) and its agents to obtain an investigative consumer credit report. This report may include, but is not limited to, credit history, an OFAC search, a landlord/tenant court record search, a criminal record search, and a registered sex offender search.

I further authorize the release of relevant information from my current and previous landlords, employers, and financial institutions. This investigation is solely for resident screening purposes and will remain strictly confidential.

**FIRST AND LAST NAME** (please print) \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_