

# APPLICATION PREPARATION FORM<sup>1</sup>

## Identifying information (this information should be obtained for all household members)

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
SSN \_\_\_\_\_ Driver's License or ID Card # \_\_\_\_\_  
Home/cell Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Emergency contact: \_\_\_\_\_ relationship: \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_

## Housing history (Use the back of the form or a separate page to record additional housing history. Many landlords will request history for the past five years.)

Current or most recent address: \_\_\_\_\_  
Dates of occupancy: \_\_\_/\_\_\_ to \_\_\_/\_\_\_ Rent amt. \$ \_\_\_\_\_ Sec. Dep. \$ \_\_\_\_\_  
Landlord name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Prior address: \_\_\_\_\_  
Dates of occupancy: \_\_\_/\_\_\_ to \_\_\_/\_\_\_ Rent amt. \$ \_\_\_\_\_ Sec. Dep. \$ \_\_\_\_\_  
Landlord name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_

## Employment/Income (Use additional pages to record other previous employment)

Current or most recent employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ Monthly pay \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ Supervisor phone: \_\_\_\_\_

Other income: Source: \_\_\_\_\_ Amount \_\_\_\_\_  
Source: \_\_\_\_\_ Amount \_\_\_\_\_

## References

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ relationship: \_\_\_\_\_  
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<sup>1</sup> Application Preparation Form has been adapted from Portman, Janet, *Every Landlord's Guide to Finding Great Tenants*, Nolo Press, 2006

**Credit References** (use the back of the form or a separate page to record additional bank accounts or credit accounts.)

Bank: \_\_\_\_\_ City: \_\_\_\_\_ Acct #: \_\_\_\_\_  
Type of account: \_\_\_\_\_ Balance: \_\_\_\_\_ How long had acct: \_\_\_\_\_

Credit/loan account: \_\_\_\_\_ Acct # \_\_\_\_\_ Exp date: \_\_\_\_\_  
Type of acct: \_\_\_\_\_ Credit limit: \_\_\_\_\_ How long: \_\_\_\_\_  
Amt. owed: \_\_\_\_\_ Monthly payment: \_\_\_\_\_

### Miscellaneous

When can you occupy unit? \_\_\_\_\_  
How long do you plan to stay? \_\_\_\_\_  
Does anyone in your household smoke? \_\_\_\_\_  
Do you have pets? \_\_\_\_\_ If yes, what type: \_\_\_\_\_  
Do you have a waterbed? \_\_\_\_\_  
Car make, model and license number \_\_\_\_\_

*Use additional pages to provide more detailed explanations to the questions below as needed*

Have you broken a lease? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Have you been evicted? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Have you filed for bankruptcy? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Have you been convicted of a felony? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Are you required to register as a sex offender? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Have you been sued? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Have you ever sued anyone? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Have you ever had a foreclosure? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Is your paycheck currently being garnished? \_\_\_\_\_ If yes, how much? \_\_\_\_\_  
Do you have any unpaid loans? \_\_\_\_\_ How much? \_\_\_\_\_ Monthly pmt \_\_\_\_\_  
Do you have any tax liens? \_\_\_\_\_ If yes, how much do you owe? \_\_\_\_\_