



RENTAL APPLICATION

Date of Application: _____
Property Address: _____ Unit No.: _____
City, State, Zip Code: _____, _____

Applicant

First Name _____ Middle Initial _____ Last Name _____
Date of Birth _____ Social Security Number _____
Phone Number _____ Email Address _____

Driver's License No. _____ Driver's License State of Issue _____

Residence History

Provide at least _____ year(s) of history.
Current Address _____ Unit No. _____
City, State, Zip Code _____
Dates of Residence: From ____ / ____ To ____ / ____
Monthly Rent \$ _____
Reason For Moving _____
Check one: Own _____ Rent _____ Other (specify) _____

If Rent, Name of Landlord _____
Landlord Phone No. _____

Current Address _____ Unit No. _____
City, State, Zip Code _____
Dates of Residence: From ____ / ____ To ____ / ____
Monthly Rent KSh _____
Reason For Moving _____
Check one: Own _____ Rent _____ Other (specify) _____

If Rent, Name of Landlord _____
Landlord Phone No. _____

Employment / Financial

Provide at least _____ year(s) of history.
Current Employer _____ Position/Title _____
Address _____



City, State, Zip Code

Name of Supervisor _____ Phone Number _____

Dates of Employment: From ____ / ____ To ____ / ____
Monthly Income \$ _____

Current Employer _____ Position/Title _____

Address _____

City, State, Zip Code

Name of Supervisor _____ Phone Number _____

Dates of Employment: From ____ / ____ To ____ / ____
Monthly Income \$ _____

Current Employer _____ Position/Title _____

Address _____

City, State, Zip Code

Name of Supervisor _____ Phone Number _____

Dates of Employment: From ____ / ____ To ____ / ____
Monthly Income \$ _____

Other Sources of Income

(Provide any other sources of income that you want the Landlord to consider.)

Source of Income _____ Amount of Income _____

Source of Income _____ Amount of Income _____

Source of Income _____ Amount of Income _____

Financial Accounts

(Examples include Savings Account, Checking Account, Credit Account)

Name _____ Account Type _____ Account Number _____

Name _____ Account Type _____ Account Number _____



Name _____ Account Type _____ Account Number _____

Name _____ Account Type _____ Account Number _____

Name _____ Account Type _____ Account Number _____

List All Other Occupants at the Property

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Other

Have you ever been convicted of a crime? (Yes or No) _____

If yes, provide explanation _____

Have you ever declared bankruptcy? (Yes or No) _____

If yes, provide explanation _____

Emergency Contact

First Name _____ Middle Initial _____ Last Name _____

Address _____

City, State, Zip Code _____

Relationship _____ Phone Number _____

It is against the law to discriminate against any person in the terms, conditions or privileges or rental of a dwelling, or in the provision of services or facilities in connection with such dwelling, because of race, color, religion, sex, handicap, familial status or national origin. State and local laws may protect additional classes from housing discrimination.

Applicant authorizes the verification of all statements and information provided in this application including rental history, current and previous employment and income, bank and credit account details and any other relevant information



necessary for Landlord to evaluate this application. If Applicant has provided any false or incomplete information in this application, Landlord may reject this application and/or terminate the lease agreement.

Applicant certifies that all statements provided in this Lease Application are true, correct and complete.

Applicant Signature _____

Date _____



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GENERAL INSTRUCTIONS

WHAT IS A LEASE OR RENTAL APPLICATION?

A Lease or Rental Application is a form used by Landlords to find responsible renters or tenants.

Before renting their home, condo, apartment, or basement studio, Landlords should screen prospective tenants for trustworthiness and reliability. A standard Lease or Rental Application allows Landlords to run a background check and credit check on each person who wants to live on their property. The Landlord may charge an application fee to cover the cost of checking your criminal and credit history.

WHAT TO INCLUDE IN AN APPLICATION

A simple Lease or Rental Application should generally help the Landlord identify:

- **Where** the Tenant has lived before plus the name and contact info of previous Landlords
- **What** the Tenant does for a living or how they will pay rent (current/previous employers)
- **When** the Tenant declared bankruptcy or was convicted of a crime
- **Why** the Tenant is unable to find housing elsewhere
- **Who** else may live at the property with the Tenant

A basic Lease or Rental Application will identify the following basic elements:

- Applicant: name, date of birth, social security number, and driver's license of renter
- Residence History: current and previous places the renter has lived and their landlords
- Employment: current and previous work places, monthly income, and supervisors
- Other Sources of Income: list of savings, checking, and credit accounts
- Other Occupants: name of other people who will live on the Premises
- Criminal History: whether the person has been convicted of a crime in the past
- Bankruptcy: whether the person has previously declared bankruptcy
- Co-Signer: Guarantor or person who will co-sign and pay if the applicant is unable to pay

LEASE APPLICATION VS RENTAL APPLICATION

A Lease Application is usually used when the Tenant will stay on the Premises long term for 12 months or longer, whereas a Rental Application is used for short term stays like a month-to-month.

ACCEPTABLE QUESTIONS

A Landlord can ask questions that relate to the Tenant's financial situation and past housing experiences. Questions about smoking, pets, previous residential history, employment history are allowed on an application. Questions should not violate the Fair Housing Act. For example, questions about race, color, religion, national origin, gender, age, familial status, disabilities, or marital status should not be asked on an application

WHAT CAN IT BE USED FOR?

Landlords often use a Lease or Rental Application to find the best renter in the following situations:

- Rental properties are in high demand in your area
- Concern about the ability of renters to pay consistently
- Rent control or rent stabilization laws make it difficult to raise rent in the future
- Eviction procedures in the area make it difficult to remove a troublesome Tenant

CONSEQUENCES OF NOT USING AN APPLICATION

Landlords could save themselves a lot of time and money if they invest in properly screening potential renters. Tenants can provide recent pay stubs, a W2, or an employment offer letter as proof of income. Even after the potential renter fills out the application, the Landlord should put in the time to actually call previous employers and landlords.

Landlords should use a Lease or Rental Application to avoid being accused of unfairly discriminating against a renter. If an application is part of your standard practice, all potential renters get the same treatment.