

**Residential Lease Application & Information**

AMSCO Property Management

800 N. Main St. Stillwater, OK 74075

OFFICE: 405-372-6462 CELL: 405-612-8040

**RENTAL/LEASE INFORMATION**

Property Address:

Number of Tenants:

Lease Start Date:

Security Deposit (payable in certified funds; cash, money order, cashier’s check) before or at time of lease agreement. Prepaid deposit may not be refunded if applicant is approved/signs contract and then fails to comply with leasing agreement. Prepaid deposit shall be refunded if the applicant is not approved to rent the property.

\$25-35/application fee per adult: employment, personal references, credit records, public records, current and previous property landlords’ references and criminal records are checked as part of the processing of the application. Application fee due with application.

NOTICE: The property is offered for lease without regard to gender, sex, race, religion, color, handicap, familial status, age or national origin.

A copy of the applicant’s photo identification is required and attached \_\_\_\_\_

**APPLICANT CONTACT INFORMATION**

NAME: (FIRST/MIDDLE/LAST) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

BEST PHONE NUMBER : \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

EMAIL \_\_\_\_\_

WORK PHONE/EMAIL: \_\_\_\_\_

DRIVERS LICENSE : \_\_\_\_\_

PHOTO ID \_\_\_\_\_

LIST OTHER HUMAN OCCUPANTS TO THIS ADDRESS (name/age/relationship to you)

Examples: Harriet/29/partner Greta/4/my daughter


**PETS/BASICS/CARS**

PET POLICY: Pets are allowed or not allowed

\*No other individuals & animals shall occupy the premises other than those named. Anyone who visits longer than **2 nights needs to pay application fee/fill out an application and be APPROVED for residency.** \*even marriages/engagements/parents/kids/fosters/WE Must know/approve of tenants.

PETS: List names/breed/etc.

Name of PET Breed Color Age Sex Weight spayed/neutered VET INFO Service Y/N

Example: CAT: Koko Mixed Breed Gray 5 F 6lb spayed WESTERN VET/Dr.Fussel ServiceAnimal Y documented


NO OTHER PETS SHALL OCCUPY THE PREMISES OTHER THAN THOSE NAMED ABOVE.

BASIC RULE: Smokers must SMOKE OUTSIDE no matter what in every residency.

SMOKING TOBACCO/CANNABIS IS **NOT PERMITTED INSIDE** ANY PROPERTY. \*\$200-1,000 fee for smoking inside.

\_\_\_\_\_ INITIAL ACKNOWLEDGEMENT

DO YOU HAVE TENANT HOMEOWNERS INSURANCE? INSURANCE COMPANY?

\*we highly recommend a renters insurance policy our insurance doesn't cover your stuff/things

**VEHICLE INFORMATION**

PLEASE LIST AUTOMOBILES/BOATS/TRAILERS/MOTORCYCLES ETC THAT WILL BE Parked AT YOUR PROPERTY

STATE & LICENSE PLATE MAKE/COLOR MODEL INSURANCE COMPANY


**EMERGENCY CONTACT**

\*IN CASE OF EMERGENCY OR DEATH (PURSUANT TO TITLE 41 O.S.^130.1a) NOTIFICATION IS TO BE MADE TO: (not living with you)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

**PRESENT ADDRESS INFO:**

LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_

HOW LONG HAVE YOU LIVED HERE? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

RENT/MORTGAGE PAYMENT: \_\_\_\_\_ INSURANCE: \_\_\_\_\_

**APPLICANT PREVIOUS ADDRESS INFO:**

LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_

HOW LONG HAVE YOU LIVED HERE? : \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

RENT/MORTGAGE PAYMENT: : \_\_\_\_\_ INSURANCE: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

CURRENT EMPLOYMENT: Business Name: \_\_\_\_\_ POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ GROSS INCOME MONTHLY: \_\_\_\_\_ TIME FRAME: \_\_\_\_\_

**PREVIOUS EMPLOYMENT:** Business Name: \_\_\_\_\_ POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ GROSS INCOME MONTHLY: \_\_\_\_\_ TIME FRAME: \_\_\_\_\_

REFERENCES: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Other INCOME:**

**Other REFERENCES:** NAME/PHONE/Relationship


**LEGAL INFORMATION (read and initial each question \*each and every person is considered on a case by case basis answering yes is not an instant denial of application)**

Have you ever FILED FOR BANKRUPTCY? YES \_\_\_\_ NO \_\_\_\_

NOTES:

Have you ever BEEN EVICTED? YES \_\_\_\_ NO \_\_\_\_

NOTES:

Have you ever BROKEN A LEASE? YES \_\_\_\_ NO \_\_\_\_

NOTES:

Have you ever BEEN CONVICTED OF A FELONY and/or MISDEMEANOR? YES \_\_\_\_ NO \_\_\_\_

NOTES:

Have you ever BEEN SUED FOR NON-PAYMENT OF RENTS? YES \_\_\_\_ NO \_\_\_\_

NOTES:

Have you ever BEEN SUED FOR DAMAGES TO PROPERTY? YES \_\_\_\_ NO \_\_\_\_

NOTES:

Have you ever BEEN INVOLVED IN DRUG RELATED CHARGES? YES \_\_\_\_ NO \_\_\_\_

NOTES:

Have you ever BEEN INVOLVED IN VIOLENT CRIMES? YES \_\_\_\_ NO \_\_\_\_

NOTES:

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APPLICANT represents that all the above statements are true and complete and authorizes VERIFICATION of all of the above information by all means available, including employment, personal references, credit records, public records, and current/previous property owners and criminal records by the Owner and or property manager/office manager.

Applicant acknowledges that false information may constitute a breach of the lease entitling the property owner and property manager including a collection agency to obtain applicants consumer credit report, which owner and/or property manager may use if attempting to collect past due rent payments, late fees or other charges from applicants both during the term of the lease and thereafter.

Applicant also understands and agrees that this application will be retained by the owner and/or property manager whether approved or denied.

Applicant understands and agrees that in the future upon request, the owner and or property manager will release information concerning the experience with the applicant aka: tenant on this form.

Applicant understand and agrees that this application will not be processed without the process fee (usually \$25/per adult).

Applicant further agrees and understands that this processing will not be refunded even if the applicant is denied. The fee pays for the background check, processing application, notification of approved/denied, and administrative fees.

The pre-paid deposit will not be refunded if the applicant fails to execute a lease and take possession of the property unless stated otherwise.

Applicant Printed NAME:

Applicant Signature & DATE: