



**Authorization**

**Please review carefully**

Your signature below indicates that you have read, understand and agree to the terms outlined herein. If you do not understand please seek legal advice prior to paying any application fee and deposits.

The \$50.00 application fee is NON-REFUNDABLE, applicable for each applicant and is payable by cashier's check, or money order ONLY at the time you submit the application for the property located at

\_\_\_\_\_.  
 Ballard Management, Inc. dba Ballard Realty Group will run a credit report for each adult (age 18 or older) planning to reside at the property. We will also contact your employer(s) and your current and/ or previous landlord(s) to verify the information provided. It is important that the application provided is completed and accurate. By signing you represent that the information is accurate and authorized Ballard Management, Inc. dba Ballard Realty Group to verify references, rental history, and employment. A photocopy of your driver's license must accompany your application.

When your application is approved a holding fee/deposit in the amount of \$\_\_\_\_\_ is due and payable by cashier's check or money order only. Upon approval of application this fee will be credited against your deposit and/ or first month's rent.

**If you choose not to take possession of the property, for whatever reason, the holding fee/ deposit will not automatically be refunded. Ballard Management, Inc. reserves the right to apply the fee towards rent for time property was off the market, re-rental costs, advertising, and other costs which the property owner may incur in re-renting the property.** If you are unable to move due to property being uninhabitable (due to flood, fire, or other unforeseen catastrophe) the security deposit is fully refundable.

AGENCY DISCLOSURE: Ballard Management, Inc. dba Ballard Realty Group is working for the property owner, under a separate leasing/ management agreement. As agent for owner we have an obligation of trust and loyalty to work in the property owner's best interests. We strive to treat all parties to this transaction honestly and fairly.

**I HAVE READ AND UNDERSTAND:**

Applicant's Printed Name	Applicant's Signature	Date
Co-Applicant's Printed Name	Co-Applicant's Signature	Date

## APPLICATION FOR RENT OR LEASE

To Applicant(s): To ensure prompt response to your application please fill out all information and write as legible as possible. Please be advised application will not be processed unless it is complete.

Date of Application: \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_

Property Address Applying For: \_\_\_\_\_ Desired Lease Term: \_\_\_\_\_

\_\_\_\_\_ Monthly Rent: \_\_\_\_\_

### **Applicant Information**

<b>Applicant's Last Name</b>	First	Middle	Birth date	Driver's License # and State	Social Security #
<b>Spouse's Last Name</b>	First	Middle	Birth date	Driver's License # and State	Social Security #

### **Co-Applicant Information**

<b>Co-Applicant's Last Name</b>	First	Middle	Birth date	Driver's License # and State	Social Security #
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### **Other Persons to Occupy Unit**

1.	Full Name	Relationship	Full Name	Relationship
2.				
3.				
4.				

### **Applicant's Current Residence**

<b>Applicant's Present Address</b>	City	State	Zip	From: / / - / /	To: / /	<b>Current Phone #</b>	Monthly Payment
Name of Present Landlord ( ) Mortgage Co. ( ) Apt. Complex ( ) Landlord				Landlord Phone #	( ) Own ( ) Rent		Reason for Moving

### **Co-Applicant's Current Residence**

<b>Co-Applicant's Present Address</b>	City	State	Zip	From: / / - / /	To: / /	Current Phone #	Monthly Payment
Name of Present Landlord ( ) Mortgage Co. ( ) Apt. Complex ( ) Landlord				Landlord Phone #	( ) Own ( ) Rent		Reason for Moving

### **Applicant's Previous Residence**

<b>Applicant's Previous Address</b>	City	State	Zip	From: / / - / /	To: / /		Monthly Payment
Name of Previous Landlord ( ) Mortgage Co. ( ) Apt. Complex ( ) Landlord				Landlord Phone #	( ) Own ( ) Rent		Reason for Moving

### **Co-Applicant's Previous Residence**

<b>Co-Applicant's Previous Address</b>	City	State	Zip	From: / / - / /	To: / /		Monthly Payment
Name of Previous Landlord ( ) Mortgage Co. ( ) Apt. Complex ( ) Landlord				Landlord Phone #	( ) Own ( ) Rent		Reason for Moving

### Applicant's Employment History

<b>Applicant's</b> Employer's Name ( )Full Time ( )Part Time	Your Department/ Occupation	Position	How Long? Yrs. Mo.
Employer's Address City State Zip	Employer Phone #	Supervisor	Monthly Income
<b>Applicant's</b> Previous Employer's Name ( )Full Time ( )Part Time	Your Department/ Occupation	Position	From: To: / / - / /
Previous Employer's Address City State Zip	Phone #	Supervisor	Monthly Income
<b>Applicant's</b> Previous Employer's Name ( )Full Time ( )Part Time	Your Department/ Occupation	Position	From: To: / / - / /
Previous Employer's Address City State Zip	Phone #	Supervisor	Monthly Income

**Additional Income:** Such as child support, alimony, etc. need not be disclosed unless such income is to be included for qualification  
**Source:** **Monthly Amount:**

### Co-Applicant's Employment History

<b>Applicant's</b> Employer's Name ( )Full Time ( )Part Time	Your Department/ Occupation	Position	How Long? Yrs. Mo.
Employer's Address City State Zip	Employer Phone #	Supervisor	Monthly Income
<b>Applicant's</b> Previous Employer's Name ( )Full Time ( )Part Time	Your Department/ Occupation	Position	From: To: / / - / /
Previous Employer's Address City State Zip	Phone #	Supervisor	Monthly Income
<b>Applicant's</b> Previous Employer's Name ( )Full Time ( )Part Time	Your Department/ Occupation	Position	From: To: / / - / /
Previous Employer's Address City State Zip	Phone #	Supervisor	Monthly Income

**Additional Income:** Such as child support, alimony, etc. need not be disclosed unless such income is to be included for qualification  
**Source:** **Monthly Amount:**

### Banking Information

Bank Name	Type of Account	Account #
Bank Name	Type of Account	Account #
Bank Name	Type of Account	Account #

### Other Information

Auto (Year, Make, Model, Color)	License Plate #	Auto (Year, Make, Model, Color)	License Plate #
Auto (Year, Make, Model, Color)	License Plate #	Auto (Year, Make, Model, Color)	License Plate #
Applicant's Emergency Contact (Name/ Relationship)	Phone #	Applicant's Emergency Contact (Name/ Relationship)	Phone #

### Credit Information

Name of Account	Type of Account (auto, mortgage, credit card, charge)	Monthly payment
Name of Account	Type of Account (auto, mortgage, credit card, charge)	Monthly payment
Name of Account	Type of Account (auto, mortgage, credit card, charge)	Monthly payment

**Deposit/ Fee Amounts:**

\$\_\_\_\_\_ Security Deposit    \$\_\_\_\_\_ Cleaning Fee (non-refundable) \$\_\_\_\_\_ Key Deposit

\$\_\_\_\_\_ **Pet Deposit**

**Additional Information**

Do you have a pet? \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_

Are you or anyone that will be living in the unit a cigarette smoker? \_\_\_\_\_

Have you filed for bankruptcy? \_\_\_\_\_ Type \_\_\_\_\_ Date \_\_\_\_\_ Details \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

**COMMENTS OR ADDITIONAL INFORMATION YOU FEEL WILL ASSIST IN EVALUATING YOUR APPLICATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY IS TO BE CONVEYED IN THE SAME CONDITION AS YOU VIEWED IT. IF YOU ARE REQUESTING ANY WORK TO BE COMPLETED OR ANY CONDITIONS MET PRIOR TO MOVE IN PLEASE LIST BELOW. REQUESTS BELOW WILL BE SUBMITTED FOR OWNER APPROVAL PRIOR TO LEASE.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This application may be refused/ denied for the following reasons:**

- **Application is not complete or legible**
- **If any information is false or unable to be verified**
- **If any additional information is requested from applicant and is refused**
- **Lack of rental history, employment, and credit**

**Owner reserves the right to give final approval on all processed applications**

**\*Note: Additional applications will continue to be accepted until your application is approved and deposit paid\***





I, \_\_\_\_\_ (Applicant), have submitted an application to lease a property managed by Ballard Management, Inc. dba Ballard Realty Group.

The Landlord, Broker or Management's representative who will verify information in the application is Ballard Management, Inc. dba Ballard Realty Group.

I give my permission:

1. to my current and former employers to release any information about my employment and income history to the above-named person;
2. to my current and former landlords to release any information about my rental history to the above-named person;
3. to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
4. to my bank, savings and loan, or credit union to provide verification of funds I have on deposit to the above-named person; and
5. to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain criminal background information about me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

