

OKLAHOMA REAL ESTATE COMMISSION

OFFICE USE ONLY

Applicant Name (Last, First)

Best phone number

Best email

RESIDENTIAL LEASE APPLICATION

Section 1. Rental Property/Lease Information

Property Address: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_ payable in certified funds before or at time of possession.

Security Deposit \$ \_\_\_\_\_  payable in certified funds upon approval of application or  to be prepaid in advance by certified funds, shall not be refunded if application is approved and applicant fails to execute a lease and take possession of the subject property. Prepaid security deposit shall be refunded if application is not approved.

\_\_\_\_\_ Deposit \$ \_\_\_\_\_ payable in certified funds upon approval of application.

Processing Fee. The Application and Credit Check Processing Fee is \$ \_\_\_\_\_ for each credit report, payable in cash, certified funds at time of application. Employment, personal references, credit records, public records, current and previous property landlords' references and criminal records may be checked as part of the processing of the application. This Processing Fee is NOT REFUNDABLE.

Upon approval of application, applicant has the right to receive a copy of the lease for review for \_\_\_\_\_ days (3 days if left blank) before they are required to sign.

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

Section 2. Applicant Information (A copy of photo identification for all applicants must be submitted with this application)

Applicant

Name: \_\_\_\_\_ (First, Middle, Last)

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers Lic. #: \_\_\_\_\_ Photo ID: \_\_\_\_\_ Yes \_\_\_\_\_ No

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Must not be a co-applicant or someone who will be residing in the residence with you.

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Present Address Information

Is present Landlord related to you? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address Information

Was Landlord related to you? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Employment History**

|   |   |
|---|---|
| Current Employer: _____   | Previous Employer: _____                    |
| Position: _____   | Position: _____                             |
| Address: _____  | Address: _____                              |
| City: _____ State: _____ Zip: _____   | City: _____ State: _____ Zip: _____         |
| How Long: _____ Gross Monthly Income: _____   | How Long: _____ Gross Monthly Income: _____ |
| Supervisor: _____ Phone #: _____  | Supervisor: _____ Phone #: _____            |
| Other Income: _____ Source: _____   |   |
| Do you have a checking/savings account? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes what bank? _____ |   |
| Have you ever:  |   |
| Filed for bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes date of discharge? _____           |   |
| Been evicted? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____                              |   |
| Broken a lease? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____                            |   |
| Been convicted of a felony/misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes, for _____               |   |
| Been sued for nonpayment of rent? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____          |   |
| Been sued for damage to rental property? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____   |   |

**Section 3. Co-Applicant Information** (A copy of photo identification for all applicants must be submitted with this application)

**Applicant**

Name: \_\_\_\_\_  
(First, Middle, Last)

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers Lic. #: \_\_\_\_\_ Photo ID:  Yes  No

**In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
Must not be a co-applicant or someone who will be residing in the residence with you.

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Present Address Information**

Is present Landlord related to you? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Address Information**

Was Landlord related to you? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Employment History**

Current Employer: \_\_\_\_\_ Previous Employer: \_\_\_\_\_  
 Position: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 How Long: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_ How Long: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Other Income: \_\_\_\_\_ Source: \_\_\_\_\_  
 Do you have a checking/savings account?  No  Yes, if yes what bank? \_\_\_\_\_  
 Have you ever:  
     Filed for bankruptcy?  No  Yes, if yes date of discharge? \_\_\_\_\_  
     Been evicted?  No  Yes, please explain \_\_\_\_\_  
     Broken a lease?  No  Yes, please explain \_\_\_\_\_  
     Been convicted of a felony/misdemeanor?  No  Yes, for \_\_\_\_\_  
     Been sued for nonpayment of rent?  No  Yes, please explain \_\_\_\_\_  
     Been sued for damage to rental property?  No  Yes, please explain \_\_\_\_\_

**Section 4. Other Information**

**Occupant Information**

List name, ages, and relationship of occupants other than Applicant(s):

| <u>Name</u> | <u>Age</u> | <u>Relationship</u> |
|-------------|------------|---------------------|
| _____       | _____      | _____               |
| _____       | _____      | _____               |
| _____       | _____      | _____               |
| _____       | _____      | _____               |

***No other individuals shall occupy the premises other than those named above.***

**Pet information:**

List name, ages, breed, and other requested information for pet(s):

| <u>Name</u> | <u>Breed</u> | <u>Sex</u> | <u>Weight</u> | <u>Age</u> | <u>Neutered/Spayed</u>                                   | <u>Indoor</u> | <u>Outdoor</u> |
|-------------|--------------|------------|---------------|------------|--|---------------|----------------|
| _____       | _____        | _____      | _____         | _____      | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____         | _____          |
| _____       | _____        | _____      | _____         | _____      | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____         | _____          |
| _____       | _____        | _____      | _____         | _____      | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____         | _____          |

***No other pets shall occupy the premises other than those named above.***

**General Information:**

Will any smokers occupy the property?  No  Yes

Do you have Tenant's Homeowners Insurance Coverage?  No  Yes, Insurance Company: \_\_\_\_\_

**Vehicle Information:** List automobiles trailers, boats, motorcycles, motor homes, or commercial vehicles be stored at the Property?

Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
 Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
 Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
 Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Section 5. Acknowledgement, Agreement and Authorization**

Applicant(s) represents that all of 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, current and previous property owners and criminal records by the Owner and/or Property Manager. Applicant(s) acknowledges that false information may constitute a breach of the lease entitling the Property Owner, at the Property Owner's option, to repossess the Property. Further, Applicant(s) expressly authorizes Owner and/or Property Manager (including a collection agency) to obtain Applicant(s) 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 Applicant(s) both during the term of the lease and thereafter.

Applicant(s) also understands and agrees that this application will be retained by the Owner and/or the Owner's Property Manager whether or not approved. Applicant(s) understands and agrees that, in the future upon request, the Owner and/or the Owner's Property Manager will release information concerning the Owner's experience with Applicant(s) as an Applicant/Tenant(s). Applicant(s) understand and agrees that this application will not be processed without the "Processing Fee" set out in Section 1. Applicant further agrees and understands that this Processing Fee will **NOT BE REFUNDED** regardless of whether or not the Owner accepts this application for residency and the Pre-paid Security Deposit shall **NOT BE REFUNDED** if application is approved and applicant fails to execute a lease and take possession of the subject Property.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The undersigned Broker acknowledges receipt of the non-refundable processing fee.

\_\_\_\_\_  
Broker's Signature

\_\_\_\_\_  
Date

**Office Use Only:**

|   |                                    |
|---|------------------------------------|
| Property Address being applied for: _____   |                                    |
| Security Deposit received on _____ by _____ | Deposit received on _____ by _____ |
| Processing Fee received on _____ by _____   | received on _____ by _____         |