

**ELITE REALTY, LLC**  
3359 Hwy 14, Millbrook, AL 36054  
Phone: 334-517-6010 Fax: 334-517-6065

**APPLICATION STANDARDS**

*This page is to be kept by the Applicant for their informational purposes.*

**Standard Credit Requirements:** Minimum credit score of 600. No current or prior foreclosures, or defaults on housing by any name or definition. No monetary judgments, collections or government liens. Bankruptcies must be discharged.

**Employment History:** 2 years of employment history. For self-employed, include the following: past 2 years of income tax returns and 3 months of past bank statements. *Unless otherwise retired or disabled.*

**Rental History:** 2 years of rental history. No prior evictions. No prior lease infringements.

**Minimum Income Qualifications:** Monthly Gross Income must be at least 2x the Monthly Rent amount. Roommates must meet 50% of income requirement. Please provide 2 most recent paycheck stubs (per applicant) to verify income. Applicants with an active mortgage will be required to have a monthly income of 4 times the amount of monthly rent amount.

**Court Reports/Public Records** – Must be clear and not reflect a pattern of behavior which may interrupt the private or public enjoyment or safety of individuals in the community. Public records must be free of any record of default regarding loans/ financing of housing, vehicles or other consumer loans.

**Standard Lease Term:** Initial – 12-month minimum. Renewal – 12 month minimum or 5% premium for month-to-month.

**Application Fee:** \$50 NONREFUNDABLE per applicant or co-signers. Co-Signers will not be approved by Elite Realty, LLC but might be approved by the property owner, at their discretion. There is no fee for occupants.

**Standard Security Deposit:** 100% of monthly rent amount. Additional deposit may be required by rental property owner based on the content of a credit report or other challenging factors discovered by the application process.

**SECURITY DEPOSIT & 1<sup>ST</sup> MONTH RENT MUST BE PAID BY CASHIERS CHECK OR MONEY ORDER.**

**Application Checklist**

*Have you completed all of the items below? Make sure each of these items is completed before submitting your application.*

**Completely filled out all the information required in the Application.**

\_\_\_\_\_ **All parties have properly signed/initialed all required spaces on Application.**

\_\_\_\_\_ **Provided accurate information for your employer and current landlord on the Employment and Rental Verification forms.**

\_\_\_\_\_ **Provided 2 most recent paycheck stubs (per applicant) to verify income.**

\_\_\_\_\_ **Provided proof of additional income (child support, disability, etc.), if applicable.**

\_\_\_\_\_ **Have application fee ready to be paid via cashier's check OR money order.**

\_\_\_\_\_ **Home held fee/security deposit ready to be paid in certified fund via cashier's check OR money order (if applicable).**

**\*For more information about our lease terms, you may call the office at (334)517-6010**



**ELITE REALTY, LLC  
APPLICATION FOR TENANCY**

**FIFTY DOLLAR (\$50.00) NONREFUNDABLE APPLICATION FEE**

**SECURITY DEPOSIT AND 1<sup>ST</sup> MONTHS RENT MUST BE PAID BY  
CASHIERS CHECK OR MONEY ORDER**

Application is hereby made to lease the premises at \_\_\_\_\_,  
Beginning on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Number to occupy unit \_\_\_\_\_

**APPLICANT INFORMATION**

(Each adult on the lease, other than spouse, must complete a separate application)

**APPLICANT**

**Co-Applicant**

<p>Name _____ Last First Middle</p> <p>Soc. # _____ Date of birth _____</p> <p>Address _____ Street City</p>	<p>Name _____ Last First Middle</p> <p>Soc. # _____ Date of birth _____</p> <p>Address _____ Street City</p>
<p>State _____ Zip _____</p>	<p>State _____ Zip _____</p>
<p>Phone # _____ Cell # _____</p>	<p>Phone # _____ Cell # _____</p>
<p>Email _____</p>	<p>Email _____</p>
<p>Current Landlord# _____</p>	<p>Current Landlord# _____</p>
<p>Landlords phone # _____</p>	<p>Landlords phone # _____</p>
<p>How long at above address? _____</p>	<p>How long at above address? _____</p>
<p>Monthly rent \$ _____</p>	<p>Monthly rent \$ _____</p>
<p>Previous Address _____ Street</p>	<p>Previous Address _____ Street</p>
<p>City _____ State _____ Zip _____</p>	<p>City _____ State _____ Zip _____</p>
<p>Landlords phone # _____</p>	<p>Landlords phone # _____</p>
<p>How long at above address? _____</p>	<p>How long at above address? _____</p>
<p>Monthly Rent \$ _____</p>	<p>Monthly Rent \$ _____</p>

**IF MILITARY, COMPLETE FOLLOWING:**

**IF MILITARY, COMPLETE FOLLOWING:**

Duty Station: _____ Rank/Rate: _____ End Current Enlist _____ Commanding Officer: _____ Phone: _____ Home of Record _____	Duty Station: _____ Rank/Rate: _____ End Current Enlist _____ Commanding Officer: _____ Phone: _____ Home of Record _____
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\*Applicant need not disclose alimony, child support or separate maintenance income or it's Source, unless applicant wishes it to be considered for the purpose of the Application for Tenancy.

**EMPLOYMENT INFORMATION**

**APPLICANT**

**Co-Applicant**

Employer _____ Address _____ Occupation _____ How long employed? _____ Supervisor _____ Supervisors phone # _____ Supervisors fax # _____ Salary \$ _____ Week/Month/Year Additional income * \$ _____ Previous Employer _____ Address _____ Occupation _____ How long employed? _____ Supervisors phone # _____	Employer _____ Address _____ Occupation _____ How long employed? _____ Supervisor _____ Supervisors phone # _____ Supervisors fax # _____ Salary \$ _____ Week/Month/Year Additional income * \$ _____ Previous Employer _____ Address _____ Occupation _____ How long employed? _____ Supervisors phone # _____
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**OTHER OCCUPANTS**

(Please list full name of all other occupants)

1. _____	Relationship _____	Date of birth _____
2. _____	Relationship _____	Date of birth _____
3. _____	Relationship _____	Date of birth _____
4. _____	Relationship _____	Date of birth _____

**BANKING AND CREDIT REFERENCES**

**CHECKING ACCOUNT**

Bank # 1 \_\_\_\_\_ Account # \_\_\_\_\_  
Bank # 2 \_\_\_\_\_ Account # \_\_\_\_\_

**SAVINGS ACCOUNT**

Bank # 1 \_\_\_\_\_ Account # \_\_\_\_\_  
Bank # 2 \_\_\_\_\_ Account # \_\_\_\_\_

**CREDIT REFERENCES**

1. \_\_\_\_\_ Account # \_\_\_\_\_  
2. \_\_\_\_\_ Account # \_\_\_\_\_

**OTHER INFORMATION**

Have you ever rented from <b>Elite Realty, LLC</b> _____		If so, list address _____	
First Vehicle (year/make/model) _____	License # _____	State _____	
Second Vehicle (year/make/model) _____	License # _____	State _____	
Driver's License # _____	Year expires _____	State _____	
Have you ever: Filed bankruptcy? _____		Discharge date _____	
Had a judgement or collection? _____		Been evicted? _____	
Do you have pets? _____		If so, how many _____	
Type/weight _____		Name, address and phone # of Next of Kin _____	
CoApplicant Relationship to Applicant _____			

**INSURANCE DISCLOSURE**

The Owner of the property you are applying for carries insurance on the property only. Neither the Agent nor the Owner of the property is responsible for damage to your personal property. Owner and Agent recommend to Lessee/Tenant that they obtain Renters Insurance to protect their personal property and liability as an occupant of the premises and provide a certificate of insurance to the Owner/Agent. The prospect Lessee/Tenant acknowledges this recommendation and \_\_\_\_\_ will or \_\_\_\_\_ will not obtain Renters Insurance. If Renters Insurance is obtained for this property, please update this application by providing below the name of company, agent, agent phone, and policy #.

**Megan’s Law Disclosure:**The Tenant and Lessor agree that the Property Manager or real Estate Broker representing Tenant or lessor and all affiliated agents are not responsible for obtaining or disclosing any information contained in the Alabama Sex Offender Registry. The Tenant and Lessor agree that no course of action may be brought against the Property Manager or real Estate Broker representing Tenant or Lessor and all affiliated agent for failure to obtain or disclose any information contained in the Alabama Sex Offender Registry. The Tenant agrees that the Tenant has the sole responsibility to obtain any such information. The Tenant understands that Sex Offender Registry information may be obtained from the local sheriff’s department or other appropriate law enforcement officials, or you can access the internet site at [www.dps.state.al.us](http://www.dps.state.al.us)

**Lead Based Paint Warning Statement:** The United States Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) have determined that properties built prior to 1978 may contain lead-based paint which can cause serious health problems. The property \_\_\_\_\_ was \_\_\_\_\_ was not built prior to 1978.

Lessee hereby acknowledges that Lessor, or and Licensed Broker or Salesperson employed by or affiliated with Lessor, and any Manager employed by Lessor, are Agents of the Owner of the property. Lessee further acknowledges that Lessor as required by applicable Alabama Law has made full disclosure of the Agency relationship.

\_\_\_\_\_ Owner(s) of the property for lease is (are) a Licensed Alabama Real Estate Broker or Agent.

All questions must be answered in full. If any Applicant withholds or gives false information, the Owner may terminate this Application and the lease agreement. In the event the Lessee fails to enter into and occupy the premises at the time set forth in effective lease, the Lessor shall retain sums equal to the expenses and damages incurred and furnish lessee with an itemized list of same.

Applicant(s) have read the information contained in this application and certify that the information is true and accurate to the best of the Applicant(s) knowledge. The Owner and Agent have each Applicant’s permission to investigate the credit record and verify employment, income, references, and all other information regarding each Applicant.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Co Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE READ THESE CONDITIONS BEFORE SIGNING THIS APPLICATION:**

All homes are by default **non-smoking** properties. Tenant hereby agrees not to engage in any criminal activity, including illegal drugs and illegal use of firearms. Each pet will be charged a **non-refundable \$200.00** fee and must be previously approved by Elite Realty, LLC Property Management (herein known as Lessor). This condition of pet ownership applies through the duration of your tenancy with Elite Realty, LLC Property Management.

A **non-refundable** processing charge is payable with this application. Applicant understands that the processing charge will not be refunded under any circumstances or applied to any monies for Lessor. Processing charges are **\$50.00** per applicant or co-signer. In the event of more than one resident, each resident understands he/she is jointly and severally liable for each provision of this contract. Lessor agrees to either approve or disapprove this application within 72 hours, provided that Applicant has made available all information required in the application document.

A home holding deposit in the amount of **\$250.00** is payable at the time of the submission of this application in order to remove the residence from the "FOR RENT MARKET". This deposit is a portion of the required security deposit and will hold the home off market for one week from date of submission. **Lessor is not obligated to hold the property off the market unless the home holding deposit is paid in full in certified funds.**

If applicant fails to fulfill these conditions, this application will be deemed to have been withdrawn and Lessor or applicant will be under no further obligation; however, if applicant changes his/her mind about the home after being approved, or for any other reason is not able to assume occupancy of the home, the deposit will be retained by the Lessor as liquidated damages. If Applicant is approved, the home holding deposit only, not application fee, will be credited towards the security deposit on the property applied for at the time lease is executed on the property. If applicant is not approved, the deposit only, not the application fee, will be refunded to applicant. This deposit will be refunded in no sooner than three (3) working days. For refunding purposes, all refunds will be made in the form of an ELITE REALTY, LLC company check.

Applicant may submit the full required security deposit to have the property withheld from the "FOR RENT MARKET" for a period of two weeks from the date of submission. The conditions set forth in the preceding paragraphs for the home held deposit apply in the exact same fashion to this full security deposit payment. **Lessor is not obligated to hold the property off the market unless the security deposit is paid in full in certified funds.**

If the applicant's check is returned twice by his/her bank for insufficient funds, either for his/her rent and/or for any other payments to Elite Realty, LLC the applicant understands that Elite Realty, LLC may at its option require all future payments to be made in the form of cashier's check or money order. **All monies paid at the Lease origination must be paid in certified funds.**

**Applicant understands that the giving of false information or tendering a bad check may at Lessor's option breach and void any subsequent lease. Notice in writing may be mailed to resident at leased premises or delivered to resident in person. Lessor's failure to deliver possession of the premises at the time agreed upon shall not subject Lessor to damages in any amount whatsoever. Should applicant be approved to lease this subject property, then his/her rent must begin in not more than seven (7) days from the date of the notice of approval.**

- **By initialing below, I certify that I have read and understand all of the conditions set forth above:**

Applicant's Initials: \_\_\_\_\_

Co-Applicant's Initials: \_\_\_\_\_

I understand that this application is a part of my lease agreement. Also that as a part of normal procedure for processing this application, an investigative consumer report may be obtained whereby information is secured through interviews with persons with whom I am acquainted. This report, if obtained, typically contains information as to my character, general reputation, personal characteristics and mode of living. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this report. I understand that I may obtain this information by writing directly to a credit bureau, who will

Facsimile copies of this document, as well as signatures hereon, may, in the discretion of Elite Realty, LLC be treated as originals.

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CO-APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- **I/We have hereby paid the required application fee\* by:**  
 cashier's check,  money order, in the amount of \_\_\_\_\_.

\*Application fee is \$50 for each applicant or co-signer.

***Optional:***

- I/We hereby place a \$250.00 home holding deposit, to take the property off the market for one week, in the form of a:  
 cashier's check,  money order
- I/We hereby place a full security deposit on the selected property, to hold off the market for 2 weeks, in the form of a:  
 cashier's check,  money order.







# ELITE REALTY, LLC RENTAL VERIFICATION REQUEST

TENANT NAME: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

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

\_\_\_\_\_

LANDLORD NAME: \_\_\_\_\_

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

LANDLORD FAX: \_\_\_\_\_

I hereby authorize Elite Realty, LLC to obtain any rental information in connection with rental application made and further hold all parties harmless from any liability in the release of such information.  
Facsimile copies of this document, as well as signatures hereon, may, in the discretion of Elite Realty, LLC, be treated as originals.

TENANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-TENANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### (Office/Landlord Use Only)

Monthly Rent Amount \_\_\_\_\_ Lease Date \_\_\_\_\_ End Date \_\_\_\_\_

Number of Tenants on Lease: \_\_\_\_\_ (Projected) Move Out Date: \_\_\_\_\_

Number of Late Payments: \_\_\_\_\_ Number of Pets on Lease: \_\_\_\_\_

Number of NSF Payments: \_\_\_\_\_ Lease Term Paid in Full: YES NO

Lease Terms Fulfilled? YES NO Outstanding Balance? YES NO

Proper Notice Given? YES NO Was Tenant Asked to Vacate by Landlord? YES NO

Eviction in Process? YES NO Would You Re-rent to Tenant? YES NO

Any complaints or damages: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Office/Landlord Use Only)

**PLEASE RETURN TO ELITE REALT, LLC Fax #: 334.517.6065**

# ***ELITE REALTY, LLC*** ***Credit Report Authorization***

**PRINT CLEARLY**

**APPLICANT**

**CO-APPLICANT**

LAST NAME: _____ FIRST & MI: _____ SSN: _____ ADDRESS: _____ CITY, ST & ZIP: _____ PRIOR ADDRESS: _____ _____ CITY, ST & ZIP: _____ BIRTHDATE: _____ PHONE #: _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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**I/WE HEREBY AUTHORIZE DISCLOSURE OF INFORMATION IN MY/OUR CREDIT REPORT TO INDIVIDUALS OR COMPANIES WHO ARE DIRECTLY INVOLVED IN THE PROPOSED RENTAL.**

**APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**CO-APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

Facsimile copies of this document, as well as signatures hereon, may, in the discretion of EPM, be treated as originals.

**Applicants: Please return this form to: ELITE REALTY, LLC**  
**3359 HWY 14**  
**MILLBROOK, AL 36024**

**OR**

**fax to: 334.517.6065**

# For Office Use Only

Date \_\_\_\_\_

Leasing Agent \_\_\_\_\_

Rent/Deposit Amount \$ \_\_\_\_\_

Preferred Move-In Date \_\_\_\_\_

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

ELITE REALTY, LLC REPRESENTATIVE \_\_\_\_\_