

## Rental Application Qualifying Standards

Please read the information below regarding the Rental Qualifying Standards. If you believe you meet the Qualifying Standards, please complete the application form and return it to Rafco Properties, please fill out the information requested below. Return the document by mail, email to [onsite@rafcoprop.com](mailto:onsite@rafcoprop.com) or fax to 314.721.8533. The application fee is required before the application can be processed. We will contact you after we receive your completed form. Thank you.

**\*\$35.00 Application Fee** per adult in household

**\*\$50 Application Fee** for adult with co-signer

1. Qualifying process will average the factors of rental history, criminal history, income, credit and employment stability to determine approval or non-approval. Some things to keep in mind:
  - i. Applicant(s) must demonstrate their ability to pay rent on time and meet the requirements of occupancy
  - ii. Length and type of employment is an important economic consideration in the approval process
  - iii. Lower ratings on school loans and medical references may be acceptable in certain situations with proper explanation
  - iv. Applicants with a history of unpaid judgments or liens are usually denied
  - v. Comments from former landlords are important selection criteria—including rental payment history, violations of policies, violations of lease, history of disruptive behavior, housekeeping habits, etc.
  - vi. Applicants with any evictions in their rental history are typically denied
2. Applicant must be at least 21 years of age or 18 with a qualifying co-signer. Full-time students, regardless of age, require a co-signer.
3. The combined gross income for all named tenants (or co-signer) on the lease must equal at least three (3) times the monthly rental amount.
4. Any bankruptcy must be at least two (2) years prior, with newly established credit.
5. Criminal history must be free of felony convictions, sex crimes or no-contest pleadings to a felony or sex crime.

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

Date \_\_\_\_\_

## RENTAL APPLICATION

*Please complete all requested information on this form.*

Date of Application: _____	Desired Date of Occupancy _____
Type/Size of Apartment Desired (No. of bedrooms, etc.) _____	

### PERSONAL INFORMATION

**Applicant's Full Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Social Security No. \_\_\_\_\_ Drivers License No. & State \_\_\_\_\_

**Co-Signer Full Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Co-Signer's Social Security No. \_\_\_\_\_ Drivers License No. & State \_\_\_\_\_

Full Names of All Other Occupants	Relationship to You	Date of Birth

### RESIDENCE HISTORY (for the past three years)

**Applicant Present Address** \_\_\_\_\_

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

Present Telephone \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Present Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**Applicant Previous Address** \_\_\_\_\_

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

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Previous Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for Moving \_\_\_\_\_

**Co-Signer Present Address** \_\_\_\_\_

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

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Previous Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for Moving \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**Applicant Employer** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

**Co-Signer's Employer** \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

Have You or Co-Applicant Ever: Been sued for non-payment of rent? \_\_\_ Yes \_\_\_ No  
Been evicted or asked to move out? \_\_\_ Yes \_\_\_ No Broken a Rental Agreement or Lease? \_\_\_ Yes \_\_\_ No  
Been sued for damage to rental property? \_\_\_ Yes \_\_\_ No Declared Bankruptcy? \_\_\_ Yes \_\_\_ No

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Applicant(s) hereby represents that all the above statements are true, correct, and complete. Applicant(s) authorizes verification of the above information provided including, but not limited to obtaining a consumer credit report and criminal background check and agrees to furnish additional information upon request. The cost for the application processing is not rent or deposit and will not be refunded.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contact phone number and email:** \_\_\_\_\_

**Co-Signer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contact phone number and email:** \_\_\_\_\_

**VERIFICATION OF RESIDENCY / EMPLOYMENT**

***Applicant and/or Co-Signer***

I hereby authorize my Landlord/Employer and/or credit agency to disclose the information requested below to Rafco Properties.

Applicant name (print)	Applicant Signature	SS#
Co-Signer name (print)	Co-Signer Signature	SS#

*We will contact your landlord/employer for further information. Thank you for applying!*

For Office Use Only. This section Below to be filled out by Landlord or Employer Only.

The applicant referenced above has applied for an apartment and has indicated you as their Landlord/Employer. Please complete the following information and return it to us at your earliest convenience via email to [onsite@rafcoprop.com](mailto:onsite@rafcoprop.com) or fax to 314.721.8533.

**I. Landlord**

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

1. Lease dates \_\_\_\_\_
2. Rent amount \$ \_\_\_\_\_ Security Deposit amount \$ \_\_\_\_\_
3. Number of late payments \_\_\_\_\_
4. Number of NSF checks in the last 12 months \_\_\_\_\_
5. Have any unauthorized persons lived in this unit? \_\_\_\_\_
6. Has this resident been found with a pet? \_\_\_\_\_ Is it permitted? \_\_\_\_\_
7. Have there been any noise problems? \_\_\_\_\_
8. Have the police been called regarding the applicant or guests? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_
9. Has the applicant or guest acted in a physically violent or verbally abusive manner toward neighbors or staff? If yes, please explain \_\_\_\_\_
10. Amount of security deposit refunded to tenant \$ \_\_\_\_\_  
Please explain \_\_\_\_\_
11. Would you rent to this resident again? \_\_\_\_\_
12. Other problems? \_\_\_\_\_
13. Are you related to this applicant? \_\_\_\_\_ If yes, how? \_\_\_\_\_

**II. Employer**

Employer Name: \_\_\_\_\_

1. Starting date \_\_\_\_\_ Salary \_\_\_\_\_
2. Seasonal Part time Full time (please circle) – If part time, how many hours/week? \_\_\_\_\_
3. Continued Employment expected? Yes No
4. Are you related to this applicant? \_\_\_\_\_ If yes, how? \_\_\_\_\_

**III. Landlord/Employer** Thank you for your assistance!

Signature	Title	Date
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