

RENTAL APPLICATION

Crager-Bartels LLC 317.839.8786 phone
2430 E. Main St 317.229.6447 fax
Plainfield, IN 46168 RentIndyNow.com

Honesty counts!! Please complete all required information. A non-refundable application fee of \$60 is to be paid by each applicant. Print clearly. You can pay the application fee online at www.paycb.com.

Today's Date: _____/_____/_____ Desired Move-In Date: _____/_____/_____

Address of Property you are applying for: _____

Advertised Rental amount: \$_____/month. Please note that the advertised rate has the discount of \$25 for enrolling in the Automatic withdrawal of the rent payments each month. If you decline this option, \$25 will be added to your rental amount.

Where did you see this property advertised? _____

What pets are you planning on bringing? _____

Where do you intend to keep them? _____

Do you have any plans on getting a new pet while you are leasing? _____

Applicant Information

Name: First _____ Middle _____ Last _____

What is your date of birth? _____/_____/_____

Place of Birth (city, State): _____

Social Security Number: _____ - _____ - _____

Home phone number: _____

Cell Phone Number: _____

Email address: _____

Current Address

Street: _____ Apt # _____

City: _____ State: _____ Zip Code: _____

Landlord or Bank Name: _____ Apt Name _____

Contact person: _____ Mortgage or rent \$_____/month

Phone: (_____)_____-_____-_____ Fax: (_____)_____-_____-_____

How many months were you late on your Mortgage/Rent? _____ How many Bounced Checks? _____

Moved in date? _____/_____/_____ Why are you Moving? _____



What was your previous address?

Street: _____ Apt # _____

City: _____ State: _____ Zip Code: _____

Moved in ____/____/____ Moved out ____/____/____

Why? _____

Landlord or Bank Name: _____ Apt Name _____

Contact person: _____ Mortgage or rent \$_____/month

Phone: (____)____-____ Fax: (____)____-____

How many months were you late on your Mortgage/Rent _____ How many Bounced Checks? _____

Additional Occupants: List everyone, including Children that will live with you.

(Anyone over the age of 18 must fill out a separate application.)

Full Name	Relation to Applicant	Age
1. _____		
2. _____		
3. _____		
4. _____		

Personal or Professional References

(Include 1 family member, 1 friend, and 1 co-worker.)

#1 Name: _____ Telephone: (____)____-____

#2 Name: _____ Telephone: (____)____-____

#3 Name: _____ Telephone: (____)____-____

Do you smoke? Y / N

Do you have pets? Y / N

If yes, what type, breed, age and are they house trained? *Vicious breed animals according to insurance list are Not Allowed*

Work and Income Information:

Company:

Street: _____ Suite or PO Box: _____

City: _____ State: _____ Zip: _____

Hire Date? ____/____/____

Your Job Title: _____

Who is your supervisor? _____

Email: _____

Phone: (____)____-____ Ext _____ Fax (____)____-____

Circle your pay structure (*Self Employed or commission income will need to provide the last 2 years 1040/w-2 statements*):

Self Employed Salaried Hourly Commission

Pay: _____/Month _____/hour

Is your work Seasonal or Temporary? **Y / N**

How often are you paid? (circle one) Weekly Bi-Weekly Monthly

What is your net (what are you actually paid) income per paycheck? _____

What is your monthly Gross income? _____

List all installment and Revolving Monthly Debt obligations

\$ _____
\$ _____
\$ _____
\$ _____

List Source and Amount of additional income

\$ _____
\$ _____
\$ _____

Balance of all checking/Savings Accounts \$ _____

Employment Verification

Date: _____

Employee _____

SSN: XXX-XX-_____

Current Address:

I authorize _____ to provide Crager-Bartels my employment information.

Future Resident Signature

To Whom It May Concern:

The employee named above has filled out an application for residency with Crager-Bartels. As part of our selection and screening process, we need to verify employment and income for this employee. Any information provided by you will be kept in strict confidence. We thank you for your cooperation in this important matter.

Sincerely,

Agent of inquiry

Hire Date: _____ Occupation: _____

Present Pay Rate: _____ (Please circle one) HR WK MO YR

Expectation of future employment _____

Remarks that would assist in approving employee for residence:

Signature: _____ Title: _____

Company Name: _____ Date: _____

Have you ever been convicted of a crime? **Y / N** When & why? _____

Have you ever been a Defendant in a Law Suit? **Y / N** When & why? _____

Have you ever been evicted? **Y / N** When & why? _____

Have you ever broken a Rental Agreement/Lease? **Y / N** When & why? _____

Have you ever filed for bankruptcy? **Y / N** When & why? _____

Have you ever had a home foreclosed? **Y / N** If yes, when & why? _____

If having a cosigner is the only thing keeping you from approval, is there someone you know that trusts you as much as you are asking us to trust you? **Y / N**

If your friends & family would not trust you, please explain why we should. _____

Applicant/Tenant Consent

I, the undersigned applicant, hereby consent to allow Crager-Bartels LLC through its designated agents or employees, to obtain a consumer report and/or criminal information to obtain and verify each of our credit, employment information and landlord history for the purpose of determining whether to lease an apartment or home. I also agree and understand that company and its agents and employees may obtain additional consumer, employer and criminal reports. Upon my request, company will tell me whether consumer reports or criminal record reports were requested and the names and addresses of any consumer-reporting agency that provided such reports. I understand that any home that I have an interest in will not be held until I've provided to company the security deposit & 1 month rent in the form of cash, money order, or cashiers check. If my rental application is denied, my entire security deposit & rent will be refunded. **Once my application is approved I agree to forfeit one half of deposit if I choose not to sign a lease with Crager-Bartels.**

X _____

Signature of Applicant **Date**

Office Use Only: Place your initials on the line when completed

- _____ 1. Employment Verification
- _____ 2. Landlord Verification
- _____ 3. Credit Check
- _____ 4. Income Verification
- _____ 5. Copy of Drivers License
- _____ 6. Copy Social Security Card
- _____ 7. Pay Stubs
- _____ 8. Copy of W2 for previous 2 years.

**Complete Screening Inc
Background Consent Form**

In connection with my application for a rental/lease (the "Landlord") may request background records on me from Complete Screening Inc (CSI). I understand that these reports may include social security trace, credit bureau reports, criminal background searches, department of motor vehicle records, sex offender registries and other governmental public record sources. By signing below I give my consent and authorization to this landlord and any agency contacted in connection with this application to obtain the investigative reports as listed above. I release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Landlord and/or Complete Screening Inc information that they may request pursuant to this release. A photo or faxed copy of this release will act as the original and shall be valid for this and any future reports or updates that may be requested by the Landlord in connection with my application.

Signature _____ Date _____

Print Name _____

Please print legibly. Information that we are unable to read could result in a delay in the application verification process.

Social Security Number _____ Date of Birth _____

Driver's License Number _____ State of Issue _____

Present Address _____

City State Zip _____

Previous Address _____

City State Zip _____

Have you ever been arrested or convicted of a felony/misdemeanor? Yes No

If so, where did the arrest/conviction take place? _____

Please provide details regarding the arrest and/or conviction: _____
