

Address of property you would like to rent:

Desired Move In Date: ___/___/___

PROCEDURES FOR RENTAL APPLICATIONS:

1. Appointment is made for showing available properties.
2. Prospective tenant(s) determines the property that they would like to lease.
3. Prospective tenant(s) completes rental application.
4. A credit report is ordered when application-processing fee of \$20.00/\$25.00 is collected from prospective tenant(s) and that is due upon submitting application.
5. Property Manager verifies application references.

Applicant is advised that, in order to qualify for a rental unit, a full credit report will be run on the applicant and/or co-applicant(s). Applicant also agrees that they will pay an application-processing fee of \$20.00 for each applicant (\$25.00 for married couples) before the credit report is run. This is non-refundable and the report is for the Property Manager only.

Charlene Moss, Property Manager for Charlene Moss Realty, Inc. is a Licensee of the owner on all properties managed by this company. It is our job, as Licensee to the owner, to find the most suitable, responsible, & reliable tenant(s) for the owner(s).

Applicant's Signature:

Date:

Co-Applicant's Signature or Spouse:

Date:



Charlene D. Moss ▫ Property Manager
179 E Nelson Ave ▫ Wasilla, AK 99654
(907) 357-1414 or (907) 373-8161 ▫ (907) 864-0291 FAX
E-mail: cmoss@charlenemoss.com
VISIT ME ON THE WEB AT www.charlenemoss.com



ALL INFORMATION IS STRICTLY CONFIDENTIAL

Applicant

Applicant's Full Name: _____

Current Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Employment

Name of Employer: _____ Address: _____

Position Held: _____ Length of time on the job: _____

Salary: _____ Supervisor: _____ Phone #: _____

Prior Employer if under 2 years

Name of Employer: _____ Address: _____

Position Held: _____ Length of time on the job: _____

Salary: _____ Supervisor: _____ Phone # _____

Present Address

Address: _____ City: _____ State: _____ Zip Code: _____

Length of time at Present Address: _____ Amount of Rent: \$ _____ Reason for moving: _____

Landlord or Mortgage Holder: _____ Phone #: _____

Previous Address

Address: _____ City: _____ State: _____ Zip Code: _____

Length of time at Address: _____ Amount of Rent: \$ _____

Reason for moving: _____

Landlord or Mortgage Holder: _____ Phone #: _____

Personal References

1. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____

2. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____

3. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____

Additional Occupant who will live in the home with you?

Name	Relationship to you?	Age
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Number of pets? _____ Type? _____ Breed? _____ Age? _____

Other Remarks: _____

Vehicle Information

No. of Autos: _____ Vehicle License No. _____ State _____

Make: _____ Model: _____ Year: _____ Color: _____ License Plate: _____

Make: _____ Model: _____ Year: _____ Color: _____ License Plate: _____

Other Information you feel is pertinent _____

Emergency Contact

(For emergency contact please use person other than someone living in the home with you.)

In case of an emergency, notify: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Numbers: _____

We hereby make application for a residence and certify that this information is correct. I authorize you to contact any references that have been listed. Signature authorizes Charlene Moss Realty, Inc. to complete a full credit check of their own on the applicant(s).

Applicant's Signature

Date

Co-Applicant's Signature

Date

CO-APPLICANT OR SPOUSE INFORMATION

Co-Applicant Name: _____
Relationship to Applicant: _____
Previous Name (married or maiden name): _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Email Address: _____

Current Address

Address: _____ City: _____ State: _____ Zip Code: _____
Length of time at Present Address: _____ Amount of Rent: \$ _____ Reason for moving: _____
Landlord or Mortgage Holder: _____ Phone #: _____

Previous Address

Address: _____ City: _____ State: _____ Zip Code: _____
Length of time at Present Address: _____ Amount of Rent: \$ _____ Reason for moving: _____
Landlord or Mortgage Holder: _____ Phone #: _____

Employment

Place of Employment: _____
Address: _____
Position Held: _____ Salary: _____ Time There: _____
Supervisor: _____ Phone: _____

Personal References

1. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____
2. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____
3. Name: _____ Address: _____
Phone: _____ Length of time known: _____ Relationship: _____

Emergency Contact

Please use a person not living in the house with you!

In case of emergency, notify: _____ Relationship: _____
Address: _____ Phone Numbers: _____
Nearest Relative Name: _____ Relationship: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Numbers: _____

CREDIT REPORT REQUEST

Client: Charlene Moss Realty, Inc.
Prepare Report on:

Member Office: Wasilla, AK
 Applicant Only
 Applicant & Co-Applicant (Joint)
 Applicant & Co-Applicant (Individual)

Applicant's full name: _____

Alias / maiden / or other married last name: _____

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ State of Issue: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Co-Applicant's full name: _____

Alias / maiden / or other married last name: _____

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ State of Issue: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

I / We understand that Credit Bureau of Alaska will be preparing my credit report and that I may receive a call from Credit Bureau of Alaska for a consumer interview. I authorize the release to Credit Bureau of Alaska my application and also authorize my creditors and employers to release to Credit Bureau of Alaska telephonically as well as in writing any information that they may require, including data on my current and previous credit history, employment and income. I further understand that use of a photocopy of this release may be necessary to verify one or more of my references. I authorize that use and request that such a copy be honored fully, as if it were an original.

My signature authorizes Charlene Moss Realty, Inc. to complete a full credit report and the Property Manager to receive this report.

Applicant's Signature Date

Co-Applicant's Signature Date

You may be allowed to review your credit report although neither the participating broker nor Charlene Moss Realty, Inc. is authorized to release a copy of the report to you.

Thank you!