



Application to Rent

Applicant Information

Name:		
Date of birth:	SSN:	Phone:
Current address:		
City:	State:	ZIP Code:
Own Rent (Please circle)	Monthly payment or rent:	How long?
Landlord:	Phone:	Reason for Leaving:
Previous address:		
City:	State:	ZIP Code:
Owned Rented (Please circle)	Monthly payment or rent:	How long?
Landlord:	Phone:	Reason for Leaving:

Employment Information

Current employer:		
Employer address:	How long?	
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Hourly Salary (Please circle)	Monthly Gross Income:

Emergency Contact

Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			

Proposed Occupants

Name:	Name:
Name:	Name:

Automobiles

Make:	Model:	Year:
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Bank/Creditor Info

Name of Your Bank:		
Bank address:	How long?	
Balance:	Checking Account #:	Savings Account #:
Creditor:	Account #:	Monthly Payment:
Creditor:	Account #:	Monthly Payment:

References

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

Have you ever been evicted or had an eviction pending? IF yes, please explain.

Applicant represents that all the above statements and information are true and correct and hereby authorizes verification of the above items including but not limited to obtaining a credit report and agrees to furnish all credit references upon request.

Signature:	Date:
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CEO Management Group

Rental Verification Authorization

I hereby authorize my LANDLORD to release any information required to complete the processing of this rental application. I hereby authorize use of photocopies or telephone verification of any information about my tenancy.

Name Signature

Address City, State, ZIP

Please return to CEO Management Group. Do not give to your Landlord.

DO NOT WRITE BELOW THIS LINE

LANDLORD USE ONLY

Tenancy period: _____ **Rent (\$):** _____

Late on rent: _____ **On time:** _____

Signature: _____ **Date:** _____



CEO Management Group’s Rental Policy

1. All persons over the age of 18 must fill out an application, even if you are unemployed.
2. Our advance fee agreement for application screening fees are as follows:
 - A. The undersigned applicant(s) agree to pay CEO Management Group, the sum of \$30.00 per applicant.
 - B. The payment of this fee will not guarantee a rental. Your \$30.00 application-screening fee will be used to pay for processing of each rental application.
3. Applicants must pay their application-screening fee (\$30.00) in the form of cash or money order.
4. Your rental application is good for no more than 60 days. If you don’t get approved for this property, you can apply for another.
5. Credit and personal references will be verified to insure suitable character. Applicants currently being evicted will not be accepted. Please furnish any reference letters you may have at this time, or information regarding your qualifications.
6. Please have available your LAST TWO (2) payroll stubs. This will speed up the processing of your rental application. Please only apply if you have a VALID PHOTO ID available. (drivers license, military id, passport, green card) If you are self-employed, you will need to furnish your tax return in full for the last two (2) years or your last six (6) months of bank statements.
7. Upon approval, applicants must pay a holding deposit. Holding deposits will be applied to the balance due upon your move in. Should the rental unit become unavailable, due to reasons beyond our control and prior to occupancy, your holding deposit will be refunded within 48 hours. If an approved applicant decides to back out of the agreement prior to occupancy, the holding deposit will not be refunded. Holding deposits will only be accepted in the form of cashier check or money order.
8. There is to be no discrimination of any type or manner, either overt or subtle, as to prospect’s race, creed, religion, color, national origin, sex, marital status or physical handicap.
9. Upon move-in, all monies for rent and deposit must be paid by cashier check or money order. NO cash will be accepted or personal checks upon move-in!
10. All rental leases are for one (1) year, unless otherwise advertised for a shorter period of time or agreed to by both parties in writing.

Applicant Signature

Date

Applicant Signature

Date

