



### **Application Instructions**

- 1.) Review the Rental Qualifying Procedures on the following page. If you have any questions please call or e-mail our office.**
- 2.) Completely fill out the Application to Lease.**
- 3.) Deliver the following items to our office located at 5401 S Sheridan Rd #108, Tulsa, OK 74145:**
  - a. Completed Application. All residents 18 years of age or older must complete application.**
  - b. Past 2 month's pay stubs or income verification.**
  - c. Application Fee of \$35.00 per adult applicant (cashier's check or money order made payable to "Tulsa Property Group").**
  - d. Security Deposit (cashier's check or money order made payable to "Tulsa Property Group").**
  - e. Copies of a government issued Photo ID.**



# Tulsa Property Group Leasing and Management, Inc.

## Rental Qualifying Procedures

- 1. Application** - All applicants are required to complete all applicable portions of the Application to Lease and provide a photo ID. The initial minimum lease period is one year.
- 2. Credit Report** - The credit report must show mostly good credit experience. (We do not consider delinquent medical bills or student loans in evaluating credit.) We will consider applicants with discharged bankruptcies. We will not consider applicants currently in an undischarged bankruptcy. We will consider applicants with no credit experience, so long as there are no adverse items on the credit report and the applicant(s) otherwise qualify.
- 3. Verification of Income/Employment** - Qualifying income may be salary (take-home pay), retirement income, social security or SSI, child support, alimony or self-employment or a combination of these. In most cases, combined monthly qualifying income of all applicants must be at least three times monthly rent. A copy of all applicants' current payroll statements must be submitted with the application. Self-employed applicants or applicants with non-salary income must submit copies of the three most recent months' bank statements in lieu of payroll statements. Applicants who are not employed (such as retirees, social security recipients, students, etc.) must submit independent confirmation of income or the three most recent months' bank statements. A new hire, that is, an applicant who has not received a payroll check from his or her current employer, must furnish an employment letter or verification of employment and salary on company letterhead and signed by the business owner or an appropriate corporate manager or officer.
- 4. Rental History** - If an applicant has rental history, rent must have been paid on time, no habitual NSF check problems, no evictions within the past three years and no adverse behavior or damaged property reports from a previous landlord. Applicants who owe past landlords must settle that debt and show proof of settlement.
- 5. Criminal Background Check** - We will do a criminal background and registered sex offender search. We will not consider an applicant who has been convicted of a crime of violence, sex related crime or drug related crime within the past five years or who is currently on probation or parole for such a criminal conviction regardless of conviction date. We will not consider registered sex offenders regardless of the date of the offense.
- 6. U.S. Citizen or Legal Resident** - If you are not a United States citizen, you must furnish proof of legal residency. Such legal residency must extend beyond the term of the lease.
- 7. Roommates** - We will consider roommate applicants (maximum two), subject to individual owner's policy, then only if one of the roommate applicants can qualify independently of the other (exceptions may be made for family members).
- 8. Co-signers** - We will not accept co-signers or guarantors.
- 9. Application Fee** - We charge a non-refundable application fee of \$35 for each applicant.
- 10. Security Deposit** - The security deposit is due with the application. If the application is not approved, we will refund the security deposit immediately.

Approved applicant(s) will be required to sign a lease within three days of the date of notification of acceptance of application or such other time as may be agreed upon. If applicant(s) fail to sign a lease within the agreed upon time, applicant's security deposit will be forfeited as liquidated damages.

Rev. 12/27/2018



OKLAHOMA REAL ESTATE COMMISSION

OFFICE USE ONLY

Applicant Name (Last, First)

Best phone number

Best email

RESIDENTIAL LEASE APPLICATION

Section 1. Rental Property/Lease Information

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

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_ payable in certified funds before or at time of possession.

Security Deposit \$ \_\_\_\_\_  payable in certified funds upon approval of application or  to be prepaid in advance by certified funds, shall not be refunded if application is approved and applicant fails to execute a lease and take possession of the subject property. Prepaid security deposit shall be refunded if application is not approved.

\_\_\_\_\_ Deposit \$ \_\_\_\_\_ payable in certified funds upon approval of application.

Processing Fee. The Application and Credit Check Processing Fee is \$ \_\_\_\_\_ for each credit report, payable in certified funds at time of application. Employment, personal references, credit records, public records, current and previous property landlords' references and criminal records may be checked as part of the processing of the application. This Processing Fee is NOT REFUNDABLE.

Upon approval of application, applicant has the right to receive a copy of the lease for review for \_\_\_\_\_ days (3 days if left blank) before they are required to sign.

NOTICE: The above Property is offered for lease without regard to sex, race, religion, color, handicap, familial status, age or national origin.

Section 2. Applicant Information (A copy of photo identification for all applicants must be submitted with this application)

Applicant

Name: \_\_\_\_\_ (First, Middle, Last)

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers Lic. #: \_\_\_\_\_ Photo ID: \_\_\_\_\_ Yes \_\_\_\_\_ No

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Must not be a co-applicant or someone who will be residing in the residence with you.

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

Present Address Information

Is present Landlord related to you? \_\_\_\_\_

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

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

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address Information

Was Landlord related to you? \_\_\_\_\_

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

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

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Employment History**

Current Employer: _____	Previous Employer: _____
Position: _____	Position: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
How Long: _____ Gross Monthly Income: _____	How Long: _____ Gross Monthly Income: _____
Supervisor: _____ Phone #: _____	Supervisor: _____ Phone #: _____
Other Income: _____ Source: _____	
Do you have a checking/savings account? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes what bank? _____	
Have you ever:	
Filed for bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes date of discharge? _____	
Been evicted? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____	
Broken a lease? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____	
Been convicted of a felony/misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes, for _____	
Been sued for nonpayment of rent? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____	
Been sued for damage to rental property? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain _____	

**Section 3. Co-Applicant Information (A copy of photo identification for all applicants must be submitted with this application)**

**Applicant**

Name: \_\_\_\_\_  
(First, Middle, Last)

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers Lic. #: \_\_\_\_\_ Photo ID:  Yes  No

**In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
Must not be a co-applicant or someone who will be residing in the residence with you.

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

**Present Address Information**

Is present Landlord related to you? \_\_\_\_\_

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

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

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Address Information**

Was Landlord related to you? \_\_\_\_\_

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

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

How long? Years \_\_\_\_\_ Months \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

Present Landlord/Mortgage Co: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Employment History**

Current Employer: \_\_\_\_\_ Previous Employer: \_\_\_\_\_  
Position: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How Long: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_ How Long: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Other Income: \_\_\_\_\_ Source: \_\_\_\_\_  
Do you have a checking/savings account? \_\_\_ No \_\_\_ Yes, if yes what bank? \_\_\_\_\_  
Have you ever:  
Filed for bankruptcy? \_\_\_ No \_\_\_ Yes, if yes date of discharge? \_\_\_\_\_  
Been evicted? \_\_\_ No \_\_\_ Yes, please explain \_\_\_\_\_  
Broken a lease? \_\_\_ No \_\_\_ Yes, please explain \_\_\_\_\_  
Been convicted of a felony/misdemeanor? \_\_\_ No \_\_\_ Yes, for \_\_\_\_\_  
Been sued for nonpayment of rent? \_\_\_ No \_\_\_ Yes, please explain \_\_\_\_\_  
Been sued for damage to rental property? \_\_\_ No \_\_\_ Yes, please explain \_\_\_\_\_

**Section 4. Other Information**

**Occupant Information**

List name, ages, and relationship of occupants other than Applicant(s):

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***No other individuals shall occupy the premises other than those named above.***

**Pet information:**

List name, ages, breed, and other requested information for pet(s):

<u>Name</u>	<u>Breed</u>	<u>Sex</u>	<u>Weight</u>	<u>Age</u>	<u>Neutered/Spayed</u>	<u>Indoor</u>	<u>Outdoor</u>
_____	_____	_____	_____	_____	No ___ Yes	___	___
_____	_____	_____	_____	_____	No ___ Yes	___	___
_____	_____	_____	_____	_____	No ___ Yes	___	___

***No other pets shall occupy the premises other than those named above.***

**General Information:**

Will any smokers occupy the property? \_\_\_\_\_ No \_\_\_\_\_ Yes

Do you have Tenant's Homeowners Insurance Coverage? \_\_\_\_\_ No \_\_\_\_\_ Yes, Insurance Company: \_\_\_\_\_

**Vehicle Information:** List automobiles trailers, boats, motorcycles, motor homes, or commercial vehicles be stored at the Property?

Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Make and Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**RESIDENTIAL LEASE APPLICATION (continued)**

**Section 5. Acknowledgement, Agreement and Authorization**

Applicant(s) represents that all of the above statements are true and complete and authorizes verification of all of the above information by all means available, including employment, personal references, credit records, public records, current and previous property owners and criminal records by the Owner and/or Property Manager. Applicant(s) acknowledges that false information may constitute a breach of the lease entitling the Property Owner, at the Property Owner's option, to repossess the Property. Further, Applicant(s) expressly authorizes Owner and/or Property Manager (including a collection agency) to obtain Applicant(s) consumer credit report, which Owner and/or Property Manager may use if attempting to collect past due rent payments, late fees, or other charges from Applicant(s) both during the term of the lease and thereafter.

Applicant(s) also understands and agrees that this application will be retained by the Owner and/or the Owner's Property Manager whether or not approved. Applicant(s) understands and agrees that, in the future upon request, the Owner and/or the Owner's Property Manager will release information concerning the Owner's experience with Applicant(s) as an Applicant/Tenant(s). Applicant(s) understand and agrees that this application will not be processed without the "Processing Fee" set out in Section 1. Applicant further agrees and understands that this Processing Fee will **NOT BE REFUNDED** regardless of whether or not the Owner accepts this application for residency and the Pre-paid Security Deposit shall **NOT BE REFUNDED** if application is approved and applicant fails to execute a lease and take possession of the subject Property.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The undersigned Broker acknowledges receipt of the non-refundable processing fee.

\_\_\_\_\_  
Broker's Signature

\_\_\_\_\_  
Date

**Office Use Only:**

Property Address being applied for: _____	
Security Deposit received on _____ by _____	Deposit received on _____ by _____
Processing Fee received on _____ by _____	received on _____ by _____