

LEASE APPLICATION
SECTION 1. RENTAL PROPERTY/LEASE INFORMATION

Rental Property Address _____

Requested Possession Date _____

Processing Fee. The Application and Credit Check Processing Fee is \$ _____ for each credit report, payable in cash, check or certified funds at time of application. This **Processing Fee is NOT REFUNDABLE.**

Reserve Property Fee. In consideration for reserving and holding the subject Property off market a Reserve Property Fee of \$ _____ shall be payable in cash or certified funds at time of application. **The Reserve Property Fee shall NOT BE REFUNDED if application is approved and applicant fails to execute a lease and take possession of the subject property.** If application is not approved, the Reserve Property Fee shall be refunded. If the application is approved and the applicant executes a lease, and takes possession of the subject Property, the "Reserve Property Fee" shall be credited against the Security Deposit.

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

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

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

SECTION 2. GENERAL INFORMATION

A COPY OF PHOTO IDENTIFICATION FOR ALL APPLICANTS MUST BE SUBMITTED WITH THIS APPLICATION

Print Name in full _____ Soc Sec.# _____

Driver's License # _____ Date of Birth _____ Photo ID Yes No

SECTION 3. RESIDENCE HISTORY FOR PAST TWO YEARS

Present Address _____ Rent/Mortgage Pmt. _____

City _____ State _____ Zip Code _____ How long? Years _____ Months _____

Home Phone _____ Business Phone _____ Mobile/Pager # _____

Present Landlord/Mortgage Co. _____ Phone _____

Reason for Leaving _____

Previous Address _____ Rent/Mortgage Pmt. _____

City _____ State _____ Zip Code _____ How long? Years _____ Months _____

Previous Landlord/Mortgage Co. _____ Phone _____

Reason for Leaving _____

SECTION 4. EMPLOYMENT HISTORY

Employer _____ Co. Phone _____ How long _____

Address _____ Position _____

Supervisor _____ Supervisor Phone # _____ Gross Monthly Income _____

LEASE APPLICATION (Continued)

Previous Employer _____ Phone _____ How long _____

Position _____ Gross Monthly Income _____

Other Income _____ Source _____

Bank: Do you have a checking/savings account? Yes No, if yes, what bank? _____

Have you ever:

Filed for bankruptcy? Yes No. If so, Date of Discharge? _____

Been evicted? Yes No Broken a lease? Yes No Been convicted of a felony? Yes No

Been sued for non payment of rent? Yes No Been sued for damage to rental property? Yes No

Explain any yes listed above: _____

Personal References (people or friends who have visited you in your current residence. NO RELATIVES:

Name _____ Relationship _____

Can be reached using Phone No: _____ Between _____ a.m. and _____ p.m.

Name _____ Relationship _____

Can be reached using Phone No: _____ Between _____ a.m. and _____ p.m.

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

Name _____ Phone _____

Relationship _____

Name _____ Phone _____

Relationship _____

SECTION 5. GENERAL INFORMATION (OTHER APPLICANT)

A COPY OF PHOTO IDENTIFICATION FOR ALL APPLICANTS MUST BE SUBMITTED WITH THIS APPLICATION

Applicant (*Spouse/Roommate*) _____ Soc. Sec.# _____

Driver's License # _____ Date of Birth _____ Photo ID Yes No

SECTION 6. RESIDENCE HISTORY FOR PAST TWO YEARS

Other Applicant's Present Address _____ (*if different*) Rent/Mortgage Pmt. _____

City _____ State _____ Zip Code _____ How long? Years _____ Months _____

Home Phone _____ Business Phone _____ Mobile/Pager # _____

Present Landlord/Mortgage Co. _____ Phone _____

Reason for Leaving _____

LEASE APPLICATION (Continued)

Previous Address _____ Rent/Mortgage Pmt. _____
City _____ State _____ Zip Code _____ How long? Years _____ Months _____
Previous Landlord/Mortgage Co. _____ Phone _____
Reason for Leaving _____

SECTION 7. EMPLOYMENT HISTORY

Other Applicant's Employer _____ Co. Phone # _____ How long _____
Address _____ Position _____
Supervisor _____ Supervisor Phone # _____ Gross Monthly Income _____
Previous Employer _____ Phone _____ How long _____
Position _____ Gross Monthly Income _____
Other Income _____ Source _____

Bank: Do you have a checking/savings account? ___ Yes ___ No. If yes, list bank(s) _____

Have you ever:

Filed for bankruptcy? ___ Yes ___ No. If so, Date of Discharge? _____

Been evicted? ___ Yes ___ No Broken a lease? ___ Yes ___ No Been convicted of a felony? ___ Yes ___ No

SECTION 8. OTHER 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.

Pets: Yes ___ No ___ if yes, how many? _____ what kind? _____

breed _____ weight _____ age _____ Neutered: Yes ___ No ___ Indoors Outdoors

breed _____ weight _____ age _____ Neutered: Yes ___ No ___ Indoors Outdoors

Will any smokers occupy the property.? ___ Yes ___ No

Do you have Tenant's Homeowners Insurance Coverage? ___ Yes ___ No. If so, what is the name of your Insurance Company _____

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Make and Year and License Tag Number of Automobiles _____

Will trailers, boats, motorcycles, motor homes or commercial vehicles be stored at the Property? List _____

Describe water-filled furniture you want to have in the rental Property _____

In Case of Emergency Notify:

Name _____ Phone _____

Relationship _____

Name _____ Phone _____

Relationship _____

SECTION 9. BROKER RELATIONSHIPS

The *Broker Relationships Act*, which governs the Broker's relationship to Owners and Tenants provides that a real estate licensee shall provide services as either a "Transaction Broker" or a "Single-party Broker."

Transaction Broker. Applicant/Tenant understands that the Broker shall provide Transaction Broker services to Tenant. As provided under the *Broker Relationship Act*, the Broker shall have the following duties and responsibilities, which are mandatory and may not be abrogated or waived by a Transaction Broker:

- a. To treat all parties with honesty and exercise reasonable skill and care;
- b. To be available to:
 - 1) receive all written offers and counteroffers,
 - 2) reduce offers or counteroffers to a written form upon request of any party to a transaction, and
 - 3) present timely such written offers and counteroffers.
- c. To keep confidential the information received from a party confidential. Unless required by law, the Broker shall **not** without the express permission of the respective party, disclose the following confidential information to the other party:
 - ◆ That a party is willing to pay more or accept less than what is being offered,
 - ◆ That a party is willing to agree to rental terms that are different from those offered; and
 - ◆ The motivation of either party in the leasing of the Property.

However, the Broker must disclose pertinent facts relating to the Property, which have not been disclosed by the Owner, or are otherwise known by the Broker.

- e. To comply with all requirements of the Oklahoma Real Estate License Code and all applicable statutes and rules. Neither the Tenant nor the Owner may be held liable for the actions or words of the Transaction Broker or licensees affiliated with the Broker's firm.

Single-party Broker. Applicant/Tenant understands that the Broker is providing Single-party Broker services to the Owner. The Single-party Broker performs all of the duties performed by the Transaction Broker **plus** the following additional duties:

- 1) To perform all brokerage activities for the benefit of the party for whom the Single-party Broker is performing services unless prohibited by law.

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2) To obey the specific directions of the party for whom the Single-party Broker is performing services that are not contrary to the terms of a contract between the parties to the transaction; and

Another difference is: The Owner may be vicariously liable for the actions and words of the Broker and all affiliated licensees providing services for the Owner.

SECTION 10. APPLICANT(S) 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 a Applicant/Tenant(s). Applicant(s) understands 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 Reserve Property Fee shall NOT BE REFUNDED if application is approved and applicant fails to execute a lease and take possession of the subject Property.**

I have read and understand the above-described differences between "Transaction Broker" and "Single-party Broker." The undersigned Broker and I agree that said Broker/licensee is providing real estate services to the Owner as a Single-party Broker and will provide real estate services to me as a Transaction Broker.

Applicant's Signature

Applicant's Signature

Date _____

Date _____

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

Broker's Signature _____

Date _____