

RENTAL APPLICATION



4323 Division St, Metairie LA 70002

AGENT:

AGENT'S PHONE:

INCOMPLETE OR PARTIAL APPLICATIONS WILL NOT BE ACCEPTED

SUBMIT COMPLETED AND SIGNED APPLICATION TO THE OFFICE WITH THE FOLLOWING:

- 1. MONEY ORDER FOR \$50 PER PERSON FOR APPLICATION FEE**
- 2. MONEY ORDER OR CASHIER'S CHECK FOR FULL DEPOSIT**
- 3. COPY OF PHOTO I.D. (STATE ID OR DRIVERS LISC, PASSPORT OR MILITARY ID)**
- 4. PROOF OF INCOME (LAST 2 PAYCHECK STUBS OR A TAX RETURN) YOUR**

SECURITY DEPOSIT WILL BE REFUNDED IN FULL IF YOUR APPLICATION IS NOT APPROVED/ACCEPTED. CHECKS OR CASH WILL NOT BE ACCEPTED AT THIS TIME.

Date of Application: _____ Property address : _____
Requested Monthly rental amount: _____ Deposit amount: _____ Move in date: _____

PERSONAL INFORMATION

Applicant's full name _____ Date of Birth _____
(Last, First, Middle)

Social Security No _____ Driver's License No./State _____

Primary phone No _____ E-mail address _____

Co-Applicant's full name _____ Date of Birth _____

Social Security No _____ Driver's License No./State _____

Primary phone No _____ E-mail address _____

List any other occupants that will reside with you at this address:

Full name _____ Relationship to You _____ Date of Birth _____

Full name _____ Relationship to You _____ Date of Birth _____

Full name _____ Relationship to You _____ Date of Birth _____

Full name _____ Relationship to You _____ Date of Birth _____

How many pets do you have? _____ Breed, Age, Weight _____

Emergency contact name & phone number: _____

Do you or any of the occupants smoke? _____

RESIDENCE HISTORY

Present Address _____ City, State, Zip _____

How long there? _____ Are you breaking your lease? _____ Did you give notice? _____

Reason for Moving _____
Monthly rental amount _____ Were you ever late? _____
Landlord's Name _____ Telephone _____
Previous Address (if at present address less than 2 years) _____
Landlord's Name _____ Telephone _____
How long there? _____ Monthly Rental amount _____ Reason you moved _____

EMPLOYMENT INFORMATION

Employer _____

Employer's Address _____

Company's _____

Telephone _____ Supervisor's name & extension _____

Position/Title _____ How long have you worked there? _____

Gross Monthly Income _____ Other income you receive: amount / source _____

Co-Applicant's Employer _____

Employer's Address _____

Telephone _____ Supervisor's name _____

Position /Title _____ How long there? _____

Gross Monthly Income _____ Other income you receive: amount / source _____

*****PLEASE PROVIDE PROOF OF INCOME FOR VERIFICATION*****

BANK INFORMATION

Bank Name & Branch _____ Telephone _____

Checking Account? _____ Savings Account? _____ Loan? _____

OTHER INFORMATION

Total number of vehicles (include company vehicles, trailers and boats) _____

Year/Make/Model/Color _____ License _____

Year/Make/Model/Color _____ License _____

Year/Make/Model/Color _____ License _____

Have you or Co-Applicant ever:

Had an eviction(s) filed on you? _____ If yes, when and number of times: _____

Been Sued for non-payment of rent? _____ If yes, Explain _____

Been Sued for damage to rental property? _____ If yes, Explain _____

Broken a Lease or rental agreement? _____ If yes, Explain _____

Filed for Bankruptcy? _____ If yes, when? _____

**APPLICATION CHECK LIST: DRIVERS LISC OR STATE ID FOR YOU AND CO-APPLICANT
(2) MONEY ORDERS: 1- APPLICATION FEE \$50 PER PERSON 1- DEPOSIT AMOUNT
COPIES OF YOUR LAST 2 PAYCHECK STUBS
APPLICATION AND ACKNOWLEDGEMENT SIGNED BY ALL PARTIES**

Applicant has deposited herewith the sum of \$ _____ receipt of which is hereby acknowledged, as a non-interest-bearing deposit (and not a rental payment) to be refunded as hereinafter provided in the Lease Agreement. **In the event the application is approved and applicant fails or refuses to enter into the contemplated lease, owner shall retain the said deposit as liquidates damages to cover the cost of taking and processing this application and removing the premises from the market and holding same for applicant.** In the event this application is disapproved, or for any other reason for which the owner is responsible the Lease Agreement is not consummated, this deposit will be returned to applicant. This application is made with the understanding that it is subject to acceptance by the owner and subject to execution by an officer of said company and delivery of a lease covering said premises. Please allow a minimum of five (5) to seven (7) days to process your application for both credit and character references.

ACKNOWLEDGEMENT BY PERSON(S) SIGNING: The undersigned person(s) represent all of the above statements as true and complete and hereby authorize verification of such information via consumer reports, rental history reports, criminal history reports, and any other means. Such authorization does not require owner to make verifications or investigations. Failure to answer any of the above inquiries shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application (2) retain the application fee(s) and deposit as liquidated damages for owner's time and expense of processing this application, and (3) terminate residents right to occupancy. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit relating to this application, application agreement or rights under statute of government regulations, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the non-prevailing party. Owner reserves the right to regularly and routinely furnish information to consumer reporting agencies about performance of lease obligations by residents. Such information may be reported at any time and may include both favorable and unfavorable information regarding resident's compliance with the lease, rules and financial obligations.

Applicant has paid **\$50.00 per applicant** as a non-refundable application fee.
It is understood that the above information will be held in strict confidence.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Disclosure to Lessee: A Seller's/Lessor's agent under a listing agreement with a Seller/Lessor acts as the agent for the Seller/Lessor only. A Seller's/Lessor's agent or a subagent has the following obligations: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller/Lessor. (b) Unless authorized by Seller/Lessor, may not disclose to a Buyer/Lessee information about what price, terms or motivation the Seller/Lessor will accept other than the price or terms listed.

To the Buyer/Lessee & the Seller/Lessor: a) Exercise of reasonable skill and care in performance of the licensee's duties. b) A duty of honest and fair dealing and good faith (c) A duty to disclose all material facts about the property known to the licensee as required by Louisiana Law. (d) Must disclose that by this disclosure the licensee acts for the Seller/Lessor.

A licensee acting as the agent for the Seller/Lessor is not obligated to reveal to the Buyer/Lessee any confidential information obtained from the Seller/Lessor except as necessary to perform its duties to the Buyer/Lessee set out above.

I/We have received a copy of the disclosure and understand that the undersigned licensee is acting as the agent for the Seller/Lessor.

LESSEE: _____ Date _____

LESSEE: _____ Date _____

FOR OFFICE USE ONLY - DO NOT WRITE BELOW

This application is **APPROVED** **NOT APPROVED**

BOURG REALTY GROUP, LLC

5817 CITRUS BLVD, SUITE D, HARRAHAN, LA 70123

504-736-0544

VERIFICATION OF RENTAL HISTORY

We are requesting verification of rental history for the individual named below, who states they are a present or former tenant.

Please complete the information and

Email to: Anthony@bourgrealtygroup.net

Thank you for your cooperation.

Cordially,

Anthony Bourg (Property Manager)

I HEREBY AUTHORIZE YOU TO RELEASE INFORMATION REGARDING MY TENANCY TO THE INQUIRING LANDLORD.

TENANT SIGNATURE

DATE

Rental history of _____

Date moved in _____ Moved out _____ Monthly rent \$ _____

Was rent paid on time? _____ Number of times late? _____

What was included in rent? _____

Number of persons in family? _____ Did they follow the rules? _____

Complaints by others (explain)? _____

Care of rental unit: _____

Any damage? _____ Any pets? _____

Overall rating as a tenant (good, fair, poor, explain) _____

Would you rent to them again? _____

Did they give notice to move? _____ If former tenant, did you return full security deposit? _____

If not, why? _____

Person providing information: _____

Title: _____ Phone: _____