

**PROPOSED OCCUPANTS - LIST ALL IN ADDITION TO YOURSELF**

NAME	AGE	NAME	AGE

**IN CASE OF EMERGENCY, PLEASE NOTIFY:**      **NAME**                      **ADDRESS**                      **CITY**                      **HM. PHONE**                      **WK. PHONE**                      **RELATIONSHIP**

1. \_\_\_\_\_
2. \_\_\_\_\_

**PERSONAL REFERENCES:**      **NAME**                      **ADDRESS**                      **CITY**                      **HM. PHONE**                      **WK. PHONE**                      **OCCUPATION**

1. \_\_\_\_\_
2. \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ IF YES, LIST DATE \_\_\_\_\_ PLACE \_\_\_\_\_

REASON \_\_\_\_\_

AUTOMOBILE MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

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MOTORCYCLE/BOATS/OTHER VEHICLES \_\_\_\_\_

**Applicant understands that occupancy is limited only to those names on this application. Applicant acknowledges that all information listed on this application is true and accurate. Applicant hereby authorizes verification of all information including credit check, criminal, rental history, and other reports by Action Property Management. Any false information listed shall constitute grounds for rejection of this application, termination of rental agreement and right of occupancy, and forfeiture of deposits. Applicant understands \$25.00 for each adult are processing fees for verifying rental agreement application(s) and the fee(s) are **NOT REFUNDABLE** regardless of the circumstances.**

**Applicant has deposited with the **OWNER**, through his/her agent who is authorized to manage the property and receive legal notices for the owner, Action Property Management, a deposit and administrative fee for taking the rental property off the market AFTER approval. If applicant is not approved, the deposit will be refunded within 15 working days upon request. All offers received by agent from separate parties are considered. After approval, the property may be leased to another party if the applicant does not provide a deposit and administrative fee. If applicant is approved, this application becomes part of the lease and the deposit will be credited to the required deposits on the Rental Agreement. **AFTER APPROVAL, SHOULD APPLICANT(S) FAIL TO ENTER INTO THE RENTAL AGREEMENT FOR ANY REASON OR FAILS TO TAKE OCCUPANCY ON DATE SPECIFIED, ALL DEPOSIT(S) ARE **NOT REFUNDABLE** INCLUDING A \$100 ADMINISTRATIVE FEE REGARDLESS OF THE CIRCUMSTANCES.****

**IMPORTANT! Applicant MUST complete: Each address of property applied for: 1. \_\_\_\_\_**  
**2. \_\_\_\_\_**

**Date of Occupancy:** \_\_\_\_\_ **Length of lease:** \_\_\_\_\_ **Monthly rent: \$:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_ **Time submitted:** \_\_\_\_\_ **AM**    **PM**

\_\_\_\_\_  
**Signature of Applicant**                                      **Date**                                      **Authorized Agent for Owner**                                      **Date**

**(PLEASE NOTE: A separate application is required for each adult over age 17)**

**For Office Use Only:** Date of acceptance/rejection \_\_\_\_\_ Time of acceptance/rejection \_\_\_\_\_ **AM** **PM**