



Lease Application Instructions

Please Fully Complete the Residential Lease Application

**** And Write Legibly ****

REQUIRED ITEMS:

- ☐ ONE FULLY COMPLETED Residential Lease Application (TAR-2003) FOR EACH PERSON 18 YEARS OLD AND OLDER who will reside in the residence
- ☐ A CLEAR COPY of the applicant's valid state issued DL or ID and SS card
- ☐ COPIES OF ONE FULL MONTH'S MOST RECENT PAY STUBS or verification of income for other sources of income applicant wants Landlord to consider
- ☐ A LETTER TO THE LANDLORD may be submitted for anything requiring an explanation or for anything that the applicant(s) would like to share with the Landlord.

The above items can be submitted either in person, by fax or via email (see below).

PLEASE NOTE:

**** THE NON-REFUNDABLE application fee of \$50.00 (per applicant) must be remitted to RE/MAX Cherished Properties prior to processing applications. Applicants may pay in the form of cash, money order or cashier's check.**

**** A BACKGROUND CHECK consisting of a credit check, criminal and terrorist background check, and eviction check will be completed on each applicant.**

**** A REQUEST FOR RENTAL HISTORY form (TAR-2214) may be submitted to your current or most recent landlord for completion – please **FULLY COMPLETE** the current or most recent landlord information on your application.**

**** A REQUEST FOR EMPLOYMENT VERIFICATION form (TAR-2219) may be submitted to each employer for completion – please **FULLY COMPLETE** the employer information on your application.**

Applicant Signature

Date

Applicant Printed Name