

## MILL HOUSE RENTAL APPLICATION

Each person over the age of 18 must complete an application and be listed on the lease. Please attach a copy of your most recent photo ID.

### APARTMENT

Apartment Address: \_\_\_\_\_ Rate: \_\_\_\_\_ Start Date: \_\_\_\_\_

Where did you hear about this apartment: \_\_\_\_\_

### APPLICANT(S) INFORMATION

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please list all occupants other than yourself:**

Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_

### RESIDENTIAL HISTORY (Last 3 years)

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

From: \_\_\_\_\_ To: \_\_\_\_\_  Rent  Own Monthly Rent: \$ \_\_\_\_\_

Owner/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_  Rent  Own Monthly Rent: \$ \_\_\_\_\_

Owner/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_  Rent  Own Monthly Rent: \$ \_\_\_\_\_

Owner/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### EMPLOYMENT INFORMATION AND HISTORY

Occupation: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Address: \_\_\_\_\_

F/T  P/T From: \_\_\_\_\_ To: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(If employed less than one year):

Previous Employer: \_\_\_\_\_ Address: \_\_\_\_\_

F/T  P/T From: \_\_\_\_\_ To: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_



**FINANCIAL INFORMATION (Please list all sources)**

**ALL SOURCES OF INCOME (including current employment)**

**GROSS MONTHLY AMOUNT**

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

**EMERGENCY CONTACTS**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PLEASE DESCRIBE YOUR CREDIT HISTORY**

- Have you declared bankruptcy in the past seven (7) years?  Yes  No
  - Have you ever been evicted from a rental residence?  Yes  No
  - Have you had two or more late rental payments in the past year?  Yes  No
  - Have you ever willfully or intentionally refused to pay rent when due?  Yes  No
  - Have you ever been convicted of a crime or are there any pending criminal charges?  Yes  No
  - Are you subject to a lifetime state sex offender registry program in any state?  Yes  No
- If yes, please provide type of offense, date, county, and state:
- \_\_\_\_\_
- \_\_\_\_\_

**Please provide any additional information that might help owner/management evaluate this application.**

\_\_\_\_\_

Redstone is an equal opportunity housing provider. We do not discriminate on account of race, sex, sexual orientation, color, age, familial status, marital status, religion, national origin, U.S. military veteran status, disability, gender identity, gender-related characteristics, or because the applicant is a recipient of public assistance, including section 8 housing assistance.

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rent is to be paid before the first day of each month. I warrant that all statements above set forth, to the best of my knowledge, are true and correct.

**AUTHORIZATION TO RELEASE**

I understand investigative consumer reports may be obtained in connection with my application. I understand these reports will contain information about my background, to include but not limited to criminal history, credit history, driving record, education and prior employment verification. The information may be obtained from Federal, State and Local government agencies. I authorize any party or its contractors to furnish relevant information regarding myself maintained in their records. I further authorize ongoing procurement of information when requested. I allow Redstone and it's parties to check my references and to review my credit with the Credit Bureau Services of Vermont to evaluate my qualifications as a potential tenant; to evaluate my qualifications if the lease if the lease is to be renewed; and for rent collection purposes. I warrant that the information supplied is true and correct. I understand that providing false or misleading information will result in the denial of this application for rental housing.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Full Name Date



## RESIDENT SELECTION POLICY

### INCOME VERIFICATION

We require verification of income for all applicants or household members 18 years or older. Proof of Income can be 2 most recent paystubs, if self-employed-most recent tax return, letter from employer (on letterhead), Statement from Government Agencies. Eligible income includes: salary, commission, pension, annuities, social security, disability, child support, alimony, etc. "Under the table" or "off the books" income is not considered.

### REFERENCES

References will be obtained from all Landlords in the last three years or from the last two successive tenancies in cases where the current tenancy is less than three years. If applicant is living with family or friends, a landlord reference will be sought from that household's landlord if applicable. Negative information from a former landlord is grounds for rejecting an application.

### CREDIT/CRIMINAL BACKGROUND CHECKS

Credit and criminal checks of all household members 18 years of age and older will be obtained from a credit bureau. Negative, poor, or an absence of credit history is grounds for rejecting an application. Past or present evictions or criminal behavior may result in rejection of an application.

### GUARANTOR(S)

Guarantors may be required in cases where applicants have insufficient or negative credit, rental, or employment history. Applicants who do not meet the minimum income requirements may be required to provide a guarantor. Guarantors will not be accepted for applicants with unsatisfactory credit, rental history, and employment verification under the same guidelines as the applicant. The guarantor must have sufficient income or assets to meet their own obligations as well as the rent. They will be required to sign a guarantor lease addendum. Guarantors will not be considered for applicants whose monthly income is less than 50% of the monthly rent.

### FINANCIAL STANDARDS

Applicants must have sufficient income so that their rent (including any parking fees) does not exceed 40% of the combined gross household income. Applicants must also demonstrate satisfactory past performance in meeting financial obligations including but not limited to rent payment and payment of utility bills.

### DISABILITY

Applicants requesting consideration based on any disability or handicap that is not readily visible must provide verification of physical disability or handicap from the applicant's physician.

### ADDITIONAL INFORMATION

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**Please allow 7-10 business days for your rental application to be processed. We are unable to hold a unit without a security deposit. Once your application has been processed, you will be notified by phone or e-mail.**

