

# Rental Application

MBA Real Estate

620 275 7440

## Applicant Information

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Current Address \_\_\_\_\_  
Address City State/Zip

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_

### Applicant's Residence History

Present Address	Moved In Date	Moved Out Date	Landlord Name
Present City			Landlord Phone
Present State/Zip			

Previous Address	Moved In Date	Moved Out Date	Landlord Name
Previous City			Landlord Phone
Previous State/Zip			

Previous Address	Moved In Date	Moved Out Date	Landlord Name
Previous City			Landlord Phone
Previous State/Zip			

### Applicant's Employment and Income References

Current Employer Name	Employer Phone	Date Started	Date Quit
Current Employer Address/City/St/Zip	Position	Current Monthly Income	Supervisor Name

Past Employer Name	Employer Phone	Date Started	Date Quit
Past Employer Address/City/St/Zip	Position	Current Monthly Income	Supervisor Name

Other Income: \_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a felony within the last 5 years? Yes or No (circle the answer)  
If yes, please indicate what the conviction was. Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you smoke cigarettes, cigars or use tobacco products? Yes or No (circle the answer)  
If yes, which do you use? \_\_\_\_\_

**Co-Applicant Information**

Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

Current Address \_\_\_\_\_  
Address City State/Zip

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_

**Co-Applicant's Residence History**

Present Address	Moved In Date	Moved Out Date	Landlord Name
Present City			Landlord Phone
Present State/Zip			

Previous Address	Moved In Date	Moved Out Date	Landlord Name
Previous City			Landlord Phone
Previous State/Zip			

Previous Address	Moved In Date	Moved Out Date	Landlord Name
Previous City			Landlord Phone
Previous State/Zip			

**Co-Applicant's Employment and Income References**

Current Employer Name	Employer Phone	Date Started	Date Quit
Current Employer Address/City/St/Zip	Position	Current Monthly Income	Supervisor Name

Past Employer Name	Employer Phone	Date Started	Date Quit
Past Employer Address/City/St/Zip	Position	Current Monthly Income	Supervisor Name

Other Income: \_\_\_\_\_  
 \_\_\_\_\_

Have you been convicted of a felony within the last 5 years? Yes or No (circle the answer)  
 If yes, please indicate what the conviction was. Explain \_\_\_\_\_  
 \_\_\_\_\_

Do you smoke cigarettes, cigars or use tobacco products? | Yes or No (circle the answer)  
 If yes, which do you use? \_\_\_\_\_

**Other Information**

**In Case of Emergency, Notify:**

Name	Address	Phone	Relationship
1.			
2.			

**Miscellaneous:**

Make of Car \_\_\_\_\_ Year \_\_\_\_\_ Tag# \_\_\_\_\_

I/We certify that the above is true to the best of my/our knowledge and that we are the person/s who will reside in the residence. I/we agree to allow Lessor, MBA Real Estate, authorization to investigate any personal, financial and credit records, through investigative or credit checking means of the Lessor's choice for the purpose of determining my/our acceptability to rent the property \_\_\_\_\_.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant signature \_\_\_\_\_ Date \_\_\_\_\_



MBA Real Estate  
 1805 E Mary St, Suit A  
 Garden City, KS 67846  
 620-275-7440

## Employment Verification & Tenant Release Form

Employee: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

The employee named has applied for an apartment. We must verify all income and asset sources of this person and their household to determine eligibility. Please complete the following information and return as soon as possible.

### Applicant/ Tenant Release Statement

**Applicant/ Tenant Name:** \_\_\_\_\_

I hereby authorize the release of the following information in order to determine my eligibility. Please complete this form in full and return it to MBA Real Estate at your earliest convenience.

Signature: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Position or Title \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Compensation Information:

- 1. Hourly Wages \_\_\_\_\_
- 2. # of Hours per Week \_\_\_\_\_
- 3. # of Weeks per year \_\_\_\_\_  
 (include paid vacations)

Has employment been continuous? \_\_\_\_\_  
 If NO, Please explain \_\_\_\_\_  
 \_\_\_\_\_

Overtime Information:

- 4. Hourly Overtime Wages \_\_\_\_\_
- 5. # of Overtime Hours per week \_\_\_\_\_

Is Overtime seasonal? \_\_\_\_  
 # of Weeks of Overtime per year \_\_\_\_\_

Additional Compensation:

- 6. Tips per week \_\_\_\_\_
- 7. Bonuses, Commissions or  
 Other Compensation \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Signature of Employer Rep: \_\_\_\_\_  
 Date Completed Form: \_\_\_\_\_

Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_

### Tenant Release Form

I/we hereby authorize **MBA Real Estate** to obtain information on my past tenant-landlord history now or anytime in the future. I hereby authorize any of the following sources, including but not limited to landlords, public or privately owned utilities, and/or governmental housing agencies to release any information to **MBA Real Estate** concerning my past tenant-landlord history. I hereby release any of the above sources, their officers, agents, or employees from any liability for damages of whatsoever kind or nature whether caused by negligence or otherwise which may at any time result to me/us by reason of compliance with the above mentioned inquiry which may include the answering of specific questions and the giving of any information concerning my/our past records.

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date