

SANDSTONE

PROPERTY MANAGEMENT

Attention Lease Applicant

⇒ **You will need to complete the Lease Application to the fullest extent possible.** If information is missing, the leasing agent may request that you furnish it and/or supply a written explanation. Please return the application with a check or money order made out to Jack Stone (\$50.00 per applicant) We require that each applicant wishing to occupy the property submit an application. In the event of a married couple two applications must be submitted. All application fees are non refundable.

⇒ **After we receive your application,** we will check your credit report, landlord references, verify employment and perform a criminal background check. If your credit report indicates a history of late payment, collections, judgments, liens and/or bankruptcy, you will be asked to provide a written explanation and the minimum security deposit required will be equivalent to two (2) months gross rent. If we are unable to obtain and/or confirm credit history, references or employment verification, we may reject your applicants.

⇒ **Please be advised** that Sandstone Properties and its owner/clients (Landlord) reserve the right to reject applicants with credit, reference, employment, or criminal background problems. If you are self-employed, we require that you furnish a copy of your latest tax filing and financial references to verify information.

⇒ **In the event that there are multiple parties applying for a rental property,** Sandstone Properties will act in accordance with its fiduciary obligations to its owner/client and recommend to the owner(s) the party that is best qualified. We present all offers to the property owner(s), who make the final decision.

⇒ **If the property that you wish to rent allows pets,** an additional non-refundable pets deposit of \$450.00 per pet is required although individual property owners may elect to set higher or lower deposits than others.

⇒ **We hope that this letter clarifies the application process,** which should normally be completed within 24-72 hours of submission, though obtaining landlord references and employer verifications can delay the process. Please be assured that we endeavor to process applications in a timely manner. If you need further clarification or have additional questions, please speak with Jack Stone 317-408-1603

I have read the above information and understand Sandstone Properties lease application process:

Applicants Signature

Co-Applicants Signatur

LEASE APPLICATION

I (APPLICANT) HEREBY MAKE APPLICATION TO LEASE THE PROPERTY AS

MONTHLY RENTAL AMOUNT OF \$ _____

BEGINNING WITH THE _____ AND ENDING ON THE _____

WITH THIS APPLICATION , APPLICANT AGREES TO PAY \$ _____ AS DEPOSIT FOR THE PURPOSE OF HOLDING ABOVE MENTIONED RENTAL PROPERTY THERE IS NON-REFUNDABLE AFTER 24 HOURS FOR CANCELLATION. **AND \$ 50.00 (per applicant) AS A NON-REFUNDABLE APPLICATION FEE (CREDIT REPORT)** APPLICANT WILL BE NOTIFIED UPON APPROVAL OF THIS APPLICATION AND AGREES TO EXECUTE A LEASE AGREEMENT WITHIN TWO (2) DAY, PAY RENTS DUE, OR FORFEIT ALL PREPAID MONIES.

APPLICANT (PLEASE PRINT)

NAME _____ D.O.B. _____ S.S# _____

PRESENT ADDRESS _____ CITY _____

STATE _____ ZIP _____ HOME PHONE _____ CELL _____

EMAIL _____

LENGTH OF TIME _____ () OWNS () RENT MONTHLY PMT\$ _____

LANDLORD (MORTGAGE HOLDER) _____ PHONE _____

LANDLORD MAILING ADDRESS _____

(IF RESIDING AT PRESENT ADDRESS FOR LESS THAN TWO YEARS COMPLETE FOLLOWING)

FORMER ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

LENGTH OF TIME _____ () OWNS () RENT MONTHLY PMT\$ _____

PRESENT (NEW) EMPLOYER _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

POSITION / TITLE _____ LENGTH TIME _____ INCOME \$ _____

(IF EMPLOYED IN CURRENT POSITION FOR LESS TWO YEARS COMPLETE FOLLOWING)

FORMER EMPLOYER _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

POSITION / TITLE _____ LENGTH TIME _____ INCOME \$ _____

CO-APPLICANT'S (PLEASE PRINT)

NAME _____ D.O.B. _____ S.S.# _____

PRESENT ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____ CELL _____

EMAIL _____

LENGTH OF TIME _____ () OWNS () RENT MONTHLY PMT \$ _____

LANDLORD (MORTGAGE HOLDER) _____ PHONE _____

LANDLORD MAILING ADDRESS _____

(IF RESIDING AT PRESENT ADDRESS FOR LESS THAN TWO YEARS COMPLETE FOLLOWING)

FORMER ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

LENGTH OF TIME _____ () OWNS () RENT MONTHLY PMT \$ _____

LANDLORD (MORTGAGE HOLDER) _____ PHONE _____

PRESENT (NEW) EMPLOYER _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

POSITION /TITLE _____ LENGTH TIME _____ INCOME \$ _____

(IF EMPLOYED IN CURRENT POSITION FOR LESS TWO YEARS COMPLETE FOLLOWING)

FORMER EMPLOYER _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE _____

POSITION /TITLE _____ LENGTH TIME _____ INCOME \$ _____

NUMBER OF PERSONS WHO WILL BE RESIDING AT PREMISES :

ADULTS _____ CHILDREN _____ CHILDREN AGE _____, _____, _____, _____ PET _____

SMOKING _____ YES _____ NO _____

I DECLARE THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT, AND I HEREBY AUTHORIZE VARIFICATION OF REFERENCES GIVEN AND A CREDIT CHECK.

APPLICANT _____ DATE _____

CO-APPLICANT _____ DATE _____

RECEIVED BY OWNER _____ DATE _____ TIME _____

