



HOLLOWAY & ASSOCIATES

A Professional Real Estate & Property Mgt. Firm

4833 Sparkman Dr. Suite A Huntsville, AL 35810 256-852-3350 Fax 256-852-3270

PLEASE READ

Attached is a rental application from Holloway & Associates. We ask that you complete **ALL** the information that is listed. Landlord names and phone numbers are vital as well as current employer and phone number. Failure to provide this information will delay the application process. **We perform a credit, criminal, employment and rental history check on all applicants.**

A **non-refundable** application fee of \$30.00 for each adult (18 and over) is required in order for the application to be processed. To begin the process, the fee must be paid. A submitted application does not guarantee approval. It is not unusual for multiple applicants to apply for the same home/apartment. We process applications on a first-come, first-serve basis; a timely return of this application is essential. Allow 3-5 days to complete application process.

The majority of our owners do not allow pets, however where they are allowed, a \$300.00 pet deposit and a completed/approved pet addendum is required.

Renters insurance is required to obtain keys and the entire length of your lease agreement. Suggested agents: Alfa, Ron Childress 256-684-1300, Allstate, Noreen Green 256-890-0070, Allstate, Tony Hodges 256-895-6286, Allstate James Smith 256-852-7310 or any insurance agency of your choice.

All application fees, deposits and rents, must be paid in certified funds, money orders or debit/credit (Visa/Master Card only, a 3% convenience fee assessed) If tenant is moving in on or before the 20th of the month the prorated rent and the next month's rent are required in order to receive the keys.

ALL Section 8 Applicants: Please bring your voucher in once your application has been approved. Before obtaining keys to move in we must have a copy of your utility transfer letter and the tenant's portion of rent.

Required Items when submitting application:

**Completed Application/Application fees
Copy of Driver's License
Copy of Social Security Card
Two most recent pay stubs
Proof of Income (i.e. child support, disability, SSI, Section 8)**

Once approved, security deposit, signing of lease, 1st month rent, renters insurance and proof of utilities being transferred is required to receive keys

Holloway & Associates
A Professional Real Estate & Property Management Firm
4833 Sparkman Drive Apt. A Huntsville, AL 35810
Office (256)852-3350 Fax (256)852-3270

Application for Residency

PLEASE PRINT CLEARLY

Date _____

Property Address applying for: _____ Section 8 Case Worker _____

Realtor Referral _____

Applicant Full Name (First, Middle, Last) PLEASE **PRINT CLEARLY**

Social Security # _____

Date of Birth _____ Marital Status _____ Contact Phone # _____

Cars (color/make/lic#/st/yr) _____

Has anyone ever filed an eviction against you for any reason? Yes _____ No _____ Date _____ Explain _____
Are you legally able to rent in the United States, Yes _____ No _____ (If no we can not rent to you).
Are you a convicted felon or ever had a felony charge? Yes _____ No _____ Date _____
Are you currently in Bankruptcy or about to file for Bankruptcy? Yes _____ No _____ Date _____

Present Address

Street _____ Apt # _____

City _____ State _____ Zip _____ Other Phone # _____

Rent or Own _____ Dates _____ Mo. Payment _____

Landlord/Lender _____ Street _____

City _____ State _____ Zip _____ Phone _____ Fax _____

Previous Address

Street _____ Apt # _____

City _____ State _____ Zip _____ Other Phone # _____

Rent or Own _____ Dates _____ Mo. Payment _____

Landlord/Lender _____ Street _____

City _____ State _____ Zip _____ Phone _____ Fax _____

Applicant Employer Information

Current Employer Name _____ Street _____
City _____ State _____ Zip _____ Phone _____
Employment Dates _____ Position _____ Net Mo. Income _____

Bank References

Bank Name	Location	Account Type	Account Number	Status

Other Income

Type of Income	Source/Income	Gross Annual Amount

Co-Applicant Information

Co-Applicant Full Name (Last, First, Middle) **PLEASE PRINT CLEARLY** _____
Social Security # _____

Date of Birth _____ Marital Status _____ Contact Phone # _____

Cars (color/make/lic#/st/yr) _____

<p>Has anyone ever filed an eviction against you for any reason? Yes ___ No ___ Date _____ Explain _____</p> <p>Are you legally able to rent in the United States, Yes _____ No _____ (If no we can not rent to you).</p> <p>Are you a convicted felon or ever had a felony charge? Yes _____ No _____ Date _____</p> <p>Are you currently in Bankruptcy or about to file for Bankruptcy? Yes ___ No ___ Date _____</p>
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Present Address
Street _____ Apt # _____
City _____ State _____ Zip _____ Other Phone # _____
Rent or Own _____ Dates _____ Mo. Payment _____
Landlord/Lender _____ Street _____
City _____ State _____ Zip _____ Phone _____ Fax _____

Previous Address

Street _____ Apt # _____
 City _____ State _____ Zip _____ Other Phone # _____
 Rent or Own _____ Dates _____ Mo. Payment _____
 Landlord/Lender _____ Street _____
 City _____ State _____ Zip _____ Phone _____ Fax _____

Co-Applicant Employer Information

Current Employer

Name _____ Street _____
 City _____ State _____ Zip _____ Phone _____
 Employment Dates _____ Position _____ Net Mo. Income _____

Bank References

Bank Name	Location	Account Type	Account Number	Status

Other Income

Type of Income	Source/Income	Gross Annual Amount

Relative/Emergency Contact - Please Print

Name	Relationship	Phone Number

Others to Reside in the Property

Full Legal Name	SSN #	Relationship	DOB	Sex	Marital Status	Occupation

Pet Information (Where Applicable)

Type _____ Breed _____ Height _____ Weight _____

NOTE: Keeping of any unauthorized pets is grounds for immediate eviction.

I/We, the undersigned, authorize Holloway & Associates, to investigate my/our credit qualifications, information, references, and background, and hereby release, in any manner, all of the information obtained by you. I/We further agree to release all persons, agencies, or firms from any liabilities resulting from providing such information.

Applicant's Signature

Co-Applicant's Signature

Date

Date

APPROVAL Notice: Once applicant is approved, signs the lease and pays the security deposit, security deposit becomes non-refundable. If Lessee/Co-signer for any reason does not move into the property, security deposit will be held for holding property off rental market and/or damages. By signing Holloway & Associates lease you agree that all information is correct and true; any false statements, names or other information are grounds for immediate eviction and/or termination of this lease agreement.

Holloway & Associates
A Professional Real Estate & Property Management Firm

OFFICE USE ONLY- DO NOT WRITE ON THIS PAGE

Date Approved _____

Not Approved _____

Property _____

Applicant _____ Co-Applicant _____

- Current Landlord _____
- Previous Landlord _____
- Applicant Employment _____
- Co-Applicant's Employment _____
- Credit Bureau _____
- Background _____
- Driver's License/ID/SSC _____
- Other Reverenced _____

Remarks:

Move in Instructions:
