



"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. 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 \$40.00 for each adult (18 and over) is required in order for the application to be processed. 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 business days to complete the application process.

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)

ALL Section 8 Applicants: Please bring your Tenancy Request Form in once your application has been approved. Before obtaining keys to move in we must have a copy of your utility transfer letter, renter's insurance and the tenant's portion of rent. **ALL SECTION 8 APPLICANTS WILL BE REQUIRED TO TURN THE UTILITIES ON FOR THEIR INSPECTION AND REQUIRED TO SIGN THE LEASE AND PAY THE SECURITY DEPOSIT(NON-REFUNDABLE IF YOU DO NOT MOVE IN) PRIOR TO ANY SECTION 8 REQUIRED REPAIRS BEING DONE!**

BED BUGS & ROACHES are tenant caused and any treatment will be assessed and or treated by the tenant.

Required Items when submitting application:

- Completed Application**
- Application fees-\$40 per applicant over 18**
- Copy of each applicants Driver's License**
- Copy of each applicants Social Security Card**
- Two most recent pay stubs proof of Income (i.e., disability, SSI, Section 8)**

To Receive Keys: Approved application: Signed lease, security deposit, 1st month's rent. If tenant is moving in, on ,or after the 20th of the month the Prorated rent and the next month's rent are required in order to receive the keys.

Proof of Utilities: Required before receiving keys. Utilities must be turned on the day you plan on receiving your keys. Utilities are through Huntsville Utilities and or Harvest Monrovia Water or Madison utilities.

Renters insurance is required to obtain keys and the entire length of your lease agreement. Suggested agents: Allstate, Tony Hodges 256-895-6286; Allstate, James Smith 256-852-7310; State Farm Ken Davis 256-489-5450; Farmers, Chris Malone 256-585-1182 or any insurance agency of your choice

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.

NO SMOKING ALLOWED INSIDE ANY OF OUR PROPERTIES

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

DATE _____

Property Applied for _____ Occupancy Date _____

Applicant Full Name (First, Middle, Last) _____

Social Security # _____ - _____ - _____

Date of Birth _____ Marital Status _____ Contact Phone # _____

E-Mail _____ DR.LIC# _____ CAR: color/make _____

Current Address: _____ Apt # _____

City _____ State _____ Zip _____ Other Phone # _____

Rent or Own _____ Dates _____ Monthly Payment _____

Landlord/Lender _____ Phone _____ Fax _____

Reason for Leaving: _____

Previous Address: _____ Apt # _____

City _____ State _____ Zip _____ Other Phone # _____

Rent or Own _____ Dates _____ Monthly Payment _____

Landlord/Lender _____ Phone _____ Fax _____

Reason for Leaving: _____

Do you have Section 8 voucher? _____ Case Worker _____ Realtor Referral _____

PREVIOUS RENTAL HISTORY

Have you or any member of your household ever been evicted? Yes _____ No _____ Date _____

Explain _____

Have you or any member of your household ever been evicted for drug related or criminal activity, convicted felon or ever had a felony charge? Yes _____ No _____ Date _____ Explain _____

Are you currently in Bankruptcy or about to file for Bankruptcy? Yes _____ No _____ Date _____

Explain: _____

ARE YOU LEGALLY ABLE TO RENT IN THE UNITED STATES, YES _____ NO _____ (IF NO WE CAN NOT RENT TO YOU).

Do you have Section 8 voucher? _____ Case Worker _____ Realtor Referral _____

Current Income for Applicant

(From employer, agency or person)

Income requirements: Net monthly income must be 3 time the rent amount.

Example: If rent is \$500/mo. $500 \times 3 = \$1,500$ net/mo

Name & Address of source: _____

Position: _____ Length of time on job _____

Name of contact to verify income: _____ Phone _____

Income: _____ Per Hour, week, month, year Average Annual income _____

Name & Address of source: _____

Position: _____ Length of time on job _____

Name of contact to verify income: _____ Phone _____

Income: _____ Per Hour, week, month, year Average Annual income _____

BANK & CREDIT REFERENCES/OTHER INCOME

Bank Name: _____ Branch _____ Acct # _____

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CO-APPLICANT INFORMATION

Applicant Full Name (First, Middle, Last)

_____ Social Security # _____ - _____ - _____

Date of Birth _____ Marital Status _____ Contact Phone # _____

E-Mail _____ DR.LIC# _____ CAR: color/make _____

Current Address: _____ Apt # _____

City _____ State _____ Zip _____ Other Phone # _____

Rent or Own _____ Dates _____ Monthly Payment _____

Landlord/Lender _____ Phone _____ Fax _____

Reason for Leaving: _____

Previous Address: _____ Apt # _____

City _____ State _____ Zip _____ Other Phone # _____

Rent or Own _____ Dates _____ Monthly Payment _____

Landlord/Lender _____ Phone _____ Fax _____

Reason for Leaving: _____

PREVIOUS RENTAL HISTORY

Have you or any member of your household ever been evicted? Yes _____ No _____ Date _____
Explain _____

Have you or any member of your household ever been evicted for drug related or criminal activity, convicted felon or ever had a felony charge? Yes _____ No _____ Date _____ Explain _____

Are you currently in Bankruptcy or about to file for Bankruptcy? Yes _____ No _____ Date _____
Explain: _____

ARE YOU LEGALLY ABLE TO RENT IN THE UNITED STATES, YES ___ NO ___ (IF NO WE CAN NOT RENT TO YOU).

Name & Address of source: _____

Position: _____ Length of time on job _____

Name of contact to verify income: _____ Phone _____

Income: _____ Per Hour, week, month, year Average Annual income _____

Name & Address of source: _____

Position: _____ Length of time on job _____

Name of contact to verify income: _____ Phone _____

Income: _____ Per Hour, week, month, year Average Annual income _____

BANK & CREDIT REFERENCES/OTHER INCOME

Bank Name: _____ Branch _____ Acct # _____

Bank Name: _____ Branch _____ Acct # _____

Relative and or Emergency Contact

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Additional Occupants (children)

Legal Name SS# Age Sex DOB Relationship

Legal Name	SS#	Age	Sex	DOB	Relationship

Pet Information (Where Applicable)

Type _____ Breed _____ Height _____ Weight _____

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

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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
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OFFICE USE ONLY- DO NOT WRITE ON THIS PAGE

Property _____ **Date** _____

Applicant _____

Co-Applicant _____

Current Landlord _____

Current Landlord _____

Previous Landlord _____

Previous Landlord _____

Applicant Employment _____

Applicant Employment _____

Drivers License/SS _____

Drivers License/SS _____

Credit Bureau _____

Credit Bureau _____

Background _____

Background _____

Sarah Taggart _____

Sarah Taggart _____

Remarks:

Sec 8 Approved Yes _____ No _____ **Case Worker** _____ **Insp. Date** _____

Rent Amount _____ **Section 8 Tenant Rent Portion** _____

Pro Rated Amount _____

Date Approved _____

Not Approved _____

Move in Date _____

Property Manager Approval _____