



"A Professional Real Estate & Property Mgt. Firm"

4833 Sparkman Dr. Suite A Huntsville, AL 35810 256-852-3350 Fax 256-852-3270 email: hollowayandassociates@gmail.com

### **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, 1<sup>st</sup> month's rent. If tenant is moving in, on ,or after the 20<sup>th</sup> 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 \_\_\_\_\_

**Occupancy must be within 30 days of approval**

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 # \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch \_\_\_\_\_ Acct # \_\_\_\_\_

### **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 \_\_\_\_\_

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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 # \_\_\_\_\_

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**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.**

# Holloway & Associates

A Professional Real Estate & Property Management Firm

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Office-(256)852-3350 Fax-(256)852-3270

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.

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Applicant's Signature

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Co-Applicant's Signature

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Date

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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**

**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** \_\_\_\_\_