



"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(s) and phone numbers. **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. Most verification delays are from employers, current and past landlords/property managers. Please note that it is your responsibility to ensure that **ALL** information is correct. Inaccuracies may void your application and cause you to be declined. 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 the 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 your keys and the entire length of your lease agreement. A quote may be given by Alfa, Ron Childress at 256-684-1300, Allstate, Tony Hodges at 256-895-6286, Allstate, James Smith at 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).

If tenant is moving in with one week or less until the end of the month, the prorated rent and the next month's rent are required in order to receive the keys. Proof of utilities being turned on is required to obtain 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.

If your application is denied, you will be sent an email.

Required:

- Completed Application/Application fees (NON-REFUNDABLE)**
- Copy of Driver's License (Everyone living in the property 18 or older)**
- Copy of Social Security Card (Everyone living in the property 18 or older)**
- Two most recent pay stubs**
- Proof of Income (i.e. child support, disability, SSI, Section 8)**

Holloway & Associates

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4833 Sparkman Drive Apt. A Huntsville, AL 35810 (256)852-3350 Office (256)852-3270 Fax

Section 8 Case Worker Name _____ **Referring/Showing Realtor** _____

Property Address you're applying for: _____ Received By: _____ Date: _____

Applicant

Full Name (Last, First, Middle) _____ Social Security # _____ - _____ - _____

Date of Birth _____ Marital Status _____

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

Email _____

Co-Applicant

Full Name (Last, First, Middle) _____ Social Security # _____ - _____ - _____

Date of Birth _____ Marital Status _____

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

Email _____

Applicant Information

Applicant

Are you legally able to rent in the United States? Yes _____ No _____ (IF NO, WE CANNOT RENT TO YOU)

Have you ever been evicted or foreclosed on a property? Yes _____ No _____

If Yes, When? Explain _____

Are you a convicted felon or ever had a felony charge? Yes _____ No _____ or Sexual Offender? Yes _____ No _____

If yes, When? Explain _____

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

If yes, When? Explain _____

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 _____

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Co-Applicant Information

Co-Applicant

Are you legally able to rent in the United States? Yes ___ No ___ (IF NO, WE CANNOT RENT TO YOU)

Have you ever been evicted or foreclosed on a property? Yes ___ No ___

If Yes, When? Explain _____

Are you a convicted felon or ever had a felony charge? Yes ___ No ___ or Sexual Offender? Yes ___ No ___

If yes, When? Explain _____

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

If yes, When? Explain _____

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 _____

Others to Reside in the Property (PLEASE PRINT) If 18 or older, note if a felony or sexual offender

Full Legal Name	SSN #	Relationship	DOB	Sex	AGE	Occupation

Employer Information

Applicant Current Employer

Name _____ Street _____

City _____ State _____ Zip _____ Mgr Name/Phone _____

Employment Dates _____ Position _____ Net Mo. Income _____

Co-Applicant Current Employer

Name _____ Street _____

City _____ State _____ Zip _____ Mgr. Name/ Phone _____

Employment Dates _____ Position _____ Net Mo. Income _____

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Bank References

Bank Name	Location	Account Type	Account Number	Status

Other Income

Type of Income	Source/Income	Gross Annual Amount

Relative/Emergency Contact

Name	Relationship	Phone Number

Pet Information (Where Applicable)

Type _____ Breed _____ Height _____ Weight _____

Type _____ Breed _____ Height _____ Weight _____

Pet must be registered, if approved, registration information will be required

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

AUTHORIZATION

Acknowledgement

I/we, the undersigned, understand that **A Karnice Holloway or Ilyasha Anderson** is the property manager and representative for the owner//landlord and that the property management fees will be paid by the owner/landlord. In addition, this is acknowledgement that **A Karnice Holloway and Ilyasha Anderson** own rental property and you may be renting one of their properties but all properties are managed by Holloway & Associates and are **ALL** treated equally.

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

 Applicant's Name (PRINT)

 Co-Applicant's Name (PRINT)

 Applicant's Signature

 Date

 Co-Applicant's Signature

 Date

Once applicant is approved, signs the lease and pays the security deposit, security deposit becomes non-refundable. If Lessee/Co-signor changes their mind and does not move into the property, security deposit will be held for holding property off rental market and/or damages.

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FOR OFFICE USE ONLY- DO NOT WRITE BELOW

Application Verification	Person Contacted	Remarks
<ul style="list-style-type: none"> <input type="radio"/> Current Landlord_____ <input type="radio"/> Previous Landlord_____ <input type="radio"/> Applicant's Employment_____ <input type="radio"/> Co-Applicant's Employment_____ <input type="radio"/> Credit Bureau_____ <input type="radio"/> Background_____ <input type="radio"/> Driver's License/ID/SSC_____ <input type="radio"/> Other References_____ 		

Verifications completed by: _____

Date: _____

Remarks:

This Application ____ Is Approved ____ Is Not Approved

Fees/Deposits	Amount	Type (Cash/MO)	Date	Other
Application Fees				
Security Deposit				
Pet Deposit				