



**Rental Application &  
Application Fee Receipt**  
(Co- Applicants) Employment History (Last 5 Years)

Present Employer \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Department \_\_\_\_\_

Company Address \_\_\_\_\_  
Street City State Zip Code

Gross Salary \_\_\_\_\_ Job Title \_\_\_\_\_

Date Employment (Begin) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Employment (end) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous Employer \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Department \_\_\_\_\_

Company Address \_\_\_\_\_  
Street City State Zip Code

Gross Salary \_\_\_\_\_ Job Title \_\_\_\_\_

Date Employment (Begin) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Employment (end) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Automobile Year \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_ License \_\_\_\_\_

Automobile Year \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_ License \_\_\_\_\_

How Many Pets do you have? \_\_\_\_\_ What Type? \_\_\_\_\_

Do you have a Waterbed? \_\_\_\_\_

**Rental Application &  
Application Fee Receipt**

Applicants Name: \_\_\_\_\_  
First Middle Last

Co-Applicants Name: \_\_\_\_\_  
First Middle Last

Tenants Address: \_\_\_\_\_  
Street City State Zip Code

**In Case of Emergency Notify**

\_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Address** \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Phone (\_\_\_\_\_)** \_\_\_\_\_

**In Case of Emergency Notify**

\_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Address** \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Phone (\_\_\_\_\_)** \_\_\_\_\_

Any known medical information that you would like us to know in case of emergency please provide: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rental Application & Application Fee Receipt**

**Last Three Places or Residence (Mandatory)**

<b>Dates From/To</b>	<b>Name of Apt. BLDG and Manager</b>	<b>Address</b>	<b>MGR'S Phones NO.</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**CREDIT REFERENCES**

<b>Name</b>	<b>Address</b>	<b>Account No.</b>	<b>Payments</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Bank** \_\_\_\_\_ **Branch** \_\_\_\_\_

Checking Acct No. \_\_\_\_\_ Saving Acct No. \_\_\_\_\_

In Consideration of the Application Fee in the sum of \$ \_\_\_\_\_, Netasha Leff Team will conduct verification of rental application information including obtaining consumer credit information. Netasha Leff reserves the right to unilaterally deny this application should there be any change or new information available regarding employment, compensation or any other significant item provided requested herein between the time of the acceptance of this application by management and the move-in date. Falsification or unverifiable information will be grounds for denial of said rental application. Applicants represents that all above statements and information are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agree to furnish additional credit reference on request. Applicants agrees that Netasha Leff team shall not be liable for any delay in the date said apartment unit is ready for occupancy. First month rent and security deposit, must be paid by cahiers check or money order prior to move-in.

Move-in Date: \_\_\_\_\_

**Owner/Management** \_\_\_\_\_  
BY \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Applicant** \_\_\_\_\_ **Co-Applicant** \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

## Rental Application & Application Fee Receipt Verification

**Applicants Name:** \_\_\_\_\_  
First Middle Last

**Co-Applicants Name:** \_\_\_\_\_  
First Middle Last

**Tenants Address:** \_\_\_\_\_  
Street City State Zip Code

\$ \_\_\_\_\_  
Rent

\$ \_\_\_\_\_  
Sec. Deposit

\$ \_\_\_\_\_  
Applications Fee

\$ \_\_\_\_\_

\$ \_\_\_\_\_  
Other Charges

\$ \_\_\_\_\_  
Total Charges

\$ \_\_\_\_\_

**Verified By**

\_\_\_\_\_  
Title Date

**Total Income**

\$ \_\_\_\_\_ / Mo

**QUALIFIED?**

YES \_\_\_\_\_

NO \_\_\_\_\_

**Proof Of Renter's**

Less Deposit Already Paid

Insurance?

\$ \_\_\_\_\_  
Total Due On Move-IN

\_\_\_\_\_  
YES \_\_\_\_\_  
NO \_\_\_\_\_

**APPROVED BY**

\_\_\_\_\_  
Owner/ Management

Payment Type \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Holding Deposit Agreement and Receipt

On the date below, \_\_\_\_\_ (Owner) received \$ \_\_\_\_\_ from  
\_\_\_\_\_ (Applicants) as a holding Deposit for the  
premises located at:

\_\_\_\_\_  
\_\_\_\_\_ (Rental unit) on the terms and conditions set forth  
herein.

1. Rent of \$ \_\_\_\_\_ per month shall be payable in advance on the first of each month. The tenancy will begin on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, but subject to any present tenant vacating or the unavailability of the rental unit. Of the total funds hereby received by Owner, the sum of \$ \_\_\_\_\_ is application fee that the applicant understands and agrees is non-refundable. The application fee represents the estimated costs incurred by the Owner and/or Hidden Potential in obtaining and verifying the credit information, employment and references of the Applicant and similar tenant screening functions and requirements.
2. Of the total funds hereby received by Owner, the sum of \$ \_\_\_\_\_ represents a Holding Deposit.  
The Applicants has paid the Application Fee and Holding Deposit to the Owner in the form of cash, cashiers check, money order or personal check. Owner is free to deposit all funds received herein and shall maintain the Holding Deposit in liquid funds subject to review by Owner or it's agents of the Applicant's rental application.  
Applicant shall be entitled to a full refund of the Holding Deposit with 7 days if the Owner determines that:
  - a.) The Owner does not approve the Applicants rental application; and/or
  - b.) The premises are not available on the agreed date
3. Upon notification by the Owner to the Applicants that their rental application has been accepted, the Applicant agrees to execute all lease and/or rental agreement and related documents and pay any balance still due for the first month's rent and full security deposit. Applicants understand that once their rental application has been approved, the rental unit is being taken off the rental market and reserved for the Applicant and any or all other potential Applicants will be turned away.

(See pg.2Cont.)

## Holding Deposit Agreement and Receipt (cont. of pg.1)

4. If after acceptance of the Applicant's rental application, the Applicant fails to comply, the Owner may immediately deduct from the amount received the sum of \$ \_\_\_\_\_ per day (daily rate non-contractual) for each day the rental unit is vacant from the date the Applicant's tenancy was to begin through the date the rental unit is re-rented to another tenant, but not in any event to exceed 30 days. It is agreed that the daily rate is calculated as an amount equal to 1/30<sup>th</sup> of the above monthly rental rate. In addition the Owner shall be entitled to retain any reasonable administrative fees and advertising expenses associated with remarketing the rental unit. The Applicant agrees that the daily rate plus the actual incurred administrative expenses and advertising costs are reasonable and liquidated damages since the actual damages would be difficult or impossible to ascertain.
5. The Owner, within \_\_\_\_\_ days after the rental unit is re-rented, shall return to Applicant, to the Applicant's address shown below, any remaining balance of the Holding Deposit and shall include an itemization of the Owner's damages.
6. If any legal action or proceeding is brought by either party to enforce any part of this agreement, the prevailing party shall recover, in addition to all other relief, reasonable attorney fees and costs. By signing below, both the Owner and Applicant acknowledge and accept all terms contained herein.

\_\_\_\_\_  
Applicants Address      Street

\_\_\_\_\_  
Co-Applicants Address      Street

\_\_\_\_\_  
City                              State                      Zip Code

\_\_\_\_\_  
City                              State                      Zip Code

\_\_\_\_\_  
Applicants Signature                              Date

\_\_\_\_\_  
Co-Applicants Signature                              Date

\_\_\_\_\_  
Applicants Name (print)                              Date

\_\_\_\_\_  
Co-Applicants Name (print)                              Date

\_\_\_\_\_  
Owner/Management                              Title                              Date

Move-in \_\_\_\_\_, 20\_\_\_\_

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The tenant agrees to be solely responsible for all applicable utility charges such as cooking gas, heat, electricity, and telephone service and installation. The tenant assumes responsibly to promptly pay all such charges during the tenancy. The tenant also agrees to notify utility companies when moving in or out.

#### **PETS**

If written consent is given to lessee to have a pet, the pet must be taken to and from the building by the rear stairway only. Pet droppings are to be picked up by the animal's owner and disposed of properly.

#### **LAUNDRY FACILITY**

The tenant agrees to clean up and dirt, lint, and any other debris or garbage that he/she cause to be in the laundry room after using it. As the building already has a laundry facility provided by the lessor, the tenant agrees not install any other washers, dryers, or laundry machines, in the apartment, the laundry facility, or any other part of the property.

#### **GARBAGE REMOVAL**

It is the tenant's responsibility to remove all garbage and place it in the property receptacles provided in the rear and/or locate waste provider of the building. Garbage must be placed in securely fastened plastic bags.

#### **STORAGE**

The tenant must store all items in the designated storage areas. Storage of any item is not permitted in the common areas of the building. The tenants agree not to have parties or large gatherings on the back porch or deck.

#### **DECORATING**

No material changes shall be made to the apartment without written consent of the landlord. This includes interior decorating such as painting and wallpapering. The tenant shall not affix anything to kitchen cabinets, appliances, or vanities.

#### **SMOKE DETECTORS**

It is the tenant's responsibility to regular test and maintaining the smoke detectors installed by the landlord. Removal of smoke detectors will be charged at \$25.00 each.

#### **DISTURBANCES**

No noise or music shall be permitted at any time which in any way disturbs other building occupants. In the event of complaints from neighbor and/or janitor, the tenant will be subject to eviction procedures as set forth by local ordinance.

#### **APARTMENT UPKEEP**

During the winter months, the tenant will lower and close all storm windows in the unit. The tenant will install a shower curtain for the purpose of protecting the walls which surround the tub. The tenant is responsible for changing and replacing light bulbs. The landlord will not provide shade for the unit. The tenant shall use a cutting board and agrees not to cut directly on counter tops. The tenant is responsible for any damages.

#### **EXCESSIVE MAINTENANCE**

Charges for excessive and complaints such as electrical, plumbing, disturbance, damages, or nuisances should be reported to the lessor as soon as possible.

(see cont. pg)

(Cont)

#### **PROPERTY DAMAGE**



Any damage to the apartment caused by lessee and repaired by lessor during the term of the lease will be charged to the lessee. Broken windows, glass doors, and carpentry work will be assessed and charged at the current local rate for the necessary labor and supplies. The lessee will be presented with a bill which is payable with the subsequent month's rent.

**LEASE TERMINATION**

Beginning ninety day prior to end of the lease term, the landlord may show the apartment for rent as often as necessary with a reasonable notice to the tenant.

**STIPULATIONS UPON LEASE TERMINATION**

Upon termination of the lease, the entire apartment, including kitchen range, refrigerator microwave, bathrooms, closets, and cabinets shall be cleaned by the tenant. The refrigerator is to be defrosted, the plug pulled a, and the door left open. The carpeting must be free of stains, blemishes, and holes. All debris and rubbish must be placed in proper rubbish containers. All personal belongings shall be removed from the unit and storage spaces all keys shall be returned to rental office.

In the event that any of the forgoing has not been performed by the lessee, the following specific cleaning and replacement charges will be immediately due from the lessee to Hidden Potential Property Management Inc.

- Refrigerator cleaning: .....\$75.00
- Range/Oven cleaning: .....\$75.00
- Cabinet/counter cleaning: .....\$50.00
- Apartment/building/nail key replacement: .....\$25.00
- Light bulb(s) replacement (per): .....\$5.00
- Trash removal/ excessive cleaning: .....\$15.00 (per/hr)
- Carpet Cleaning: .....\$275.00

**MOVE OUT**

The tenant hereby agrees to pay for any and all damages caused to, but not limited to, any of the following: stairwells, stairs, landing, railing, porches, walls, flooring, ceilings, doors, and gates. The tenant agrees to be completely moved out by midnight of the last day of the lease. The tenant agrees to pay two times the proportion of the current monthly rent for each day of the occupancy after the last day of the lease. Occupancy for any part of the day will be charged at the rate determined above for a full day.

**SECURITY DEPOSIT**

The tenants will not use their security deposit to pay for the final month of the rent in their lease term.

**RENTERS INSURANCE**

Lessee agrees to have renters insurance in place prior to moving into the apartment. In the insurance policy the lessee will name the lessor as an additional insured. I/We have read the above Lease/Rental Rider and will abide by the terms of this agreement. We recognized the fact that each individual assumes responsibility for the full rent amount for the stated lease term.

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_. Lessee: \_\_\_\_\_ 20 \_\_\_\_\_.  
Name Name

Netasha Leff Team . \_\_\_\_\_ 20 \_\_\_\_\_