



ALICE HENDERSON REALTY & RENTALS LLC
 166 NORTH GAY STREET
 AUBURN ALABAMA 36830
 (334) 502-7800 • FAX (334) 502-7802
www.alicehendersonrealty.com

RENTAL APPLICATION

\$35 Non-Refundable APPLICATION FEE
Check or Money Order ONLY

Today's Date _____

COMPLEX DESIRED: _____ DATE NEEDED: _____

Of occupants: Adults: _____ Children: _____

Full Name: _____ Name Called: _____

Projected Roommates' Names _____

Pets: _____

SS#: _____ Date of Birth (month/date/year): _____

Local Phone #: _____ Cell Phone #: _____

E-Mail: _____

CURRENT ADDRESS: _____ City, State, Zip: _____

How Long: _____ Landlord's Name & Phone #: _____

Rent Payment: _____ Fax : _____

PREVIOUS ADDRESS: _____ City, State, Zip: _____

How Long: _____ Landlord's Name & Phone #: _____

Rent Payment: _____ Fax : _____

EMPLOYER: _____

Position: _____

How Long: _____

Supervisor: _____

Work Phone #: _____

Work Fax #: _____

Student Information:

College: _____

Major: _____

Class: _____

Fraternity or Sorority: _____

Driver's License # and State: _____

Vehicle Make and Model: _____ Color _____ Year _____

EACH ADULT MUST COMPLETE A SEPARATE APPLICATION FORM

PERSON TO CONTACT IN CASE OF EMERGENCY:

Name: _____ Relationship: _____

Address: _____ Phone: _____

City, State & Zip: _____ E-Mail: _____

---Only IN STATE checks-- money orders - cashier's checks - accepted for rent--NO CASH ACCEPTED

ALL UNITS ARE NON-SMOKING

NO PETS, WATERBEDS, OR BICYCLES ALLOWED IN APARTMENT/HOUSE/DUPLEX UNLESS OTHERWISE AGREED UPON IN WRITING

I represent that the information provided in this application is true and correct to the best of my knowledge. Alice Henderson Realty & Rentals LLC is authorized to verify the reference and employment information given in this application and to request a credit check. I understand that I require no rights in a unit until I sign a lease in the form submitted to me and make a deposit of one month's rent on the unit, which is to be held for the term of my lease.

Signature: _____

SEE REVERSE

ALICE HENDERSON REALTY & RENTALS, LCC
RESIDENT SELECTION GUIDELINES

Alice Henderson Realty & Rentals, LCC has established guidelines for accepting rental applications. Each person must qualify on his/her own ability. Co-signers will be allowed only in the case of an applicant being a student of a local college, university, technical institute, etc., not a high school, and co-signer must be a parent or legal guardian of the applicant. Co-signer must qualify by same criteria as applicant. Any adult who occupies the apartment must complete an application and be qualified. Minimum age to sign a lease is 19 years old (18 if married).

Your application may be processed through a professional credit bureau as deemed necessary in the processing of this application. It is imperative that you complete the application thoroughly with all requested information to help us process it in a timely manner. The application fee is non-refundable and your application could be denied if full information is not provided. Once completed your application will be processed in a timely manner but it may take several days to assess your information. You are advised to seek housing well in advance of your target occupancy date. Verification of the information that you provide us is dependant upon the cooperation of other agencies and/or businesses. Their work schedules are out of our control. Please allow us a minimum of 72 hours before you call to inquire about your application.

Any false or omitted information will constitute ground for rejection of the application.

Alice Henderson Realty & Rentals, LCC adheres to all Federal Fair Housing Laws (Title VII of the Civil Rights Act of 1968 as amended by the Housing Community Development Act of 1074 and the Fair Housing Amendment of 1988) which stipulate that it is illegal to discriminate against any person in housing practices on the basis of race, color, religion, sex, national origin, disability or familial status.

We reserve the right to reject an application for any reason based on the qualifying information listed below. If you have any questions concerning information contained in your credit report, we will not be able to discuss it with you.

QUALIFICATION GUIDELINES

1. Resident History: We may verify your present and past residences for up to the past three years (Length of residency, rental amount and payment history, noise complaints, condition of unit, unpaid balances, damages, proper notice given and adherence to community policies). Evictions automatically disqualify applicants and/or co-signer. If your present residence is a home you own we may verify amount of mortgage and payment history.
2. Employment: We may verify name of employer and gross salary. If you are self-employed we may verify income from your most recent quarterly tax return. You must earn in one week the rent for one month. If it is a roommate situation, each one of you has to earn within 75% of the qualifying amount. Where income is border-line in qualifying, we may also look at outstanding balances on your credit report. We may also consider documented student financial aid as income.
3. Credit Report: A full credit report may be pulled as deemed necessary in the processing of this application.
4. Bankruptcy: If bankruptcy has been filed within the past twelve months, applications may not be accepted, unless case is closed and accounts included have been satisfied. If there has been an earlier bankruptcy, evidence of sufficient income and credit must be established under the guidelines listed above.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE REQUIREMENTS FOR QUALIFICATIONS FOR A RENTAL UNIT WITH ALICE HENDERSON REALTY & RENTALS, LCC.

Resident Signature _____ DATE _____
Print Name: (_____)

Co-Applicant Signature _____ DATE _____
Print Name: (_____)

NO RENTAL UNIT WILL BE HELD UNTIL ALL PAPERWORK (APPLICATION, GUARANTOR AGREEMANT, LEASE, ETC.) IS COMPLETED BY ALL PARTIES AND ACCEPTED BY ALICE HENDERSON REALTY & RENTALS, LLC AND ALL REQUIRED MONEY (APPLICATION FEE, DEPOSIT, ETC.) HAS BEEN PAID TO ALICE HENDERSON REALTY & RENTALS, LLC.