

# THE LOFT WAREHOUSE

## Tenant Screening Procedure

The Loft Warehouse is a Real Estate company and practices all Fair Housing laws and best practices. Below is a brief outline of what you should be prepared to present, as proof of creditworthiness, in the lease application process :

- 1) Complete the **lease application form** (see next pages). Include the contact information of a previous landlord, your employer info, income info, name, date of birth, address, phone number, email address, etc...
- 2) The Loft Warehouse uses an online system, to verify **credit and public records**. This requires a \$25 fee, paid to The Loft Warehouse for all adult applicants. This fee is not refundable.
- 3) We require that your **credit score is at least 650**.
- 4) If you have previously owned a home, and do not have a recent landlord reference, you may simply state that, and indicate whether you sold your home, or are leasing it out. If you lost a home due to foreclosure or a similar circumstance, you may explain the circumstances.
- 5) The final leasing approval is the landlord's decision, and not The Loft Warehouse. If you have extenuating circumstances on your credit report, The Loft Warehouse will work with you to present all the facts to the Landlord. Our goal is to place everyone in a quality property and if you need assistance to improve or correct mistakes on your credit report we have resources for you to turn to. The non-profit organizations we recommend are U- Snap- Back and Southwest Housing Solutions.
- 6) We require a copy of your current **valid driver's license**.
- 7) We require a recent bank statement showing that you have reserves equal to 3 x the amount of the rent.
- 8) We require **proof of employment**, such as a check stub, award letter, or letter from your employer. The **minimum net income** that can be approved is **3 x the monthly rent**.

When you submit your lease through us to a Landlord, you must include a security deposit which amount varies depending on the landlord from 1 month's rent to 1.5 month's rent. If the landlord signs the lease, and you subsequently change your mind, **you are at risk to completely forfeit that deposit. Please only make offers on a property if you are serious about.** If the landlord does not sign the lease and rejects your application, the deposit is 100% refundable. **Even after you put a deposit down and sign the required documents, the decision to accept your proposed Lease Agreement ultimately belongs to the Landlord.**

**I Have read and understood The Loft Warehouse Tenant Screening Procedure:**

NAME:

SIGNATURE:

DATE:

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## **Rental Application**

Date \_\_\_\_\_

### ***TENANT INFORMATION:***

**Notice: All adult applicants (18 years or older) must complete a separate Rental Application**

Full Name \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Names and Ages of everyone (other than you) who will live in the residence

\_\_\_\_\_

List all pets \_\_\_\_\_

Email Address \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ License/State \_\_\_\_\_

### ***EMPLOYMENT INFORMATION:***

Applicant Employment Status \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Student \_\_\_ Unemployed

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Dates employed \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Monthly Pay \_\_\_\_\_

If you would like us to consider other sources of income for this Rental Application, please list the amount and the person we may contact for confirmation.

Amount \$ \_\_\_\_\_

Contact Name \_\_\_\_\_

# THE LOFT WAREHOUSE

## **RESIDENTIAL HISTORY FOR LAST 3 YEARS:**

**Current Address** \_\_\_\_\_

Move In Date \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/Manager \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Previous Address** \_\_\_\_\_

Move In Date \_\_\_\_\_ Move Out Date \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/ Manager \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Previous Address** \_\_\_\_\_

Move In Date \_\_\_\_\_ Move Out Date \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/ Manager \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## **CREDIT HISTORY:**

Have you ever filed for bankruptcy?                      Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted from a rental residence?    Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a party to any lawsuits?                              Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had any late rental payments in the 3 years?    Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any judgments against you?                      Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a criminal record?                              Yes \_\_\_\_\_ No \_\_\_\_\_

***If you answered yes to any of the above questions, please provide a separate written explanation.***

# THE LOFT WAREHOUSE

## **REFERENCES:**

### **Bank References**

Bank Name \_\_\_\_\_

Account Type \_\_\_\_\_ Account No. \_\_\_\_\_

Bank Name \_\_\_\_\_

Account Type \_\_\_\_\_ Account No. \_\_\_\_\_

### **Credit References**

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

By my signature below, I represent that all of the information that I have disclosed in this Rental Application is true, accurate, and complete. I acknowledge that all of the information I have disclosed is material and Landlord is relying on the information to decide whether to grant or deny this Application.

### **AUTHORIZATION**

**I authorize The Loft Warehouse to review my credit and criminal history and investigate the accuracy of all information contained in this Rental Application. I further authorize all banks, employers, and creditors to provide The Loft Warehouse any and all information concerning my credit.**

**Disclosing, willingly or not, incorrect information or omitting relevant information to this application could be ground for immediate cancellation of your application or lease agreement with loss of your security deposit.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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### **Office Use Only:**

Application fee of \$25 collected Yes \_\_\_\_\_ No \_\_\_\_\_ Agent Name \_\_\_\_\_