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Rental application and leasing information for prospective tenants

A non-refundable application fee of \$25 is required at the time of the application or before processing takes place. The fee must be paid by exact cash or money order.

Applicants for rental housing are approved upon third party verifications that demonstrate the following:

1. Standards for affordability. (A family's housing cost shouldn't exceed one third of their monthly income.)
2. Favorable return on rental references.
3. Acceptable return on credit references.
4. Acceptable return on background checks.

All adults that will be residing at the residence will be required to complete the rental application, pay the \$25 non-refundable application fee, and sign the lease. Applicants who are 20 years old or younger must have a co-signer. The co-signer also must complete an application.

Applications are denied for the following:

1. Prior eviction history.
2. Unacceptable criminal history.
3. Unsatisfactory housing references.
4. Unsatisfactory credit history.
5. Ineligibility based on inadequate income.
6. Falsified documentation or incomplete application.
7. Ownership of unacceptable canine breeds.

To expedite the application process, all applicants and co-signers must provide the following information:

1. All names, addresses and contact information of your current and previous landlords.
2. A copy of your award letter if you are receiving any Social Security benefits.
3. A copy of your most recent bank statement.
4. Copies of your 4 most recent pay stubs.
5. If you are a student relying on student loans to pay rent, documentation of loans.
6. For students whose parents will be paying rent, a signed letter from your parent stating such.

Pet Policy:

1. There will be an initial \$200 non-refundable pet fee, and a \$25 monthly pet fee per pet.
2. Dogs must be over 1 year old and under 35 pounds. No aggressive breeds allowed.
3. Cats must be over 1 year old, front claws removed, litter trained, and spayed or neutered.
4. Rabbits, birds, reptiles, mice, rats, and snakes are not allowed.
5. Fish tanks are limited to 20 gallons.

RENTAL APPLICATION

Date of Application: _____		Property Address: _____	
Name	_____		Date of Birth: _____
	(First)	(Middle)	(Last)
Social Security No.	Driver's License No. /State ID#		State: _____
Current Address		Telephone Number	How long at Current Address?
Current Landlord:		Landlord's Telephone #	
Reason For Leaving?		Start Date	End Date
Monthly rent?	Do you owe your landlord money?		

Previous Address (If at current less than 3 years)	Landlord	Landlord's Telephone #	How long at Previous Address?
Reason For Leaving?		Start Date	End Date
Monthly rent?	Do you owe your landlord money?		
Previous Address (If at current less than 3 years)	Landlord	Landlord's Telephone #	How long at Previous Address?
Reason For Leaving?		Start Date	End Date
Monthly rent?	Do you owe your landlord money?		

EMPLOYMENT INFORMATION		
Applicants Current Employer:	Position:	Weekly Gross Income:
How long have you been at your current job?	Other sources of income:	
Supervisor's Name:	Employer's Telephone Number:	

PERSONAL REFERENCES

Name:	Relationship:	Telephone:
Name:	Relationship:	Telephone:
Name:	Relationship:	Telephone:

CREDIT CHECK/BANKING INFORMATION

BANK NAME:	LAST FOUR DIGITS OF ACCT #	BALANCE:
BANK NAME:	LAST FOUR DIGITS OF ACCT #	BALANCE:

Please list all individuals that will be occupying the premises. No other individual may occupy the premises without written permission from Indiana Integrity, LLC.

Name of Occupant	Relationship to Applicant	Age

List the make, model, color, year and License tag number of all vehicles that will be at the rental unit location:

Do you have any pets? If so list:

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EMERGENCY CONTACT

Name:	Relationship:	Telephone:
Name:	Relationship:	Telephone:

Have you or anyone in your household ever been evicted, declared bankruptcy or had a judgment?

If yes, please list and describe each. Use a separate piece of paper if necessary.

Empty table area for listing evictions, bankruptcies, or judgments.

CRIMINAL BACKGROUND HISTORY

Have you or anyone in your household ever been convicted of a crime that has NOT been expunged (list who)?

Have you or anyone in your household ever been convicted as a sex offender (list who)?

Have you or anyone in your household ever been known by any other name?

If yes, please list and describe each including case number, county, state of crime. Use a separate piece of paper if necessary.

Empty table area for listing criminal background history.

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION:

IT IS MY UNDERSTANDING that this application is preliminary only and involves no obligation of the Lessor or its agent to approve this application or to deliver occupancy of the proposed premises. A non-refundable application fee of **\$25.00** for each adult will be charged for the processing this application.

IT IS FURTHER UNDERSTOOD that if the Lessor approves this application and the applicant is notified, then the applicant has the right to withdraw this application at the time of notification and have the holding fee returned within 45 days. If the applicant accepts the proposed premises when notified, then later rejects occupancy, Lessor retains the right to keep the entire holding fee as liquidated damages.

I HEREBY CERTIFY that the above information is correct and authorize the management to make a thorough credit investigation, including information as to character, reputation, and financial responsibility, ie...(a consumer report). I understand that I have a right under the Fair Credit Reporting Act to obtain, for a reasonable fee, such credit report FROM THE CREDIT REPORTING AGENCY, along with a summary of my rights regarding the report. I further understand that in signing this application, any misrepresentation or omission of fact is cause for rejection of my application or termination of any lease agreement should my application be accepted. I further agree that the Lessor or its agent shall not be liable in any respect, if my application or lease is cancelled or terminated by reason of the falsity of any statements, answers, or omissions made by me on this application. **Possession shall be subject to availability and/or vacation of premises by prior tenant, if any.**

I authorize Indiana Integrity, LLC, it's subsidiaries, or it's managing agents to investigate my rental history.

Social Security Number _____

Printed Name of Applicant: _____ Date: _____

Signature: _____