

ENCORE RE

59 West 9000 South, Sandy, Utah 84070
Tel: 801-208-5977 Fax: 801-208-4937

Thank you for applying with Encore Real Estate! We take considerable pride in providing high quality housing for our residents. We comply with all applicable laws including all Fair Housing Laws and prohibit discrimination based on race, religion, color, creed, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, or any other consideration made unlawful by federal, state or local laws.

The **Rental Application** is attached and must be completed and signed by all prospective residents 18 years of age or older. The following items will need to be included with the rental application:

1. \$35 application fee per applicant
2. Copy of valid driver's license and/or proper identification
3. Copy of valid social security card
4. Copy of two most recent pay stubs for income verification. If you are self employed please include your most recent tax statement or a verifiable source of income.
5. A letter of reference from a previous landlord, if available.

Qualifications for rental applications are as follows:

1. **Credit History** - We perform a review of your credit history.
 - a. A bankruptcy may be allowed at our discretion if the action is one year old and has been fully discharged and all other criteria are met.
 - b. A previous eviction or rent judgment within the last three years will typically result in denial of the application.
2. **Criminal History** - We conduct criminal background checks on each applicant and reserve the right to decline applications based on any criminal activity reported.
3. **Rental History** - We verify current and previous residences for a minimum of six months and up to two years. We verify compliance with all terms of the lease contract and good payment history. Any unresolved debts or evictions with a previous landlord are cause for denial of application.
4. **Employment & Income** - Verification of current employment with at least six months history or a verifiable source of income is required. Applicants must earn at least three times the monthly rent.

When your Application is approved:

1. The lease must be signed and the security deposit paid by certified cashier's check or money order within 24 hours to hold the unit. **No personal checks or cash will be accepted.**
2. A move in date and inspection will be set and your unit reserved.

At Move-In:

1. You need to bring with you:
 - a. Your first rent payment in **certified funds**
 - b. Proof that utilities have been transferred into your name
 - c. Proof of renters insurance
2. We will:
 - a. Provide your keys
 - b. Perform a move in inspection with you

I/We recognize that this rental application is subject to acceptance or rejection. I/We hereby state that the information set forth above is true and complete under penalty of perjury and authorize verification of the information and references given. I/We also authorize Encore Property Management/Land America to run any necessary credit and/or background checks. Should any statement made be misrepresented or false, all deposits shall be forfeited. I/We understand that if after approval, I choose not to rent this property for any reason, I/we will forfeit the amount of deposit I have placed with Encore Property Management and that no exceptions will be made.

By signing below, I/we attest to the fact that I/we have read and accept this application, and that all of the statements included in this application are true and correct.

Primary Applicant

Date

Secondary Applicant

Date

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Tenant Application

Applicant Name _____
Social Security # _____ Date of Birth _____ Drivers License # _____
Cell Phone _____ Work Phone _____ Email _____

Current Address _____
City _____ State _____ Zip _____
Landlord _____ Landlord Phone _____ Fax _____
Monthly Rent _____ From _____ To _____

Previous Address _____
City _____ State _____ Zip _____
Landlord _____ Landlord Phone _____ Fax _____
Monthly Rent _____ From _____ To _____

Current Employer _____
Address _____ City _____ State _____ Zip _____
Supervisor _____ Supervisor Phone _____ Fax _____
Position _____ Salary _____ From _____ To _____

Previous Employer _____
Address _____ City _____ State _____ Zip _____
Supervisor _____ Supervisor Phone _____ Fax _____
Position _____ Salary _____ From _____ To _____

REFERENCES

Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Alt Phone _____ Email _____

Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Alt Phone _____ Email _____

OTHER INFORMATION

Have you ever been convicted of a crime? Yes No _____
Have you ever been evicted? Yes No _____
Do you own any pets? Yes No _____

Name & ages of other people residing in home: _____

My signature below authorizes EncoreRE to obtain my credit report and conduct background, landlord and employment checks pursuant to the offer of a lease agreement to inhabit the property identified below:

Property Address _____ Unit # _____
Date you would like to move in _____

Signature _____ Print _____ Date _____

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Co-Tenant Application

Applicant Name _____
Social Security # _____ Date of Birth _____ Drivers License # _____
Cell Phone _____ Work Phone _____ Email _____

Current Address _____
City _____ State _____ Zip _____
Landlord _____ Landlord Phone _____ Fax _____
Monthly Rent _____ From _____ To _____

Previous Address _____
City _____ State _____ Zip _____
Landlord _____ Landlord Phone _____ Fax _____
Monthly Rent _____ From _____ To _____

Current Employer _____
Address _____ City _____ State _____ Zip _____
Supervisor _____ Supervisor Phone _____ Fax _____
Position _____ Salary _____ From _____ To _____

Previous Employer _____
Address _____ City _____ State _____ Zip _____
Supervisor _____ Supervisor Phone _____ Fax _____
Position _____ Salary _____ From _____ To _____

REFERENCES

Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Alt Phone _____ Email _____

Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Alt Phone _____ Email _____

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Landlord Verification Form

To Whom It May Concern,

_____ has applied for occupancy at one of our properties. Your name was given as a landlord reference. We would like your cooperation in determining whether or not the above mentioned individuals meet our qualifying criteria. Please complete the lower portion of this form and return it to EncoreRE via fax at 801-208-4937. Any Information you can provide is greatly appreciated and will be kept in strict confidence.

I authorize Encore Real Estate to obtain information on my rental history by contacting any references necessary to evaluate my renting risks. I hereby authorize my references, including current and previous land lords, to give Encore Real Estate all requested information.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____

This Section to be Completed by Landlord

Is this person a current or former resident? Current Former Rent/month: _____

If current resident, when does lease expire? _____

How long did they live there? From: _____ To: _____

Did the resident make their payments on time? Yes No

Number of times late: 1-15 days late _____ 15-30 days late _____ Over 30 days _____

Times filed for eviction: _____

Did the resident adhere to rules, regulations, and terms of lease? Yes No

Did resident give proper notice to vacate prior to lease termination? Yes No

Were there any damages to the premises? Yes Explain: _____ No

Would you rent to them again? Yes No Are you related to the resident? Yes No

Additional Comments: _____

Signed _____ Title _____

Print Name _____ Date _____

Employment Verification

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To: _____

Date: _____

Dear Sir/Madam,

_____ has applied to lease with our company and has designated you as his/her current employer. We would appreciate if you would take the time to furnish the required information so that this individual is eligible for rental consideration.

Please fax this completed form to 801-208-4937 within 24 hours of receipt. If you have any questions you may call me at 801-208-5977. Thank you for your assistance in this matter.

Sincerely,

Encore Real Estate

Applicant authorization to release information:

I authorize Encore Real Estate to obtain any information required to verify my employment. This is to include, but is not limited to, my date of hire, my position and my income information, past or present.

Applicant Signature _____ Date _____
Co-Applicant Signature _____ Date _____

This Section to be Completed by Employer

Company Name: _____

Start Date: _____ Monthly Income: _____

Position: _____

Completed by: _____

Title: _____