

**RENTAL APPLICATION** Rev.08, 12/06/2014

Please complete and return to: **Bet Zimmerman, PO Box 206, South Woodstock CT 06267. If you have questions, call (860) 974-3020 or cell (860) 634-3303 or email rentinwoodstock@charter.net**

**PROPERTY:**

Desired date of occupancy: \_\_\_\_\_ Desired length of occupancy: \_\_\_\_\_

**TENANT INFORMATION (USE NEXT PAGE FOR CO-TENANT)**

Tenant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Social Security # (to obtain credit report) \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Mother's maiden name: \_\_\_\_\_  
Present Address (Street, Town, State, Zip) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Why are you moving? \_\_\_\_\_  
How long at current address? \_\_\_\_\_ Monthly Rent/Mortgage: \_\_\_\_\_  
Current Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Type of car: \_\_\_\_\_ Plate #: \_\_\_\_\_  
Employer's name: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Employer's phone: \_\_\_\_\_  
Position? \_\_\_\_\_ How long? \_\_\_\_\_  
Your supervisor's name: \_\_\_\_\_  
Previous employer name: \_\_\_\_\_ How long? \_\_\_\_\_

Previous Address: \_\_\_\_\_  
How long at this address? \_\_\_\_\_ Monthly Rent/Mortgage: \_\_\_\_\_  
Reason for moving: \_\_\_\_\_ Previous Landlord Name & Phone #: \_\_\_\_\_

Monthly income: Gross pay per month: \$ \_\_\_\_\_ Take home pay per month: \$ \_\_\_\_\_  
Other income per month: \$ \_\_\_\_\_ FROM: \_\_ wages \_\_ commission \_\_ tips \_\_ govt asstnce \_\_ other  
Expenses: \$ \_\_\_\_\_ Alimony \$ \_\_\_\_\_ Child Support

**CO-TENANT INFORMATION (complete for each co-tenant over 18 – use extra pages if necessary)**

Co-Tenant name:

Social Security # (to obtain credit report)

Driver's License #:

Date of Birth:

Mother's maiden name:

Present Address:

Phone:

Employer's name:

Position:

How long?

Monthly income: Gross pay per month: \$\_\_\_\_\_ Take home pay per month: \$\_\_\_\_\_

Other income per month: \$\_\_\_\_\_ FROM: \_\_ wages \_\_ commission \_\_ tips \_\_ govt asstnce \_\_ other

Expenses: \$\_\_\_\_\_ Alimony \$\_\_\_\_\_ Child Support

**OTHER TENANTS (including children)**

<i>Name</i>	<i>Age</i>	<i>Relationship</i>	<i>Occupation</i>
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**PETS**

<i>Pet name</i>	<i>Type/breed</i>	<i>Size</i>	<i>Sex</i>	<i>Indoor/Outdoor</i>
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**CREDIT REFERENCES (e.g., major credit cards, mortgages, etc.)**

<i>Name</i>	<i>Limit</i>	<i>Current Balance</i>	<i>Purpose</i>
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1.

2.

3.

**PERSONAL REFERENCES (not relatives)**

<i>Name</i>	<i>Address</i>	<i>City, State, Zip</i>	<i>Phone/Email</i>
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1.

2.

**NEAREST RELATIVE/Emergency Contact**

<i>Name</i>	<i>Address</i>	<i>City, State, Zip</i>	<i>Phone</i>
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**BANKS**

Name Account # Checking/Savings Branch

Do you own any real estate? \_\_ Yes \_\_ No

Have you ever been evicted from tenancy? \_\_ Yes \_\_ No

Have any rent payments been late over the past 3 years: \_\_ Yes \_\_ No

Have you ever willfully and intentionally refused to pay rent when due? \_\_ Yes \_\_ No

Do you know of anything which may interrupt income or ability to pay rent? \_\_ Yes \_\_ No

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

Have you ever been convicted of a felony? \_\_ Yes \_\_ No

Are any of the potential tenants smokers (indoors/outdoors)? \_\_ Yes \_\_ No

Applicant permits and agrees to pay a fee of up to \$40\* and authorizes a credit check and employment verification, to be performed on the applicant and co-tenant.

*I hereby certify that all the answers I have given in this application are true and correct to the best of my knowledge. I understand that any false answers or statements made by me will be sufficient ground for eviction and loss of any security deposit.*

\_\_\_\_\_

Date Tenant

\_\_\_\_\_

Date Co-Tenant

Verification: \_\_ SSN \_\_ DL/ID \_\_ Current Ten \_\_ Previous Ten \_\_ Credit \_\_ Income \_\_ Pers Ref **Discrimination:** It is against the law to discriminate against tenants on the basis of race, religion, national origin, age or neighborhood racial makeup.

\*Application fee reduced to \$25 if applicant provides the Landlord with a copy of their credit report, which is available free from <http://www.annualcreditreport.com> or (877) 322-8228, sent directly to the Landlord from the credit reporting agency.

**CONSENT TO PERFORM  
CREDIT, EMPLOYMENT, BACKGROUND AND REFERENCE CHECKS**

I, \_\_\_\_\_ and \_\_\_\_\_ (rental applicants), have applied to rent one of our properties. I hereby authorize and permit Elizabeth Zimmerman Smith of Chimalis LLC (rental owner/manager) to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks, and law enforcement agencies. I release all parties involved from any and all liability for damages arising from requesting, procuring, or furnishing the requested information except with respect to a violation of any applicable law.

I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager listed above.

I further authorize and permit the rental owner or manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary.

Please response to this request at your earliest convenience. Thanks in advance to all parties for your cooperation with this matter.

Name: \_\_\_\_\_ SSN/Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Co-Tenant (if any):

Name: \_\_\_\_\_ SSN/Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**EMPLOYMENT VERIFICATION**

By Elizabeth Zimmerman, Chimalis LLC, PO Box 206, South Woodstock CT 06267

Email: [rentinwoodstock@charter.net](mailto:rentinwoodstock@charter.net)

TO:

RE (Employee name):

DATE:

*We have received a rental application from the individual listed above, who has identified you as their employer. We request your cooperation in verifying his or her employment. Please answer the questions below and return this information to us via email or fax, as soon as possible, as time is of the essence. Thank you in advance for your assistance in this matter.*

The individual listed above is employed:  Currently  No longer  Never

Date of Hire: \_\_\_\_\_ Job Title: \_\_\_\_\_

Full Time  Part-time  Temporary Typical number of hours worked per week: \_\_\_\_\_

Salary (before taxes) \$ \_\_\_\_\_  Hourly  Weekly  Bi-Weekly

Bonus or Commission: \$ \_\_\_\_\_

If overtime pay is available, please indicate amount typically earned per month: \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**COMPLETED BY:**

NAME: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date completed: \_\_\_\_\_

*Thank you again for your assistance!*

**LANDLORD VERIFICATION**

By Elizabeth Zimmerman Smith, Chimalis LLC, PO Box 206, South Woodstock CT 06267

Please respond by phone at 860.974.3020 or by Email to [rentinwoodstock@charter.net](mailto:rentinwoodstock@charter.net)

TO: RE (Tenant name):

DATE:

*The applicant listed above has applied to rent one of our properties, and has given your name as a present or former landlord. To verify the information given on their rental application, please provide the information requested below as soon as possible, as we wish to make a timely decision on their application. Thank you very much for your cooperation.*

The applicant rented from you from when to when? \_\_\_\_\_

Monthly rent amount: \$\_\_\_\_\_

Is the applicant currently up to date with their payments? YES: \_\_\_ NO: \_\_\_

Have they ever been late paying rent? YES: \_\_\_ NO: \_\_\_  
If YES, Has rent ever been late more than 30 days? NO: \_\_\_ YES: \_\_\_

How many people occupied the premises? #\_\_\_\_\_

How many pets did the resident have on the premises? #\_\_\_\_\_  
Had the animals lived there with your permission? YES: \_\_\_ NO: \_\_\_

Did or will they receive their full security deposit back? YES: \_\_\_ NO: \_\_\_  
If NO, why? \_\_\_\_\_

Were any significant repairs associated with their tenancy needed after they vacated? YES: \_\_\_ NO: \_\_\_  
If YES, please explain: \_\_\_\_\_

Did the applicant violate any rental rules or cause damages? YES: \_\_\_ NO: \_\_\_  
If YES, please explain: \_\_\_\_\_

Were there any noise/nuisance/pet complaints/police calls to the residence that you are aware of?  
YES: \_\_\_ NO: \_\_\_

Did you ever have to place notice to fill out a court summons? YES: \_\_\_ NO: \_\_\_  
Was the applicant evicted? YES: \_\_\_ NO: \_\_\_. If YES, why? \_\_\_\_\_

Is the applicant vacating early, before the full term or end of their agreement? YES: \_\_\_ NO: \_\_\_

How much notice did you received that they were moving? \_\_\_\_\_

**COMPLETED BY:**

NAME: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date completed: \_\_\_\_\_

*Thank you again for your assistance!*