

# RJK PROPERTY MANAGEMENT - RENTAL APPLICATION

[www.RJKProperties.com](http://www.RJKProperties.com)

EvilLandlady@Gmail.com 773-848-1152

Building \_\_\_\_\_ Apartment \_\_\_\_\_ Rent \_\_\_\_\_  
Lease Term: From \_\_\_\_\_ to \_\_\_\_\_ Avg. mo. gas bill \$ \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_  
SSN \_\_\_\_\_ Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current address \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Rent \$ \_\_\_\_\_ Your share \$ \_\_\_\_\_ End date \_\_\_\_\_ How long there? \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Boss / Manager \_\_\_\_\_ Boss' phone \_\_\_\_\_  
Pay Per Month \_\_\_\_\_ How long there? \_\_\_\_\_

List all persons who will be living in the apartment and their relationship to you \_\_\_\_\_  
\_\_\_\_\_

List any pets: \_\_\_\_\_

There is a \$35 non-refundable application fee per adult on the lease. It can be paid via VENMO or Zelle ([EvilLandlady@Gmail.com](mailto:EvilLandlady@Gmail.com)) or by check or cash.

By signing this application I authorize RJK Properties to check my credit and banking history, do reference checks for employment and tenancy and perform other searches (eviction, police records, fraud history, etc.) as deemed necessary.

I understand that if I am accepted RJK Property Management will hold the apartment for only 24 hours after email notification, during which time I must pay the 1st month's rent and sign the electronic lease. After that time the apartment will be offered to the next applicant.

\_\_\_\_\_ I understand that a non-refundable \$250 move-in fee will be due when I get the keys

\_\_\_\_\_ I understand that proof of rental insurance must be provided within 15 days of the lease start date

\_\_\_\_\_ I understand that this building is 100% smoke-free including marijuana

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Applicant

Date

## APPLICATION GUIDELINES:

Please do not apply if you are still looking at other apartments and just want to “reserve this unit” in case you end up wanting it. It messes up our schedule of showings and is not fair to others who definitely want to rent it.

Applications will not be processed until the application fee is paid, and only when all requested information on the application and proof of income as required based on credit score (see below) are received.

We process applications in the order they are received, but if multiple applications are received within the span of 24 hours we reserve the right to accept the applicant with the strongest credentials.

## CREDIT SCORES:

While the numbering ranges vary by credit system, all have five categories. Our documentation requirements vary depending on those categories:

Excellent or Good – Only the information requested on the application is needed

Fair or Poor – Please include written proof of income (a) most recent two pay stubs, (b) if self-employed, most recent tax return, (c) if starting a new job, offer letter from employer (d) if student, source for rent payments

Bad – Will be considered only if reason for bad score is medical debt or student loans, and there are no other past due or collection items on the report. This must be discussed before applying

In the case of roommates or couples the strength of one applicant’s credit may help to offset the weakness of the other’s.

## OCCUPANCY LIMITS:

We limit occupancy to two people per bedroom and no more than 2 adults per apartment.

PLEASE READ OUR GUIDELINES AT [WWW.RJKPROPERTIES.COM](http://WWW.RJKPROPERTIES.COM) BEFORE APPLYING