

## RENTAL APPLICATION

\_\_\_\_\_ (together with all adult occupants as referred to herein, collectively, "APPLICANT") hereby makes application to ResortQuest Delaware, LLC (hereinafter "Resort Quest") for the lease of (Address): \_\_\_\_\_ Beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the monthly rent of \$ \_\_\_\_\_ payable in accordance with an executed lease. Lease term requested: \_\_\_\_\_

It is understood that the Premises are to be used as a residential dwelling to be occupied by none other than those \_\_\_\_\_ persons listed in this application, and that occupancy is subject to vacancy by the departing occupant. Any and all personal property placed in the Premises shall be at the Applicant's risk and the Applicant is responsible for insuring the same. APPLICATION IS BEING MADE FOR THE PREMISES IN ITS PRESENT CONDITION, UNLESS OTHERWISE INDICATED. This Application consists of five pages. The truth of the information contained herein is essential, and if the landlord/owner or owner's designated agent deems any answer or statement herein to be false or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at option of the landlord/owner or owner's designated agent.

**NON-REFUNDABLE RENTAL PROCESSING FEE** in the amount of \$30.00 **per adult occupant** is included with this Application. All adult occupants must be processed and be a party to the lease. The application process may take up to a minimum of five (5) working days to complete after it is received. The applicant hereby waives any claim for damages by reason of non-acceptance of this application, which the landlord/owner or owner's designated agent may reject.

**SECURITY DEPOSIT** equal to a full month's rent (unless otherwise agreed upon) is due and payable on or before the effective date of the lease. This security deposit is payable to the Landlord/owner if he is managing the property, or to RESORT QUEST, if they are managing the property. Please consult with your agent. If Applicant enters an agreement to lease a furnished unit, an additional deposit will be required not to exceed one month's rent. If Applicant enters an agreement to lease a pet friendly property, a pet deposit will be required for each pet, unless such pet qualifies under §5514 of the Delaware Landlord Tenant Code. All deposits will be held by Resort Quest in a non-interest bearing escrow account according to the laws in the State of Delaware.

1. The Applicant has no leasehold interests in the rental property until (1) the Applicant has been approved and (2) there is a fully ratified lease.
2. Occupancy of residences shall conform to applicable zoning laws; applicable by-laws, and/or property owners' association rules and regulations.
3. The Listing Broker can furnish a copy of the Lease form to the applicant for review. When Applicant receives notification of approval from the landlord/owner or owner's designated agent, the Applicant agrees to execute a lease in accordance with the terms of the Application. NOTE: Applicant agrees to execute a lease within three business days from notification of acceptance. If the property for which you are applying is managed by RESORT QUEST you will be required to remit all monies with certified funds at the time of lease (unless otherwise agreed upon). The landlord/owner or owner's designated agent reserves the right to rescind acceptance and resume marketing until lease ratification. The Applicant(s) agree to apply for all utilities/services before taking occupancy of the leased premises and agree to pay for all applicable utilities/services, i.e. electricity, gas, water, sewer, fuel, refuse, and will pay necessary deposits.

The Applicant(s) hereby authorize RESORT QUEST, its employees and/or agents and any credit bureau or other investigative agency employed by such firm, to investigate and to report and disclose to the landlord/owner or owner's designated agent the results of the references herein listed, statements and other data obtained from any other person pertaining to credit, employment, rent history and financial responsibility or criminal record of the Applicant(s). Applicant(s) hereby authorize the references herein listed, to disclose or report any information requested by RESORT QUEST and/or agents. An authorization form is included in this application package.

Be certain that you have completed all five pages of the Application in its entirety and attach the application fee of \$30.00 for each adult applicant included in this application. Include the following:

1. Copies of Driver's licenses for all occupants;
2. Copies of pay stubs for most current two consecutive pay periods, or some form of verification of income;
3. Letters of reference from current and previous landlords submitted on their letterhead, signed, dated and includes name, address and contact phone number for verification.

ALL APPLICATIONS WILL BE PROCESSED IN ACCORDANCE WITH ALL APPLICABLE LAWS, INCLUDING FAIR HOUSING AND ADA



**AGENCY DISCLOSURE (CIS):** Parties acknowledge that Resort Quest is the listing broker for the Owner/Landlord. Applicants may wish to retain their own agent, which may include another Resort Quest agent but in any event, Applicants should understand that Rental Listing Agent represents the Owner/Landlord and not the Applicants. Resort Quest offers rental in accordance with Federal and State Fair Housing Laws. CIS is included in this package.

PLEASE INITIAL \_\_\_\_\_ / \_\_\_\_\_

**\$30 Application Fee Required (per person 18 years and older)**



**Rental Application**

For Office Use Only

DATE: \_\_\_\_\_

AGENT: \_\_\_\_\_

Application Fee Paid \_\_\_\_\_

The undersigned hereby makes application to rent \_\_\_\_\_

**Please tell us about yourself**

Applicant Name:

|  |                     |        |
|--|---------------------|--------|
| Date of birth:                                 | SSN:                | Phone: |
| (applicant must provide copy of valid license) | Driver's License #: | State: |

Co-Applicant Name:

|  |                     |        |
|--|---------------------|--------|
| Date of birth:                                 | SSN:                | Phone: |
| (applicant must provide copy of valid license) | Driver's License #: | State: |

Names of all other Occupants under the age of 18 years:

\_\_\_\_\_

Total number of occupants: \_\_\_\_\_

How Many Pets? \_\_\_\_\_ Kind of pet/breed/weight/age: \_\_\_\_\_

**Please give your residence history for the past 3 years beginning with most current.** Letters of reference provided by landlord is required for all current and previous rentals.

Current address:

|                                |                          |           |
|--------------------------------|--------------------------|-----------|
| City:                          | State:                   | ZIP Code: |
| Own    Rent    (Please circle) | Monthly payment or rent: | How long? |

Reason for leaving

Rental Reference [Name & Phone Number]:

Previous address:

|                                    |                          |           |
|------------------------------------|--------------------------|-----------|
| City:                              | State:                   | ZIP Code: |
| Owned    Rented    (Please circle) | Monthly payment or rent: | How long? |

Reason for leaving

Rental Reference [Name & Phone Number]:

**INCOMPLETE/ILLEGIBLE INFORMATION WILL DELAY PROCESSING**



### EMPLOYMENT HISTORY

MILITARY: Attach copy of latest Leave & Earnings Statement and/or Transfer Orders • SELF-EMPLOYED: Attach a copy of past year (1 year) U.S. Tax Form 1040 & Schedule C • HOURLY/WEEKLY EMPLOYEES: Attach copies of last two pay stubs. Applicant(s) shall provide, if necessary, a salary key or authorization code if verification is to be obtained via an automated employment and salary verification service.

#### Applicant Employment Information

|  |  |                         |  |                         |
|--|--|-------------------------|--|-------------------------|
| Current employment status: <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Not Employed |  |                         |  |                         |
| Present employer:  |  |                         |  |                         |
| Employer address:  |  |                         |  | How long?               |
| Supervisor:  |  |                         |  |                         |
| Phone:   |  | E-mail:                 |  | Fax:                    |
| City:  |  | State:                  |  | ZIP Code:               |
| Position:  |  | Gross Monthly Salary \$ |  | Other Monthly Income \$ |

If there are other sources of income you would like us to consider, please list income, source and person who we could contact for confirmation. You do NOT have to reveal alimony, child support or retirement income unless you want us to consider the income to qualify for this rental.

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Phone #: \_\_\_\_\_

#### Co-applicant Employment Information

|  |  |                         |  |                         |
|--|--|-------------------------|--|-------------------------|
| Current employment status: <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Not Employed |  |                         |  |                         |
| Current employer:  |  |                         |  |                         |
| Employer address:  |  |                         |  | How long?               |
| Phone:   |  | E-mail:                 |  | Fax:                    |
| City:  |  | State:                  |  | ZIP Code:               |
| Position:  |  | Gross Monthly Salary \$ |  | Other Monthly Income \$ |

If there are other sources of income you would like us to consider, please list income, source and person who we could contact for confirmation. You do NOT have to reveal alimony, child support or retirement income unless you want us to consider the income to qualify for this rental.

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Phone #: \_\_\_\_\_

### FINANCIAL HISTORY

|                         |  |                                     |  |        |
|-------------------------|--|-------------------------------------|--|--------|
| Your Bank(s):           |  | City/State/Branch & Account #/Type: |  | Phone: |
| 1.                      |  |                                     |  |        |
| 2.                      |  |                                     |  |        |
| 3.                      |  |                                     |  |        |
| Your Credit References: |  | City/State/Type/Account #           |  | Phone: |
| 1.                      |  |                                     |  |        |
| 2.                      |  |                                     |  |        |
| 3.                      |  |                                     |  |        |

Attach all required income verification here, if applicable. If employment by phone, it shall become the responsibility of applicant(s) to obtain a statement from employer on company letterhead stating dates of employment and hourly rate or gross salary.



**Have you or Co-Applicant(s) ever:**

1. Been sued for non-payment of rent?  YES  NO
2. Been evicted or had your lease terminated?  YES  NO
3. Been sued for damage to a rental property?  YES  NO
4. Broken a rental agreement or lease?  YES  NO
5. Declared Bankruptcy?  YES  NO If yes, how long ago were you discharged?

**ADDITIONAL INFORMATION**

Number & descriptions of automobiles, motorcycles, vans, trucks, trailers, campers, RV's, boats, commercial vehicles, etc.

| Make/Model | Year | Color | Tag #/State |
|------------|------|-------|-------------|
|            |      |       |             |
|            |      |       |             |
|            |      |       |             |

Other vehicles (motorcycle, trailer, camper, boat, etc.):

|  |
|--|
|  |
|  |

**EMERGENCY CONTACT**

Name of a person not residing with you:

Address:

City:

State:

ZIP Code:

Phone:

Relationship:

**REFERENCES**

Name:

Address:

Phone:

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.

Signature of applicant:

Date:

Signature of co-applicant:

Date:

Signature of co-applicant:

Date:

Signature of co-applicant:

Date:



