



16712 Kings Highway  
 Lewes, DE 19958  
 302-645-6697  
 800-768-2289  
 302-645-7609 (fax)  
 lewesrentals@prugallo.com

702 Rehoboth Avenue  
 Rehoboth Beach, DE 19971  
 302-227-6554  
 800-997-5529  
 302-227-0924 (fax)  
 rehoboth@prugallo.com

## Residential Rental Application Form

Apartment Applying for: \_\_\_\_\_ Apt # \_\_\_\_\_ Move In: \_\_\_/\_\_\_/\_\_\_  
 Applicants Name: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Co-Applicant's Name: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_ (Optional) DOB Appl: \_\_\_/\_\_\_/\_\_\_ Co Appl: \_\_\_/\_\_\_/\_\_\_  
 Dr. Lic. Or State Issued ID Appl. \_\_\_\_\_ State \_\_\_\_\_  
 Dr. Lic. Or State Issued ID Co-Appl. \_\_\_\_\_ State \_\_\_\_\_  
 Current Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 (If Current Address is Less Than 3 Years)  
 Previous Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Have You Ever Been Convicted Of A Felony or Misdemeanor? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 If Yes Please Explain: \_\_\_\_\_

***Previous Landlord Information (Not Current Landlord):***

Property Name or Property Management Co: \_\_\_\_\_  
 Landlord or Contact Name: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Monthly Rental Amount: \_\_\_\_\_ Resided on Premises From: \_\_\_\_\_ To: \_\_\_\_\_

***Employment Information:***

Employer/Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Position: \_\_\_\_\_ Salary \$ \_\_\_\_\_ Start Date/Length of Employment \_\_\_\_\_

***Co-Applicant:***

Employer/Company Name: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ Start Date/Length of Employment \_\_\_\_\_

*I/We confirm that all the information supplied is true and correct. I/We understand that I/We can be turned down for the apartment if I/We have falsified any information on this application. I/We hereby authorize the verification of all above information by ATS, Inc. including my credit, housing court filing, rental, check writing, employment history including salary, and criminal background.*

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESIDENTIAL RENTAL APPLICATION

## PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_

any other name Applicant is known by: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**A copy of Driver's License must be attached to Application**

### **CO-OCCUPANTS:**

NAME	RELATIONSHIP	M/F	DATE OF BIRTH

Children or other occupants of unit over age 18 must fill-out co-applicant information.

### **EMERGENCY INFORMATION:**

Person we should contact in event of emergency:

Name \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_

Day Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

## EMPLOYMENT INFORMATION/HISTORY

### **APPLICANT**

Your current employment status:

Employed Full-Time     Employed Part-Time     Unemployed     Retired     Student (Check One)

#### Employer Information

Name \_\_\_\_\_ How Long Employed \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Position \_\_\_\_\_ Department \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Present Income \$ \_\_\_\_\_ per \_\_\_\_\_ (year, month, week, bi-weekly)

List Any Additional Income \$ \_\_\_\_\_ per \_\_\_\_\_ (year, month, week, bi-weekly)      Source \_\_\_\_\_

**A copy of Applicant's two most recent paychecks must be attached to Application**

**CO-APPLICANT**

Your current employment status:

Employed Full-Time     Employed Part-Time     Unemployed     Retired     Student (Check One)

**Employer Information**

Name \_\_\_\_\_ How Long Employed \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Position \_\_\_\_\_ Department \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Present Income \$ \_\_\_\_\_ per \_\_\_\_\_ (year, month, week, bi-weekly)

List Any Additional Income \$ \_\_\_\_\_ per \_\_\_\_\_ (year, month, week, bi-weekly)      Source \_\_\_\_\_

**A copy of Applicant's two most recent paychecks must be attached to Application**

**RENTAL AND RESIDENCE INFORMATION**

Please provide information on the last two (2) residences or for a period of three (3) years.

1. CURRENT

Present Address \_\_\_\_\_

Present Phone # \_\_\_\_\_ Length of time at present address \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_ Phone # \_\_\_\_\_

Current Monthly Rent or Mortgage Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Voluntary     Involuntary (check one)

2. PREVIOUS

Previous Address \_\_\_\_\_

Previous Phone # \_\_\_\_\_ Length of time at previous address \_\_\_\_\_

Previous Landlord or Mortgage Holder \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Monthly Rent or Mortgage Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Voluntary     Involuntary (check one)

**VEHICLE INFORMATION**

Make and Model of Vehicle 1 \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Tag # \_\_\_\_\_ State of Tag \_\_\_\_\_

Fully Paid  Yes     No (check one)    Leased From \_\_\_\_\_

Payment \$ \_\_\_\_\_ Account Number \_\_\_\_\_

Make and Model of Vehicle 2 \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Tag # \_\_\_\_\_ State of Tag \_\_\_\_\_

Fully Paid  Yes     No (check one)    Leased From \_\_\_\_\_

Payment \$ \_\_\_\_\_ Account Number \_\_\_\_\_

**CRIMINAL BACKGROUND**

1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?  Yes  No
2. Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)?  Yes  No

**DISCLOSURES AND AGREEMENTS CONCERNING THIS APPLICATION**

1. The Landlord may refuse to approve this Application on the basis of previous rental or housing records which reflect a lack of concern for the well being of other tenants or the property of the Landlord. It may also be rejected if information is received that indicates the Applicant is not concerned with the property rights or the right to peace and quiet of the other tenants. The Landlord may also refuse to approve this Application based upon the Applicant's financial history with such criteria as credit history, Applicant's salary, and past record of payment of rent to previous landlords being used to establish credit worthiness for leasing a rental unit.
2. The undersigned agrees to pay a non-refundable Application Fee of **\$30.00**, which is due prior to the Application being considered by the Landlord.
3. Prudential Gallo, REALTORS® believes in Fair Housing as part of our rental policy. If you feel that you have been discriminated against because of your race, religion, sex, or national origin by any Agent of Prudential Gallo, REALTORS®, you may write a complaint addressed to the attention of the Broker at the address set forth above.
4. In compliance with the Fair Credit Reporting Act you are hereby informed that an investigative consumer report may be made as to your character, general reputation, personal characteristics, and mode of living. Additional information will be obtained through employers, landlords, banks, finance companies, tax returns, credit reporting agencies or similar sources. **By signing this Application you are authorizing the release of this information to the Landlord or its Agents.**
5. I, or we, do hereby authorize Lessor or its Agents, at their option to inspect my or our present premises for the purpose of seeing present living conditions.
6. I hereby grant the owner or its representatives the right to process this Application for the purpose of obtaining a Rental Agreement. I understand that the Landlord is relying on the statements and information contained in this Application. The statements and information contained herein are true and correct to the best of my/our knowledge and information. I understand that this Application is made a part of the Rental Agreement if one is entered into, and if any information contained herein is found to be a misrepresentation, incorrect or untrue, that may form the basis for termination of the Rental Agreement.
7. I understand that I am under a continuing obligation to update the information on this Application. I agree to advise the Landlord of any changes in the information this Application contains. I understand that I must also update the Application each year at the time of renewal.
8. This Application is not a Lease or Rental Agreement. No representation is made as to the availability of an apartment or any specific apartment. Any prices listed herein are subject to change without further notice.
9. The undersigned agrees to a Credit Investigation Fee of **(included in the application fee)**.
10. I hereby grant the owner or its representative the right to process this Application for the purpose of obtaining a Rental Agreement. The statements and information herein are to the best of my/our knowledge true and correct.

Date: \_\_\_\_\_

Applicant(s) Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_