

# Applicant Checklist

NO SMOKING  
NO PETS

- Employment: Able to verify the last twelve months of employment. If stated a new job a letter on company letter head of signed contract will work to verify.
- Income: Income must be two and one half times the monthly rent. Verification is down by three consecutive months of paystubs or by three consecutive months of bank statements with paycheck deposits highlighted. If new employment then a letter from the human resources or manger, on company letter head, stating the salary, or amount of hourly wage and hours per pay period.
- Rental History: Minimum twelve month verifiable rental history, in good standing. If owned own home before twelve month verification from mortgage company verifying good standing on mortgage. If live with a family member or friend verification is still needed.
- Deposits/Fees: A \$35.00 non-refundable application fee is due at the time application is turned in. An additional \$20.00 non-refundable fee is charged for each adult that is applying. The security deposit of \$800.00, \$1600.00 if co-applicant doesn't live on premises, is due at signing. Deposits cannot be used towards rent at any time during occupancy.
- Monthly Rent: All rent must be taken automatically from debit or credit card (Master Card or Visa), Bank Account, or Savings account. Any failed rent payment is subject to fees.

\* Property Manager has the right to make any alterations or request additional information depending on information given by applicant in accordance with state and federal law.

*Capital Choice Property Management, LLC*  
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# APPLICATION QUALIFICATION FORM

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Several criteria are considered while determining whether to approve a new tenant. Many of these criteria are built into a process. Checks may be made on the prospective tenant's employment or other sources of income, credit history, criminal history, rental history, references, credit sources, banks and other financial institutions, and previous employers. While not all of these are checked on each prospective tenant, you should be prepared to disclose all of the above information and have it checked and verified.

**The undersigned prospective tenants certify and warrant that:**

1. All of the prospective tenants have verifiable sources of income, verifiable past rental history, and verifiable credit and references, each occupant/tenant/resident is residing in the United States legally, and that the information above is accurate.

2. None of the prospective tenants/occupants (even minors) have ever been evicted from a premises, have a current outstanding judgment, have left a previous landlord owing money, or have left a prior rental premises under threat of eviction.

3. None of the prospective tenants/occupants (even minors) have ever filed for bankruptcy protection whether or not the bankruptcy was discharged or dismissed, have a current pending bankruptcy case, or have met with a bankruptcy attorney in the last two years. If any have filed or met with a bankruptcy attorney, please give details (include date of bankruptcy, attorney name, etc.):

4. None of the above prospective tenants/occupants (even minors) have ever been convicted any crime other than a minor traffic violation, except those disclosed below (include type of criminal act, place of occurrence, date of occurrence, resulting action, and current status (probation, parole, etc.):

5. None of the prospective tenants/occupants (even minors) have ever committed, been indicted, arrested, investigated, or otherwise detained for any criminal act (other than a minor traffic infraction); except those disclosed below (include type of criminal act, place of occurrence, date of occurrence, resulting action, and current status (probation, parole, etc.):

6. Are you now or have you been involved in any civil litigation. For each case which you have been either a plaintiff or defendant, provide: case name, where filed, current status, result of case, name of your attorney, case number, and address/location of court:

*In the event Owner/Landlord proceeds with an application and it is determined that the prospective tenants have been untruthful in any of the above statements, each undersigned prospective tenant agrees to pay to Landlord the actual costs incurred in processing the application and an administrative fee of \$100.00.*

*The Undersigned represent that all of the above statements are True and Complete and hereby AUTHORIZE VERIFICATION OF SUCH INFORMATION. Authorization is given to contact any REFERENCES, BANK, PRIOR LANDLORDS, PRIOR/CURRENT EMPLOYERS, GOVERNMENTAL AGENCIES, AND FAMILY. Further authority is given to check all CREDIT AND PUBLIC RECORD INFORMATION. Applicants release ALL liability or responsibility, from all person or corporations that request or supply such information. Applicant acknowledges that FALSE information herein will constitute grounds for: (1) Rejection of an application, (2) Termination of resident's right to OCCUPANCY and eviction. False information may also constitute a serious offense under the laws of the state.*

Dated this: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ SS # \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ SS # \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ SS # \_\_\_\_\_

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## APPLICATION TO RENT

Separate application required for each adult occupant (All sections must be completed)  
 A \$35.00 non-refundable application fee applies. An additional \$20.00 non-refundable application fee for co-signer

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
 Other name(s) known by in past: \_\_\_\_\_  
 Date of Birth \_\_\_/\_\_\_/\_\_\_ Soc. Sec. # \_\_\_/\_\_\_/\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_  
 Marital Status: (circle one) single married divorced separated

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell/Alternate Phone \_\_\_\_\_  
 List all other persons who will be occupants under the age of 18:

Full Name	Age	Date of Birth	Soc. Sec. #	Relationship to you

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone(s): \_\_\_\_\_

### Rental History:

**Current address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Current address is :  parent's home  own home  rent home  rent apartment  student housing  friend  
 Landlord's name: \_\_\_\_\_ phone: (\_\_\_\_\_) \_\_\_\_\_  
 Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Previous address is :  parent's home  own home  rent home  rent apartment  student housing  friend  
 Landlord's name : \_\_\_\_\_ phone: (\_\_\_\_\_) \_\_\_\_\_  
 Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

### Employment:

**Present Occupation:** \_\_\_\_\_ Employer Name: \_\_\_\_\_  
 How Long? \_\_\_\_\_ Name of Supervisor : \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Current Monthly Gross Income \$** \_\_\_\_\_ How often are you paid? (circle one) weekly bi-weekly semi-monthly monthly  
**Prior Occupation:** \_\_\_\_\_ Employer Name: \_\_\_\_\_  
 How Long? \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State : \_\_\_\_\_ Zip: \_\_\_\_\_

### Financial:

Name of Bank: \_\_\_\_\_ Address: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Check all that apply:  Checking  Savings  Visa  Loan

### List Financial Obligations:

Creditor Name	Address	Phone #	Monthly Payment

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Have you ever been arrested, accused, charged or convicted of any crime?  No  Yes If yes, please explain each crime in detail:

Have you ever filed for Bankruptcy?  No  Yes (If yes, please give date filed, and in which state?)

Has an eviction action ever been filed against you?  No  Yes (if yes, what is the status of the case?)

By signing below, you acknowledge and understand that in connection with your application for residential tenancy at **Italian Village** we may now, or at any time you are leasing from **Capital Choice Property Management, LLC**, obtain a "consumer report" and/or an "investigative consumer report" on you from **TRAK-1 TECHNOLOGY**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for residential purposes. An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others. You further understand that these reports may include reasons for your evictions at other residential complexes, if applicable. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested. You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in **Capital Choice Property Management, LLC** files on you at the time of your request by providing proper identification and the payment of any legally permissible fees. You are further notified that, in the event you are denied tenancy, you will be provided the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to **TRAK-1 TECHNOLOGY** shall be directed to: **Trak-1 Technology; Consumer Disputes; P.O. Box 52028; Tulsa, Oklahoma, 74152; 918-779-7000.**

**THE FAIR CREDIT REPORTING ACT GIVES YOU SPECIFIC RIGHTS IN DEALING WITH CONSUMER REPORTING AGENCIES. YOU WILL BE GIVEN A SUMMARY OF THESE RIGHTS TOGETHER WITH THIS DOCUMENT.**

#### **AUTHORIZATION**

By signing below, you hereby authorize, without reservation, **TRAK-1 TECHNOLOGY** or any third party contacted by this organization to furnish the abovementioned and requested information. You further authorize ongoing procurement of the above-mentioned information, reports and records at any time during your residential tenancy or in the course of considering you for residential tenancy. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without reservation, any present or former employer, landlord, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish **Capital Choice Property Management, LLC** with any and all background information in their possession regarding you, so that your residential tenancy qualifications may be evaluated and/or reassessed.

#### **ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS**

By signing below, you certify: (1) that you have read and fully understand this disclosure and authorization; (2) that all of the information you are providing is true, complete, correct and accurate; and (3) that you acknowledge that you have received the attached summary of your rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.). The following is information required in order for **Capital Choice Property Management, LLC** to obtain a complete consumer report.

Applicant represents that all of the above statements are true and correct and hereby authorizes verification of the above items including but not limited to the obtaining of credit reports and agrees to furnish additional credit references on request. Applicant also affirms that all occupants of the leased premises are and will be legally residing in the United States.

Applicant Signature: \_\_\_\_\_

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

*All applications will be reviewed in the order received and judged based on the above criteria. Owner does not discriminate on the basis of race, color, religion, gender, national origin, disability, familial status or source of income*



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