



PROPERTY POINTE

47 West 9000 South, Suite 1, Sandy, Utah 84070  
Tel: 801-895-7247 Fax: 801-895-7249

Thank you for applying with Property Pointe! We take considerable pride in providing high quality housing for our residents. We comply with all applicable laws including all Fair Housing Laws and prohibit discrimination based on race, religion, color, creed, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, or any other consideration made unlawful by federal, state or local laws.

A Rental Package must be submitted by all prospective residents 18 years of age or older. The following makes up a complete Rental Package:

1. Signed copy of this letter
2. Signed Rental Application
3. Signed Landlord Verification
4. Signed Employment Verification
5. \$45 application fee per applicant
6. Copy of valid driver's license and/or proper identification
7. Copy of valid social security card
8. Copy of two most recent pay stubs for income verification. If you are self employed please include your most recent tax statement or a verifiable source of income.
9. A letter of reference from a previous landlord, if available.

Qualifications for rental applications are as follows:

1. **Credit History** - We perform a review of your credit history. Among other criteria, a previous eviction or rent judgment within the last three years will typically result in denial
2. **Criminal History** - We conduct criminal background checks on each applicant and reserve the right to decline applications based on any criminal activity reported.
3. **Rental History** - We verify current and previous residences. Any unresolved debts with a previous landlord are cause for denial of application.
4. **Employment & Income** - Verification of current employment with at least six months history or a verifiable source of income is required. Applicants must earn at least three times the monthly rent.

When your Application is approved:

1. The lease must be signed and the security deposit paid by certified cashier's check or money order within 24 hours to hold the unit. **No personal checks or cash will be accepted.**
2. A move in date and inspection will be set and your unit reserved.

At Move-In:

1. You need to bring with you:
  - a. Your first rent payment in **certified funds**
  - b. Proof that utilities have been transferred into your name
  - c. Proof of renter's insurance
2. We will:
  - a. Provide your keys
  - b. Perform a move in inspection with you

*I/We recognize that this rental application is subject to acceptance or rejection. I/We hereby state that the information set forth above is true and complete under penalty of perjury and authorize verification of the information and references given. I/We also authorize Property Pointe to run any necessary credit and/or background checks. Should any statement made be misrepresented or false, all deposits shall be forfeited. I/We understand that if after approval, I/We choose not to rent this property for any reason, I/we will forfeit the amount of deposit I have placed with Property Pointe and that no exceptions will be made.*

By signing below, I/we attest to the fact that I/we have read and accept this application, and that all of the statements included in this application are true and correct.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
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**Rental Application**

Applicant Name \_\_\_\_\_  
Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Drivers License # \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Monthly Rent \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Previous Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Monthly Rent \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Current Employer \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Previous Employer \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**REFERENCES**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_ Email \_\_\_\_\_

**OTHER INFORMATION**

Have you ever been convicted of a crime? Yes No \_\_\_\_\_  
Have you ever been evicted? Yes No \_\_\_\_\_  
Do you own any pets? Yes No \_\_\_\_\_

Name & ages of other people residing in home: \_\_\_\_\_

**My signature below authorizes Property Pointe to obtain my credit report and conduct background, landlord and employment checks pursuant to the offer of a lease agreement to inhabit the property identified below:**

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_  
Date you would like to move in \_\_\_\_\_  
Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_



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### Landlord Verification

To Whom It May Concern,

\_\_\_\_\_ has applied for occupancy at one of our properties. Your name was given as a landlord reference. We would like your cooperation in determining whether or not the above-mentioned individuals meet our qualifying criteria. Please complete the lower portion of this form and **return it to Property Pointe via fax at 801-895-7249**. Any Information you can provide is greatly appreciated and will be kept in strict confidence.

I authorize Property Pointe to obtain information on my rental history by contacting any references necessary to evaluate my renting risks. I hereby authorize my references, including current and previous land lords, to give Property Pointe all requested information.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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**This Section to be Completed by Landlord**

Is this person a current or former resident?  Current  Former Rent/month: \_\_\_\_\_

If current resident, when does lease expire? \_\_\_\_\_

How long did they live there? From: \_\_\_\_\_ To: \_\_\_\_\_

Did the resident make their payments on time?  Yes  No

Number of times late: 1-15 days late \_\_\_\_\_ 15-30 days late \_\_\_\_\_ Over 30 days \_\_\_\_\_

Times filed for eviction: \_\_\_\_\_

Did the resident adhere to rules, regulations, and terms of lease?  Yes  No

Did resident give proper notice to vacate prior to lease termination?  Yes  No

Were there any damages to the premises?  Yes Explain: \_\_\_\_\_  No

Would you rent to them again?  Yes  No Are you related to the resident?  Yes  No

Additional Comments: \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_



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## Employment Verification

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Dear Sir/Madam,

\_\_\_\_\_ has applied to lease with our company and has designated you as his/her current employer. We would appreciate if you would take the time to furnish the required information so that this individual is eligible for rental consideration.

**Please fax this completed form to 801-895-7249 within 24 hours of receipt.** If you have any questions you may call me at 801-895-7247. Thank you for your assistance in this matter.

Sincerely,

Property Pointe

### Applicant authorization to release information:

I authorize Property Pointe to obtain any information required to verify my employment. This is to include, but is not limited to, my date of hire, my position and my income information, past or present.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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### This Section to be Completed by Employer

Company Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Position: \_\_\_\_\_

Completed by: \_\_\_\_\_

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