



# APPLICATION PACKET

RUDULPH REAL ESTATE, INC.

3 OFFICE PARK CIRCLE, SUITE 107

BIRMINGHAM, AL 35223

PHONE: 205-879-4691 | FAX: 205-871-1988

WWW.RUDULPHRENTS.COM

- **APPLICATION** – Everyone who is 19 years of age or older will need to complete the Application (2 pages).
- **OFFER PAGE** – Please complete the top portion and note anything you would want done to the property prior to moving in on the bottom portion. This is not a guarantee, but will be presented to the owner. One signature is required on the Offer Page.
- **APPLICATION ACKNOWLEDGEMENT FORM** – All applicants will need to initial the top portions and sign / date the bottom.
- **RENTAL VERIFICATION FORM** – If you currently rent, please sign the **top portion** and we will submit the form to your Landlord for them to complete the bottom portion.
- **EMPLOYMENT VERIFICATION FORM** – Please sign the **top portion** and we will submit the form to your employer to complete the bottom portion. To expedite the process, you may submit the last two pay stubs or the first two pages of last year's tax returns in lieu of completing the form.
- **PHOTO ID** – We will need a copy of **each** Applicant's photo ID or driver's license.

The **Application Fee** is **\$25 Per Person**. If you have already paid the \$10 Pre-Qualification Application fee, it will only be \$15 for you. We only accept Debit or Credit for this payment (No Cash).

The **Security Deposit** is equal to One Month's Rent. Cashiers or Money Order ONLY. It is due at the time you submit your Application.



# RUDULPH REAL ESTATE, INC.

## RENTAL APPLICATION FOR RESIDENTS & OCCUPANTS

### REQUIREMENTS TO RENT

- EACH APPLICANT IS REQUIRED TO HAVE A CREDIT SCORE OF AT LEAST 600
- THE COMBINED MONTHLY INCOME NEEDS TO BE AT LEAST THREE TIMES GREATER THAN THE AMOUNT OF RENT
- PHOTO ID REQUIRED

### APPLICATION INFORMATION

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

Full Name: \_\_\_\_\_

Former Last Name: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

or Govt. Photo ID Card Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

US Citizen: \_\_\_\_\_ Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_

Rent or Own: \_\_\_\_\_ Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_

Rent or Own: \_\_\_\_\_ Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

### EMPLOYMENT INFORMATION

Current Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

### OTHER OCCUPANT INFORMATION- PLEASE LIST ALL OTHER OCCUPANTS

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

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

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

### PETS (\$200 NON-REFUNDABLE FEE PER PET)

1) Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

2) Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

3) Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

**HAVE YOU EVER:**

(PLEASE CIRCLE ONE)



- Been evicted or asked to move out..... YES NO
- Broken a lease without landlord consent..... YES NO
- Declared Bankruptcy..... YES NO
- Been sued for property damage..... YES NO
- Been convicted of a felony..... YES NO

If you answered yes to any of the above questions, please explain: \_\_\_\_\_

\_\_\_\_\_

- ❖ **PRE-QUALIFICATION FEE:** I acknowledge that the \$10 fee is non-refundable and that the payment is for processing the credit report through Equifax. I also acknowledge that Rudolph Real Estate, Inc. looks for a credit score of at least 600 on report. **Initial Here:** \_\_\_\_\_
- ❖ **KEY DEPOSIT:** I acknowledge that once the credit report is approved and I would like to view a property, I will check out a key to view the property at my convenience and that I am allowed to keep the key for forty-eight (48) hours. I also acknowledge that I will complete the Credit Card Authorization Form prior for checking out a key so that if the key is not returned within that time frame, my credit card will be charged \$100 to change out the locks at each property for which I have a key to. **Initial Here:** \_\_\_\_\_
- ❖ **PROPERTY CONDITION:** I acknowledge that it is company policy that any home which has been empty for more than ten (10) days will be cleaned prior to a tenant taking possession of the home. **\*\*If you feel as though the home is not move-in ready, please be sure to let us know when you return the keys to our office. Initial Here:** \_\_\_\_\_
- ❖ **ACKNOWLEDGEMENT:** I acknowledge and declare that all statements on this Application are true and complete. I authorize Rudolph Real Estate, Inc. to verify the same through any means. I authorize Rudolph Real Estate, Inc. to obtain a credit report, to verify rental references, and to verify employment and salary on me. If I fail to answer any question or give false information, Rudolph Real Estate, Inc. has the right to reject my Application and retain all Application fees and deposits as liquidated damages for its time and expense, and terminate my right of occupancy. I acknowledge that giving false information is a serious criminal offense. I also acknowledge that Rudolph Real Estate, Inc. is authorized at any time, to conduct a Nationwide Criminal Search- including Sex Offender Check and Terrorist Check (OFAC) watch list. Rudolph Real Estate, Inc. may, at any time, furnish information to consumer reporting agencies and other rental housing owners regarding performance on my legal obligations, including both favorable and unfavorable information about my compliance with the Lease Contract, the rules, and the financial obligations. **Initial Here** \_\_\_\_\_.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

Property or Properties You are Interested in Viewing:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_





# RENTAL APPLICATION ACKNOWLEDGEMENT.

(ALL APPLICANTS MUST INITIAL)

**RENTAL APPLICATION:** After viewing the property, you will be able to proceed with the application process. A representative from Rudolph Real Estate will process and verify all required information from you application. Once the application has been processed and verified, it will be presented to the Owner for approval. You must not assume approval until you receive actual notice of approval. Notification of your acceptance may be in person, by email or telephone. (Initial Here: \_\_\_\_\_)

**APPLICATION FEE:** A **non-refundable** application fee of \$25.00 is required by each applicant. All applicant(s) 19 years and older will be living in the home must submit a separate application. (Initial Here: \_\_\_\_\_)

**SECURITY DEPOSIT:** A security deposit equal to one month's rent is required at the time an application is submitted. The security deposit must be in the form of money order or cashier's check. (Initial Here: \_\_\_\_\_)

**OFFER PAGE:** Houses are rented in an "As Is" condition, except for items listed on your offer page to be negotiated during the application approval process. The offer page of the application must be completely filled out once a property has been selected. (Initial Here: \_\_\_\_\_)

**WITHDRAW BEFORE APPROVAL:** Applicant(s) may withdraw their application at any time prior to the terms of the lease agreement being negotiated and agreed upon by the applicant, owner and agent of Rudolph Real Estate. If application is withdrawn prior to an agreement being reached, applicant(s) will have the certified funds check returned to them immediately. **As noted above- the application fee is non-refundable.** (Initial Here: \_\_\_\_\_)

**NON-APPROVAL:** If you or any co-applicant is disapproved or denied, we will return the security deposit immediately. Security deposits will only be returned to individual making the deposit. **As noted above- the application fee is non-refundable.** (Initial Here: \_\_\_\_\_)

**FAILURE TO EXECUTE LEASE:** If an application for rental home has been processed, negotiated and approved by all parties and the renter(s) fails to execute their lease on the agreed upon move-in date, renter will be at risk of forfeiting entire security deposit to the owner of the property for liquidated damages. (Initial Here: \_\_\_\_\_)

**PETS:** Pets are accepted with owner(s) approval- breed and weight restrictions may apply. A pet agreement must be signed by each tenant. **A \$200.00 non-refundable** pet fee (*per pet*) must be paid in full prior to the addition of a pet to your home. Owner(s) may require an additional refundable pet deposit. Tenant(s) will be responsible for any damages caused by their pet. (Initial Here: \_\_\_\_\_)

**WASHER & DRYER:** Washer and Dryers are not included in any Rudolph Real Estate, Inc. managed property.

**RENTER'S INSURANCE:** RUDOLPH REAL ESTATE, INC. requires a minimum of \$100,000 Liability Insurance Coverage, proof of insurance is required prior to move in. Rudolph real Estate must be listed as an additional party of interest on the declaration page. Applicant(s) may get insurance from any insurance agency of your choosing. (Initial Here: \_\_\_\_\_)

**GUARANTOR:** A Guarantor may be requested, at the company's discretion, if the applicant is a full-time student, recently independent individual, or has non-garnishable wages. The Guarantor must be in good standing with his or her credit, must demonstrate stable current employment with verifiable income and must live and work in the **State of Alabama**. Identity must be verifiable by a state, or federally, issued form of identification which includes a photograph. (Initial Here: \_\_\_\_\_)

RUDOLPH REAL ESTATE, INC. complies with all applicable fair housing laws, including those that prohibit discrimination on the basis of race, color, sex, religion, handicap, familial status, national origin and all other protected classes required by state and/or local statutes

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## RUDULPH REAL ESTATE, INC.

3 Office Park Circle Suite #107

Birmingham, AL 35223

Office: 205.879.4691 | Fax: 205.871.1988

# EMPLOYMENT VERIFICATION

Today's Date: \_\_\_\_\_

Employed From: \_\_\_\_\_

Company Fax: \_\_\_\_\_

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

Applicant(s) Name: \_\_\_\_\_

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

*I authorize RUDULPH REAL ESTATE, INC. to obtain a credit report, verify employment, salary information, and rental references on me. In the event this offer, or any subsequent verbally modified offer, is accepted and I refuse to execute a lease on the agreed upon terms, all money received with this application will be forfeited to Rudolph Real Estate, Inc. to compensate for its efforts in investigating this application and/or preparation of documents.*

\_\_\_\_\_  
Applicant's Signature

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

### FOR [PREVIOUSLY MENTIONED] OFFICE USE ONLY

The above applicant has applied to lease a property through our company. In order to properly process the application, it is necessary to obtain the following information:

Monthly Gross Income: \_\_\_\_\_

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

Length of Employment: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Verified by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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## RENTAL VERIFICATION

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

From: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

*I authorize RUDULPH REAL ESTATE, INC. to obtain a credit report, verify employment, salary information, and rental references on me. In the event this offer, or any subsequent verbally modified offer, is accepted and I refuse to execute a lease on the agreed upon terms, all money received with this application will be forfeited to Rudolph Real Estate, Inc. to compensate for its efforts in investigating this application and/or preparation of documents.*

\_\_\_\_\_  
Applicant's Signature

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

### FOR [PREVIOUSLY MENTIONED] OFFICE USE ONLY

The above applicant has applied to lease a property through our company. In order to properly process the application, it is necessary to obtain the following information:

Move-In Date: \_\_\_\_\_

Move-Out Date: \_\_\_\_\_

Rent Per Month: \$ \_\_\_\_\_

Number of Late Payments: \_\_\_\_\_

Number of NSF Charges: \_\_\_\_\_

Did the Tenant(s) have pets? \_\_\_\_\_

Eviction Filed? \_\_\_\_\_

Balanced Owed? \_\_\_\_\_

Would you rent to this tenant again?     Yes     No     If Qualified

Tenant(s) reason for moving: \_\_\_\_\_

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

Verified by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



# CREDIT CARD AUTHORIZATION

I \_\_\_\_\_ authorize RUDULPH REAL ESTATE, INC. to charge my credit  
*Full Name*  
card in the amount of \$ \_\_\_\_\_  
for the payment of \_\_\_\_\_.

NAME LISTED ON CARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

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

3 DIGIT CODE: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## FOR THE OFFICE ONLY:

Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Card

Debit Card

Charged By: \_\_\_\_\_ Date: \_\_\_\_\_