

*Homes4lease, LLC*

3800 N Portland Avenue, Suite 200  
Oklahoma City, OK 73112

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

Property of Interest: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

**LEASE APPLICATION**

The Application Fee is \$40.00 per application per person. Married persons pay one fee of \$40.00. The application fee is non-refundable whether the Application is approved or denied. Photo identification is needed (driver's license, passport, etc.). Our leases are for one year, plus extensions.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

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

Spouse's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Spouse's Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Other Phone: \_\_\_\_\_

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Present Address: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

Current Rental Payment: \$ \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

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Previous Address: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

Current Rental Payment: \$ \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

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Present Employer \_\_\_\_\_ Phone \_\_\_\_\_

Employer's Address \_\_\_\_\_ Position \_\_\_\_\_

Length of Time Employed \_\_\_\_\_ years, \_\_\_\_\_ months. Approximate Monthly Income \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Phone \_\_\_\_\_

Employer's Address \_\_\_\_\_ Position \_\_\_\_\_

Length of Time Employed \_\_\_\_\_ years, \_\_\_\_\_ months. Approximate Monthly Income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Length of Time Employed \_\_\_\_\_ years, \_\_\_\_\_ months. Approximate Monthly Income \_\_\_\_\_

Applicant's initials \_\_\_\_\_

Co-Applicant's Initials \_\_\_\_\_

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**How did you hear about this property?**

**Circle One:**

Homes4lease.com      Rentals.com      RentOK.com      Craig's List      Sunday Oklahoman  
AHRN website      Yard Sign      Yellowpages      Other: \_\_\_\_\_

**Personal References (Not Related to Applicants):**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**In Case Of Emergency, Notify:**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Relationship: \_\_\_\_\_

**Persons who will occupy the Premises:**

Name \_\_\_\_\_ Name \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_  
Number of children occupying property: \_\_\_\_\_ Ages: \_\_\_\_\_

**Vehicles You Will Keep On Property:**

Make \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ License # & State: \_\_\_\_\_  
Make \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ License # & State: \_\_\_\_\_  
Other Vehicles: \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State: \_\_\_\_; Spouse's Driver's License # \_\_\_\_\_ State: \_\_\_\_

**Pet Registration**

Number of pets you own that will reside at property: \_\_\_\_\_  
Pet No. 1: Name: \_\_\_\_\_ Type/Breed of Animal: \_\_\_\_\_ Age \_\_\_\_ Wt: \_\_\_\_\_ Sex: \_\_\_\_\_  
Pet No. 2: Name: \_\_\_\_\_ Type/Breed of Animal: \_\_\_\_\_ Age: \_\_\_\_ Wt: \_\_\_\_\_ Sex: \_\_\_\_\_

**Applicant's initials \_\_\_\_\_**  
**Co-Applicant's Initials \_\_\_\_\_**

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**Restrictions On Pets:**

1. The only acceptable pets are dogs, cats, fish, and birds. Large breeds of dogs, or pets which demonstrate aggressive behavior, are not allowed. Pit Bulls (as well as half-breed), Rottweilers, Dobermans, & Chows are prohibited.
2. No pet weighing more than 70 pounds at adult maximum growth is permitted.
3. A Pet Deposit of \$300.00 per pet is required. \$100 is non-refundable.
3. No more than two (2) pets will be allowed on the Premises.
- 4 Damages to lawns, grounds, doors, screens, or any part of the Premises will be charged against Deposits.

**Other Restrictions:** Smoking is **NOT** permitted in any *Homes4lease* property, by anyone at any time.

**Disclosure that the Agent is a Transaction Broker for one Party and a Single-Party Broker for Another Party.**

The Agent named herein is providing services to the Residents/Tenants as a Transaction Broker. Under the terms of a Marketing & Management Agreement with the Owner of the Premises, the Agent is also performing services as a Single Party Broker for the Owner and, as such, must obey specific directions of that Owner (that are not contrary to law). The Oklahoma Real Estate Commission requires a Broker to obtain the consent of both parties to a transaction when services are provided as a Single Party Broker for one party and as a Transaction Broker for another party to the same transaction. By signing below, the Tenant(s) consents to this arrangement.

**The Oklahoma Taxpayer and Citizen Protection Act of 2007 requires all Tenants/Residents in Oklahoma to be United States citizens, legal permanent resident aliens, or holders of valid unexpired nonimmigrant visas, plus exceptions for refugees and those seeking asylum. By signing below, you are certifying that you meet the requirements of this law and are prepared to prove it with valid documentary evidence.**

It is understood that this application is subject to approval by *Homes4lease* and, *if the application is not approved*, any deposits paid in will be returned to the Applicant. If the Application is approved, Applicant has 24 hours to pay in the Security Deposit and/or other monies requested by Agent. **If Applicant fails to post the Security Deposit within the allotted 24 hours, Agent shall thereafter be free to rent the Premises to other Applicants.**

**SEE CREDIT & LEASING POLICY ATTACHED. After the Applicant pays a deposit to hold the Property and Agent removes it from the market, the related funds are at risk of forfeiture. If Applicant fails to sign the lease and pay the first month's rent within 2 weeks of approval, Homes4lease shall retain all moneys received as liquidated damages for lost rentals and expenses incurred.** If the Premises become unavailable, after approval of the Application, the Agent shall refund all monies paid to the Applicant. This Application becomes part of the Rental Agreement when Applicant is approved by *Homes4lease*. The undersigned warrants that the foregoing information and representations are true and correct.

**Homes4lease is hereby authorized to verify credit, rent history, employment and income with third parties and all third parties are hereby authorized to release such information.**

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

**OFFICE USE ONLY**

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

Sec. Dep. Due: \$ \_\_\_\_\_; Collected: \$ \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Pet Dep. Due: \$ \_\_\_\_\_; Collected: \$ \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Monthly Rental Amount: \$ \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Lease Expiry Date: \_\_\_\_\_

Application Approved On \_\_\_\_\_ Application Approved by: \_\_\_\_\_

Applicant Notified Of Approval/Denial On \_\_\_\_\_ Application Fee Received: \$ \_\_\_\_\_ (\$40/ person)

Comments - Include Explanations of Special Agreements requiring the approval of Owner:

**CREDIT & LEASING POLICY**

*Homes4lease* has established the following policies for approval of its Lease Applications:

We must obtain a favorable credit report from the Credit Bureau of Oklahoma City. This report must be substantially free of bad debts, liens, collections, or chronic past due reports. Some leeway may be allowed on medical and certain other accounts.

*Homes4lease* declines to lease to persons who have collections from or unpaid debts to landlords, management companies, and/or amounts related to prior tenancies. Other housing related collections or debts to utility, telephone, or cable companies may also be grounds for declining an Application, but may be approved if the related debt is paid off and proof of payment is provided to *Homes4lease*. Additional security deposits may also be required.

We must have at least 6 months' verifiable rental or mortgage payment history and the reports from the previous landlord or mortgagee must be favorable. Late payments or returned checks are grounds for denial.

We usually require least 6 months' verifiable continuous employment and the reports from the employer, or documents supporting income, must confirm that the Applicants' income is at least three (3) times the monthly rental expense (this is the "Income Requirement" – see NOTE below).

**OTHER CONSIDERATIONS:**

*Homes4lease* acts as a single party broker for private owners of residential property, and takes its primary direction from such owners. If an Applicant leases from *Homes4lease*, it serves as a Transaction Broker with the tenant on the lease transaction. In certain circumstances, and with the prior approval of our client/owner, we will make an accommodation to applicants who meet most, but not all, credit standards. Such arrangements usually require additional security deposits of one or more months' rent or the guarantee of co-signers, or both.

For co-signers to be acceptable, they must, without exception, meet the standards of our Credit Policy, as set out above, they must sign the lease, and they must live in Oklahoma. Regardless of the co-signers' credit worthiness, it is the resident who must meet the Income Requirement.

NOTE: Houses are assigned to the first *approved* applicant who posts the security deposit with *Homes4lease*. Applications are not approved until credit, rental history, and the "Income Requirement" are all verified. The Income Requirement may require that an OHFA or OCHA inspection be completed before Sec 8 Applicants can be approved.

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**NOTICE**

It is the policy of this Company to obey the spirit and the letter of all non-discrimination laws including the Federal Fair Housing Law (Title VIII of the Civil Rights Act of 1968) and the local Fair Housing Ordinance. Any employee of this company who discriminates against any applicant for housing on the basis of race, color, religion, sex, handicap, familial status, or national origin will, upon investigation, be dismissed.