

Keystone Real Estate
 1501 North 18th Suite 100
 Springfield, Oregon 97477
 (541)746-1402
 www.KeystoneHome.net



Application for Rental
COMPLETE BOTH SIDES OF APPLICATION
 Application Screening Fee: \$15.00
 One application per potential occupant 18 years of age or older
 Applications can be submitted to the main office 9:30a – 5:00p M-F

Office Use Only – Leave This Section Blank

Date: _____ Rental Address Applying For: _____

Requested Move In Date: _____ Rental Account Number: _____

Please Print Clearly and Legibly

Applicant Personal Information			
Applicant's Legal Name: Last	First	Middle	Date of Birth
Social Security Number	Drivers License Number & State Issued:		Total Number of Occupants
Home Phone	Work Phone	Cell Phone	Daytime Message Phone

Other Occupants		
Names of other Applicants over 18 submitted with application: _____		
All Occupants 18 years of age must complete a separate application. Occupants 17 years of age or younger list below.		
Name: _____	DOB: _____	SSN: _____
Name: _____	DOB: _____	SSN: _____
Name: _____	DOB: _____	SSN: _____

Professional Rental References Owned <input type="checkbox"/> Friend / Relative <input type="checkbox"/> Professional Landlord <input type="checkbox"/>		
Currently own? <input type="checkbox"/> Rent? <input type="checkbox"/> Have you ever been evicted? _____ Reason for vacating: _____		
Amount of monthly rent: _____ Date of Move in: _____ Anticipated Date of Move: _____		
Rental Address (include city, state, zip) _____		
Name, address, and phone number of professional landlord. _____		

Professional Rental References Owned <input type="checkbox"/> Friend / Relative <input type="checkbox"/> Professional Landlord <input type="checkbox"/>		
Previously own? <input type="checkbox"/> Rent? <input type="checkbox"/> Have you ever been evicted? _____ Reason for vacating: _____		
Amount of rent: _____ Date of Move in: _____ Move out date: _____		
Rental Address (include city, state, zip) _____		
Name, address, and phone number of professional landlord. _____		

Office Use Only: Photo ID verified <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of Income Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No Backup Application <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> Credit Check <input type="checkbox"/> Public Record <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
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Turn over and complete reverse side. If not completed the application will not be considered.

Source and Amounts of Income		
Total Monthly Income After Taxes:	Source of Income: Self-Employed? [] Employed? [] Retired? [] Other Income (List all Sources, Amounts, Frequency - include proof with application)	
Frequency of Income		
If Employed List Name and Address of Company:		
Date of Hire:	Position:	Name and Phone Number of Supervisor:

Other Important Information Needed	Yes	No	Automobiles, Other Vehicles	License Number
Have you been convicted of a felony?				
Do you have renters insurance?				
Do you have a vacuum cleaner?				
Do you have a waterbed?				
Do you use a musical instrument? If so, type:				
Do you or members of your family smoke?				
Do you have pets or other animals? If so, type:				
Do you have fish in an aquarium? Size of tank:				

Applicant hereby certifies the information provided is true and correct and authorizes Keystone Real Estate to make any and all inquiries necessary to evaluate this application. Information provided may be made available to other services or agencies for verification either during the application process or if approved during occupancy. Applicant understands and accepts that any information provided that is incomplete, inaccurate, or falsified shall be grounds for denial or subsequent termination of tenancy upon determination of such falsified information.

Signature of Applicant: _____ **Date:** _____

Please provide any additional information or explanations needed to verify the application and its contents below, or attach another page.