

Rental Application
Eichelberger Property Management, LLC
Office: 314-752-3570 www.epmstl.com

Address applying for: _____
Street Apartment number/letter

Requested move-in date: _____ **Number of occupants over 18 years old:** _____

Rent amount: \$ _____ **Deposit amount: \$** _____ **Application fee paid: \$** _____

Name: _____ **Maiden:** _____
First Middle Last

Phone #: _____ **Email address:** _____

SSN: _____ **Date of Birth:** _____ **Marital status:** _____

Current Address: _____
Street City State Zip

Move-in date: _____ **Move-out date:** _____ **Monthly payment: \$** _____

Current Landlord/mortgage holder/person residing with: _____

Current Landlord phone: _____ **Landlord fax:** _____

Previous Address: _____
Street City State Zip

Move-in date: _____ **Move-out date:** _____ **Monthly payment: \$** _____

Previous Landlord/mortgage holder/person residing with: _____

Previous Landlord phone: _____ **Landlord fax:** _____

Current Employer: _____ **Phone:** _____

Current Position: _____ **How long:** _____ **Salary:** _____

Previous Employer: _____ **Phone:** _____

Previous Position: _____ **How long:** _____ **Salary:** _____

Other sources of income: _____ **Amount: \$** _____

Character References (First one should be your nearest relative or emergency contact) 

1.) _____
Name Relationship Address Phone

2.) _____
Name Relationship Address Phone

3.) _____
Name Relationship Address Phone

- Reason For Moving:** Getting Married Getting Divorced or Separated Nicer Apartment Lower Rent
 Living at Home Moving From Outside of St. Louis More Convenient to Work More Convenient to School
 Other Reason _____

Please answer the following regarding your credit/rental history:

Have you rented in your name before? Yes No

Do you have any utility bills in collections? Yes No

Have you been evicted? Yes No **Do you have any foreclosures?** Yes No

Have you had a bankruptcy? Yes No **If yes, when was it discharged? Date:** _____

How Did You Learn About This Unit?

- Epmstl.com Craig's List BackPage.com Different website Sign A Friend Other

PETS (Not Permitted Unless Specified and Approved By Authorized Agent with a written pet agreement):

Certified service animals used for disabilities are not considered pets.

Pet type, breed, age, weight, name

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The following occupants (AND NO OTHERS) will live in the unit: (Please list everyone including yourself)

Name: _____ **DOB:** _____ **Relationship:** _____

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IN SIGNING THIS APPLICATION, THE UNDERSIGNED STATES THAT THE ABOVE INFORMATION IS WARRANTED TO BE TRUE AND HEREBY AUTHORIZE EICHELBERGER PROPERTY MANAGEMENT, LLC, TO INVESTIGATE THE REFERENCES HEREIN USED, OR STATEMENTS OR OTHER DATA OBTAINED FROM ME OR FROM ANY OTHER FIRM OR PERSON, PERTAINING TO MY CREDIT, RENTAL HISTORY, OR FINANCIAL RESPONSIBILITY. THE UNDERSIGNED AGREES THAT THIS APPLICATION SHALL REMAIN THE PROPERTY OF EICHELBERGER PROPERTY MANAGEMENT, LLC. APPLICANT FURTHER RECOGNIZES THAT EICHELBERGER PROPERTY MANAGEMENT, LLC, IN ITS INVESTIGATION PROCEDURES DOES NOT CONSIDER ANY INFORMATION OBTAINED THROUGH ITS INVESTIGATION TO BE CONFIDENTIAL AND A FULL DISCLOSURE OF PERTINENT FACTS MAY BE MADE TO THE OWNER. I FURTHER AGREE THAT THE APPLICATION FEE IS NONREFUNDABLE AND DOES NOT APPLY TO THE RENT OR DEPOSIT OF THE APARTMENT FOR WHICH I AM APPLYING.

NOTICE TO CONSUMER: AN INVESTIGATIVE CONSUMER REPORT INCLUDING INFORMATION AS TO CREDIT AND FINANCIAL RESPONSIBILITY, CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING, WHICHEVER ARE APPLICABLE, MAY BE PRESENTED TO THE OWNER OF THE BUILDING FOR WHICH YOU ARE APPLYING. YOU, THE CONSUMER, HAVE A RIGHT TO REQUEST IN WRITING A COMPLETE DISCLOSURE OF THE NATURE AND SCOPE OF THE INVESTIGATION. YOUR REQUEST SHOULD BE ADDRESSED TO EICHELBERGER PROPERTY MANAGEMENT, LLC, AND MUST BE MADE WITHIN THIRTY DAYS OF THE DATE THE APPLICATION IS APPROVED OR IS NOT APPROVED.

Signed x _____ **Date** _____

Applicant

Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until approved by Landlord. If approved, all monies deposited with this application, exclusive of application fee, will be held as a reservation deposit to be either returned to applicant, or credited toward any deposit which may be required of applicant at the time a rental agreement is executed. Reservation deposit shall not be returned to applicant unless application is denied by Eichelberger Property Management, LLC.



Eichelberger Property Management, LLC conducts business in accordance with all federal, state, and local fair housing laws. It is our policy to provide housing opportunities to all persons regardless of race, color, religion, ancestry, sex, familial status, handicap, sexual orientation, gender identity, or national origin. This company's fair housing procedures must be followed by everyone associated with the company.

Checklist of items to bring with this application:

- Proof of income: Three most recent paycheck stubs, 1099, W-2, award letter, tax return, etc.
- Security Deposit to hold the apartment while your application is being processed (money order or cashier's check)
- Application fee of \$40 per adult. This must be a separate money order or cashier's check from the security deposit and is non-refundable.
- State Issued photo ID for each adult.

Eichelberger Property Management, LLC Rental Acceptance Guidelines

Income:

- Household verifiable gross income at least 3 times the rental rate.
- At least one year at present job or verifiable permanent former employment. Provide at least 3 current pay stubs and/or signed tax return with attached documentation to verify income.

Credit:

- Satisfactory credit. Monthly outstanding debt payments (including rent) should not exceed 60% of monthly gross income.
- NO CO-SIGNER for bad credit or eviction.

Eviction/Criminal Background Check:

- At least one year of verifiable rental history in good standing.
- No misdemeanors or felonies involving firearms, drugs, theft, destruction of property, crimes against a person, or any crime involving a minor.
- No felony record.

Occupancy Standards:

- No more than 2 persons per bedroom per apartment.
- Guests may not reside in home longer than 10 days.
- New occupants under 18 must be approved in writing by landlord prior to occupancy. New occupants over 18 must submit application and application fee and be approved by landlord prior to occupancy.

Application Fees:

- Application fees are \$40 per applicant (cash or money order). Non-refundable.
- Application screening includes current and/or previous employment, rental history, credit, eviction/skip research, and criminal background check.

Security Deposit:

- Security deposit is \$ _____ to reserve an apartment home (cashier's check or money order).
- Security deposit will be forfeited if cancellation occurs after 3 business days from application submission. Security deposit forfeited unless application denied by EPM, LLC.

I hereby authorize and direct any federal, state, or local agency, organization, business, or individual to release information that will verify certain facts as represented on my application to rent an apartment at Eichelberger Property Management, LLC. This includes records on my rental payment history, general credit report and violations of my lease or occupancy policies, criminal background check, employment history, including contacting my present and former employers and other such records as needed by management to learn all relevant facts about credit and employment history.

I further understand that if I am not present, my signature must be notarized on this form and the application. I understand all parties involved must sign all documents and monies due are paid in certified funds prior to releasing keys to the premises. I agree that a photocopy of this authorization may be used for the purposes stated above. The original is on file in the management office and will stay in effect for a year and a month from the date signed.



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Applicant Signature

Date

Address of unit applying for

EICHELBERGER PROPERTY MANAGEMENT, LLC

5825 Gravois

St. Louis, MO 63116

Phone: 314-752-3570

www.epmstl.com

Fax: 314-752-3474

REQUEST FOR EMPLOYMENT VERIFICATION

I/we give my/our permission to verify all information contained in our application for an apartment as well as to run a credit report and criminal record check and to verify employment and previous tenant history. I/We authorize the release of information necessary to process our application.

Print Name

Social Security Number

Date

Signature

APPLICANTS, PLEASE DO NOT WRITE BELOW THIS LINE.

Human Resources/Owner/Supervisor: Please complete regarding applicant for employment history and fax back to (314) 752-3474 as soon as possible. Thank you!

Name of Company: _____

When was applicant hired _____

Was applicant reliable _____

When was employment terminated _____

What position did applicant hold while employed _____

What were the hourly or monthly wages/salary paid _____

If applicant is still in your employ, is this full-time or part-time position _____

Printed name of person completing this form: _____

Signature: _____

Title: _____

EICHELBERGER PROPERTY MANAGEMENT, LLC

5825 Gravois Ave. St. Louis, MO 63116

Phone: 314-752-3570

www.epmstl.com

Fax: 314-752-3474

REQUEST FOR RENTAL VERIFICATION

Release: I/We authorize the release of any and all information to process our application regarding my/our rental history.

Applicant Name

Signature

Date



Address applying for

APPLICANTS, PLEASE DO NOT WRITE BELOW THIS LINE.

Property Manager/ Landlord: Please complete regarding applicant for rental history and fax back to (314) 752-3474 as soon as possible. Thank you!

Current/Previous Address: _____

Move-in/Lease beginning date: _____ Move-out/Lease end date: _____

Amount of monthly rent: _____ Amount of deposit: _____

Proper notice given prior to vacating? _____

Number of late rental payments during lease period: _____ Amount past due? _____

Were there any unauthorized residents? _____

Number of returned checks? _____

Were there any disturbances or property damage? _____ If yes, explain: _____

Would you rent to the applicant again? _____ If no, explain: _____

Person completing form: _____ Signature _____

Are you a friend or relative of this person? Yes ___ No ___

Title: _____ Date: _____

Landlord Name: _____

Landlord phone: _____

Landlord Fax: _____