

**APPLICATION PROCESS AND LEASING GUIDELINES**

For all properties managed and/or leased by Fisher & Company Real Estate Services, Inc

At Fisher & Company, we strongly believe in providing quality housing to qualified tenants. Thus, to maintain the quality of tenants we accept, we abide by the following principles when determining tenant eligibility for all of our properties- including, of course, all Fair Housing laws and guidelines and all city codes including occupancy limits.

**When filling out the application, please remember that:**

- Each applicant must completely fill out a Rental Application. If there are unexplained unanswered sections of the application, it will be returned to you.
- Each applicant must sign the application and initial all appropriate spaces.
- All individuals who will be living in the rental unit must be listed on the application.
- All adults (persons over the age of 18) who will be living in the rental unit must go through the application process and will be a party to the lease.
- Each applicant must show 2 original forms of ID at the time of application. One of them must be their driver's license or state issued ID. The other may be a credit card, school ID, work ID, Social Security Card or the like. Copies are not acceptable. Fisher & Company may request additional documentation showing proof of income, assets, or identity. Application approval and tenant eligibility will be suspended until such documents are received by Fisher & Company.
- A non-refundable application fee of \$30 per applicant (any person over the age of 18 residing in the unit) is required to be submitted at the time of the application. Only money orders or cash will be accepted.

**After receipt of the application, Fisher & Company will do the following:**

- 1) Verify all income and employment- Gross income will be calculated based upon information provided by the tenant and verified by our methods. Gross income **MUST** be at least 3 times the amount of monthly rent. Section 8 and other subsidized tenants are exempt from this requirement.
- 2) Verify all landlord references-3 years of landlord history are required from the applicant, Fisher & Company will verify all information provided. If we receive a poor reference from a landlords regarding disturbing the peace, illegal behavior, damage to the property beyond normal wear and tear, violence or threats of violence, allowing persons not on the lease to reside on the premises, failure to give proper notice, failure to make timely payments, or other reasons, the applicant will be denied. If landlord history is not verifiable, then applicant may be required to put additional security deposit money down on the apartment or provide a qualified cosigner to the lease.

Initials: \_\_\_\_\_/\_\_\_\_\_

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Leasing@FisherAndCo.com

- 3) Criminal Record Check- Fisher & Company will obtain a criminal record check on all applications. Applicants will be denied rental if in the last 10 years her/she has been engaged in, or convicted of, and type of crime that would be considered a serious threat to real property or to other residents' peaceful enjoyment of the premises, including the manufacture or distribution of a controlled, illegal substance.
- 4) Credit Report- An applicant will qualify only if the following are true:
  - All information matches that provided on the application.
  - No records of prior civil judgments against them within the last 5 years.
  - If the applicant has poor or no credit, they must be at their job for a minimum of 1 year.
  - If the applicant has extensive medical or other extenuation circumstances, Fisher & Company, at its sole discretion, may approve/deny the applicant possibly with additional documentation required.
- 5) True and Accurate information- If the applicant falsifies any information on the application, the application will be denied.

**Important things to remember:**

- The non-refundable \$30 application fee must be paid in cash or money order.
- If the application falsifies any information on the application, the application will be denied.
- Processing the application normally takes between 3 and 5 business days. However, depending on the availability of sources used to verify information, it may take more or less time.
- If approved, the applicant will hear from us verbally or in writing. If denied, the applicant will receive a letter stating the reason for denial from Fisher & Company.
- Although Fisher & Company adheres to all Fair Housing Laws, it also reserves the right to refuse tenancy to anyone if it believes the tenant will potentially disrupt the quality of living at any of our buildings.

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**RENTAL APPLICATION**

**Application Fees are Non-refundable and are to be paid at time of application**

Address of apartment being applied for: \_\_\_\_\_

Applicant's Name:                      First Name                                      Middle                                      Last Name  
\_\_\_\_\_

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

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

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

Applicant:                      Social Security #                      Birth Date                      Driver's License #                      State Issued  
\_\_\_\_\_

Spouse:                      Social Security #                      Birth Date                      Driver's License #                      State Issued  
\_\_\_\_\_

**RESIDENTIAL HISTORY (3 Year History):**

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

Present Address (include zip code): \_\_\_\_\_

Date moved in: \_\_\_\_\_ Rent: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord or Mortgage Holder: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address (include zip code): \_\_\_\_\_

Date Occupied: \_\_\_\_\_ Rent: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord or Mortgage Holder: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address (include zip code): \_\_\_\_\_

Date Occupied: \_\_\_\_\_ Rent: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord or Mortgage Holder: \_\_\_\_\_ Phone: \_\_\_\_\_

**OCCUPANCY INFORMATION:**

No. of persons who will reside on the property? \_\_\_\_\_ Requested date of Occupancy \_\_\_\_\_

Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Other: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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Do you have a pet? YES / NO

Number? \_\_\_\_\_

Type? \_\_\_\_\_

Up-to-date on shots? YES / NO

Do you plan to get a pet?

Number? \_\_\_\_\_

Type? \_\_\_\_\_

Up-to-date on shots? YES / NO

**EMPLOYMENT/INCOME INFORMATION: Please provide 2 recent paystubs with application**

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Dates of Hire: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Other Income YES / NO Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ MO / YR

**BANKING INFORMATION:**

<u>Bank Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Checking #</u>	<u>Savings #</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Auto Model</u>	<u>Make</u>	<u>YR</u>	<u>Financed By</u>	<u>Address</u>	<u>Account #</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**REFERENCES**(Please list your emergency contact as your first reference):

1.Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

2.Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

3.Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**1) Has the Applicant or any occupants listed on this application ever been criminally convicted of drug activity, dealing drugs, or any threatening/violent behavior? YES / NO**

**2) Have ALL individuals that will reside in the property been listed on this application? YES / NO**

**3) Do you understand that no person may live at the property without disclosure to Fisher & Co? YES / NO**

**4) Has the Applicant or any of the occupants listed on this application ever been evicted or asked to leave a property prior to the termination of the lease? YES / NO**

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In signing this application I/we state that all of the above information is warranted to be true and hereby authorize Fisher & Co. and/or any screening company contracted by Fisher & Co. 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. Fisher & Co. may refuse to rent to the applicant, or begin eviction proceedings after the applicant becomes a resident, if Fisher & Co. determines that the applicant or co-applicant has lied on this application.

Acceptance of this application, and any monies deposited herewith, does not bind or commit Fisher & Co. to rent the property to applicant. If approved, all monies deposited with this application as a Reservation Deposit shall be held and credited toward any Security Deposit which may be required of the applicant at the time the rental agreement is executed. If applicant withdraws the application after it has been approved and the apartment has been reserved, the Reservation Deposit will be forfeited to Fisher & Co. in its entirety.

I/We authorize any screening company contracted by Fisher & Co. to do a complete investigation of all information provided above. I have personally filled in and/or reviewed all information listed above. A complete investigation may include any or all of the following: credit report, criminal record, rental history references and personal interviews with above references. I/We acknowledge that any screening company contracted by Fisher & Co. provides reports to apartments and does not participate in the approval or denial process. I/We acknowledge that any screening company contracted by Fisher & Co. monitors criminal activity and reports it promptly to the community. My/Our signature(s) below authorizes all above listed companies to release rental, job history (including salary) and criminal record information.

I/We hereby acknowledge that they have reviewed and accurately and truthfully completed all pages of this application.

\_\_\_\_\_  
Signed by Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by Spouse

\_\_\_\_\_  
Date

<b>Office Use Only:</b>	Monthly rent: \$ _____	Security Deposit: \$ _____
Application Complete? YES / NO		
Application Fee Received? (date): _____		
Credit Report Requested? (date): _____		
Criminal Report Requested? (date): _____		
Credit & Criminal Reports Received? (date): _____		
Landlord Info Verified? YES / NO		
Employment / Income info verified? YES / NO		
Approved /Denied (date): _____		
If Denied, Date Letter Sent? _____		
If Approved, Date Deposit Received? _____		
Anticipated Move-In Date: _____		

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**Permission to Obtain Information**

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

**Applicant's Name:** \_\_\_\_\_

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

**Social Security #:** \_\_\_\_\_

**I do hereby give my permission for Fisher & Co. and/or its representatives to obtain the following information.**

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Spouse's Signature)

Dear Reference of the Applicant:

The undersigned has given you as a reference in applying to rent property and has authorized the disclosure of the requested information. Please this information at your earliest convenience. A self-addressed, stamped envelope is enclosed if you must respond by mail. **Please reply as quickly as possible, as property is being held and we are awaiting your response in order to have complete information.** Thank you in advance for your cooperation.

Sincerely,

\_\_\_\_\_  
Resident Manager or Authorized Agent

**Landlord/Mortgage Holder Information**

Verified by: \_\_\_\_\_

Address being verified: \_\_\_\_\_

Dates of residency: From: \_\_\_\_\_ To: \_\_\_\_\_

Lease expiration date: \_\_\_\_\_ Rent assistance? \_\_\_\_\_

Rent amount: \$ \_\_\_\_\_ No. of work orders: \_\_\_\_\_

How did tenant pay rent?

Always on time     Seldom late     Consistently late

Did tenant give at least 30 days' notice?     Yes     No

Did tenant/guests cause any disturbances?     Yes     No

Did tenant/guests destroy any property?     Yes     No

Would you rent to this tenant again?     Yes     No

Anything else you feel we should know? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Sincerely,

\_\_\_\_\_  
Resident Manager or Authorized Agent

**Employment Verification**

Verified by: \_\_\_\_\_

Date of hire: \_\_\_\_\_

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

Full time       Part time

# Hours in typical work week: \_\_\_\_\_

Monthly salary: \$ \_\_\_\_\_ **OR** Hourly rate: \$ \_\_\_\_\_

Prospects for continued employment: \_\_\_\_\_

**OR** Termination date: \_\_\_\_\_

Anything else you feel we should know? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_ / \_\_\_\_\_