**TENANT BACKGROUND AUTHORIZATION**

**Fee**: $[DOLLAR AMOUNT]

**Received By**: [AGENT/LANDLORD NAME]

**Telephone**: [AGENT/LANDLORD PHONE NUMBER]

**Address of Property**: [ADDRESS OF PROPERTY]

**Rental Term**: [START AND END OF RENTAL TERM]

**Rent Amount**: [DOLLAR AMOUNT]

(Additional occupants over 18 years old and Co-Signer must submit a separate application)

**Name (First, Middle and Last Name)**: [NAME OF TENANT]

Date of Birth: [DATE OF BIRTH] Social Security Number (SSN): [SOCIAL SECURITY NUMBER]

Email: [EMAIL ADDRESS]

Cell Phone: [MOBILE PHONE NUMBER] Work Phone: [WORK PHONE NUMBER]

Driver's License Number: [DRIVER'S LICENSE NUMBER] State: [STATE]

Do You Have a Vehicle? [ ] Yes [ ] No

If Yes, fill-in below:

License Plate Number: [LICENSE PLATE NUMBER] State: [STATE]

Make: [MAKE] Model: [MODEL] Year: [YEAR] Color: [COLOR]

**Additional Occupants**List everyone incl. family members who will be occupying the home

Full Name: [OCCUPANT NAME] Relationship: [RELATIONSHIP]

Full Name: [OCCUPANT NAME] Relationship: [RELATIONSHIP]

Full Name: [OCCUPANT NAME] Relationship: [RELATIONSHIP]

Full Name: [OCCUPANT NAME] Relationship: [RELATIONSHIP]

**Present Address**

Address: [ADDRESS OF CURRENT RESIDENCE]

Reason for Leaving: [DESCRIBE REASON FOR LEAVING]

Dates Occupied, From [DATE] to [DATE]. Has Notice been given?: [ ] Yes [ ] No

Rent Amount: $[AMOUNT] Security Deposit Amount: $[AMOUNT]

Landlord/Property Manager Name: [LANDLORD/PROPERTY MANAGER NAME]

Landlord/Manager’s Phone: [LANDLORD/MANAGER PHONE NUMBER]

**Previous Address(es)**

Address: [PREVIOUS ADDRESS]

Reason for Leaving: [REASON FOR LEAVING]

Dates Occupied, From [DATE] to [DATE] Rent Amount: $[RENT AMOUNT]

Landlord/Property Manager Name: [LANDLORD/MANAGER NAME]

Landlord/Manager’s Phone: [LANDLORD/MANAGER PHONE NUMBER]

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Address: [PREVIOUS ADDRESS]

Reason for Leaving: [REASON FOR LEAVING]

Dates Occupied, From [DATE] to [DATE]. Rent Amount: $[AMOUNT]

Landlord/Property Manager Name: [LANDLORD/MANAGER NAME]

Landlord/Manager’s Phone: [LANDLORD/MANAGER PHONE NUMBER]

**Current Income**

[ ] - Self-Employed - Attach Your Past 2 Tax Returns (Last 2 Years)

[ ] - Employed - Attach your last 2 Pay-Stubs

Employer's Individual/Company Name: [EMPLOYER NAME]

Supervisor's Name: [SUPERVISOR NAME] Phone: [PHONE NUMBER] Ext. [EXTENSION]

Your Position/Title: [JOB TITLE] Salary/Wage: $[AMOUNT]

Other Source of Income? [ ] - Yes [ ] - No

If Yes, Describe: [OTHER SOURCES OF INCOME] Monthly Amount: $[AMOUNT]

**Past Employment**

Employer's Individual/Company Name: [EMPLOYER NAME]

Supervisor's Name: [SUPERVISOR NAME] Phone: [PHONE NUMBER] Ext. [EXTENSION]

Your Position/Title: [JOB TITLE] Salary/Wage: $[AMOUNT]

Employer's Individual/Company Name: [EMPLOYER NAME]

Supervisor's Name: [SUPERVISOR NAME] Phone: [PHONE NUMBER] Ext. [EXTENSION]

Your Position/Title: [JOB TITLE] Salary/Wage: $[AMOUNT]

**References**

Contact Name: [NAME OF REFERENCE] Relationship: [RELATIONSHIP]

Phone Number: [PHONE NUMBER]

Contact Name: [NAME OF REFERENCE] Relationship: [RELATIONSHIP]

Phone Number: [PHONE NUMBER]

Contact Name: [NAME OF REFERENCE] Relationship: [RELATIONSHIP]

Phone Number: [PHONE NUMBER]

**Authorization – Tenant Disclosure and Release**

In connection with my tenant application with you, I understand that consumer reports which may contain public record information may be requested to evaluate my rental application. These reports may include the following types of information: names and dates of previous employers, public records, credit data, bankruptcy proceedings, eviction and criminal records, etc., from federal, state and other agencies which maintain such records. I hereby authorize procurement of consumer report(s). If approved as a tenant, this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my contract period.

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/) Date: [DATE]

Print Name: [FULL NAME]