



# PROPERTIES PLUS INC

## Lease Application

7040 S. Yale Ave. Suite 100, Tulsa, OK 74136  
[www.propertiesplus.com](http://www.propertiesplus.com) | [info@propertiesplus.com](mailto:info@propertiesplus.com)  
918-488-8880 | 918-933-6677 Fax

Property Address \_\_\_\_\_

### Applicant 1

Print Full Name \_\_\_\_\_ SS# \_\_\_\_\_

DOB \_\_\_/\_\_\_/\_\_\_ Marital Status \_\_\_\_\_ Ph# \_\_\_\_\_ Cell# \_\_\_\_\_

Email \_\_\_\_\_ DL \_\_\_\_\_ St Issued \_\_\_\_\_

Present Address \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ How Long? Years \_\_\_\_\_ Months \_\_\_\_\_

Present Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ How Long? Years \_\_\_\_\_ Months \_\_\_\_\_

Previous Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_

Present Employer \_\_\_\_\_ Co. Phone \_\_\_\_\_ How long \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Phone # \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Co. Phone \_\_\_\_\_ How long \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Phone # \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

### Applicant 1 Financial/Criminal History

Other Income: \_\_\_\_\_ Source: \_\_\_\_\_

Have you ever:

Filed for Bankruptcy? \_\_\_\_\_ No \_\_\_\_\_ Yes, if yes date of discharge? \_\_\_\_\_

Been evicted? \_\_\_\_\_ No \_\_\_\_\_ Yes, please explain \_\_\_\_\_

Been convicted of a felony/misdemeanor? \_\_\_\_\_ No \_\_\_\_\_ Yes, please explain \_\_\_\_\_

Been sued for nonpayment of rent? \_\_\_\_\_ No \_\_\_\_\_ Yes, please explain \_\_\_\_\_

Been sued for damage to rental property? \_\_\_\_\_ No \_\_\_\_\_ Yes, please explain \_\_\_\_\_

**Applicant 2**

Print Full Name \_\_\_\_\_ SS# \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status \_\_\_\_\_ Ph# \_\_\_\_\_ Cell# \_\_\_\_\_

Email \_\_\_\_\_ DL \_\_\_\_\_ St Issued \_\_\_\_\_

Present Address \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ How Long? Years \_\_\_\_\_ Months \_\_\_\_\_

Present Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address \_\_\_\_\_ Rent/Mortgage Pmt. \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ How Long? Years \_\_\_\_\_ Months \_\_\_\_\_

Previous Landlord/Mortgage Co. \_\_\_\_\_ Phone \_\_\_\_\_

Present Employer \_\_\_\_\_ Co. Phone \_\_\_\_\_ How long \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Phone # \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Co. Phone \_\_\_\_\_ How long \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Phone # \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

**Applicant 2 Financial/Criminal History**

Other Income: \_\_\_\_\_ Source: \_\_\_\_\_

Have you ever:

Filed for Bankruptcy? \_\_\_\_\_ No \_\_\_\_\_ Yes, if yes date of discharge? \_\_\_\_\_

Been evicted? \_\_\_\_\_ No \_\_\_\_\_ Yes, please explain \_\_\_\_\_

Been convicted of a felony/misdemeanor? \_\_\_\_\_ No \_\_\_\_\_ Yes, please explain \_\_\_\_\_

Been sued for nonpayment of rent? \_\_\_\_\_ No \_\_\_\_\_ Yes, please explain \_\_\_\_\_

Been sued for damage to rental property? \_\_\_\_\_ No \_\_\_\_\_ Yes, please explain \_\_\_\_\_

**Occupant Information**

List name, ages, and relationship of occupants other than Applicant(s):

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No other individuals shall occupy the premises other than those named above.

**Pet Information**

List breed, age, and weight

<u>Breed</u>	<u>Age</u>	<u>Weight</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

No other animals shall occupy the premises other than those named above without prior written authorization.

**General Information**

Will any smokers occupy the property? \_\_\_\_\_ No \_\_\_\_\_ Yes, Where \_\_\_\_\_

**Vehicle Information**

List all automobiles, trailers, boats, motorcycles, motor homes, or commercial vehicles that may be stored at the property.

Make and Model _____	License Plate # _____
Make and Model _____	License Plate # _____
Make and Model _____	License Plate # _____
Make and Model _____	License Plate # _____

**Acknowledgement, Agreement, and Authorization**

Applicant(s) represents that all of the above statements are true and complete and **authorizes verification** of all of the above information by all means available, including employment, personal references, credit record, public records, current and previous property owners and criminal record by the Owner and/or Property Manager. Applicant(s) acknowledges that false information may constitute a breach of the lease entitling the Property Owner, at the Property Owner's option to repossess the Property. Further, Applicant(s) expressly authorizes Owner and/or Property Manager to use all information provided herein if attempting to collect past due rent payments, late fees, or other charges for Applicant(s) both during the term of the lease and thereafter. Fair Housing: Owner, Owner's Broker and Tenant acknowledge and agree that Owner/Owner's Broker shall lease the premises to the Tenant without regard to sex, race, religion, color, handicap, familial status or national origin.

Applicant(s) also understands and agrees that this application will be retained by the Owner and/or the Owner's Property Manager whether or not approved. Applicant(s) understands and agrees that, in the future upon request, the Owner and/or the Owner's Property Manager will release information concerning the Owner's experience with Applicant(s) as an Applicant/Tenant(s). Applicant(s) understand and agree that this application is not considered complete or accepted and the property is not reserved until application fee(s) and reserve funds have been paid. Applicant further agrees and understands that application fee(s) will NOT BE REFUNDED regardless of whether or not the Owner accepts this application for residency. **The funds required to reserve the Property shall NOT BE REFUNDED if the application is approved and the applicant(s) fails to execute a lease and take possession of the subject Property. Reserve funds will be REFUNDED if application is denied. Upon execution of Lease, Reserve Funds will be applied towards Security Deposit requirements.**

BY THEIR SIGNATURES BELOW, the parties acknowledge that they have read the foregoing agreement.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Tenant: \_\_\_\_\_

Tenant: \_\_\_\_\_

Agent: \_\_\_\_\_

Properties Plus, Inc.



## Resident Selection Criteria

Properties Plus, Inc. supports The Fair Housing Act as amended. Which prohibits the discrimination of a buyer/renter for housing, because of race, creed, color, religion, sex, national origin, handicap, familial status, or, sexual orientation. The following standards will be required from every prospective resident.

1. Applicant must be a minimum of 18 years of age or an emancipated minor to enter into a Contract for Lease.
2. Unless married, all applicants complete, date, and sign a separate application form provided by Properties Plus, Inc.

**Income:** Must be verified by one or more of the following:

- By employer
- By two most recent paycheck stubs
- By court documents
- Bank Statement / Last Year's Income Tax for Self Employed Applicants
- Verifiable gross monthly income must be three times the market rent.

**Credit History:** Credit check should show positive history

**Rental History:** Applicants should have

- No history of nonpayment of rent or Eviction(s)
- No more than four (4) late payments, within past twelve (12) months
- Rental history from a family member or friend is not considered established rental history, unless proper documentation is provided.

**Criminal History:** No history of disturbance of neighbors or destruction of property. No housekeeping or living habits which adversely affect the health, safety or welfare of other residents. **And / or** If in the past ten (10) years, from date of final disposition, you have any felony criminal convictions or currently serving felony deferred adjudication, or serving misdemeanor deferred adjudication, or a case pending for the following, the application will be denied.

- Theft of Property
- Violence
- Drug Related (this includes, but is not limited to, the manufacturing, possession, sale, or use of illegal substances.)
- Injury to persons
- Injury to property
- Sexual Offenses
- If ever convicted of a felony

**Number of Occupants:**

- One Bedroom - 2 persons
- Two Bedroom - 4 persons
- Three Bedroom - 6 persons

**Automatic Denial:**

- An incomplete application that was not made complete in the time frame required
- Unpaid civil judgments
- False statements, either orally, or in writing
- A history of nonpayment or unpaid financial obligations in excess of \$500 within the previous 12 months
- Unpaid Tax Liens
- Convicted Sex Offender



## Reserve Funds and Condition Form

I understand that the Reserve Funds required to reserve the Property shall NOT BE REFUNDED if the application is approved and the applicant(s) fails to execute a lease and take possession of the subject Property. Reserve funds will be REFUNDED if application is denied. Upon execution of Lease, Reserve Funds will be applied towards Security Deposit requirements.

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

**Rent Amount:** \$ \_\_\_\_\_

**Reserve Funds:** \$ \_\_\_\_\_

(Upon execution of Lease, Reserve Funds will be applied towards Security Deposit requirements.)

**Security Deposit:** \$ \_\_\_\_\_

(Security Deposit required at Lease Execution.)

**Additional Deposit for Pet:** \$ \_\_\_\_\_

**Move In Date:** \_\_\_\_\_

It is agreed and understood that the lease term is for a period of **one year plus any applicable prorated days**, should the move in date be any day other than the first day of the month. This property will be accepted in "as is" condition. Please note any improvements you will expect.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Tenant: \_\_\_\_\_

Tenant: \_\_\_\_\_  
\_\_\_\_\_

### PAYMENT INFORMATION

\_\_\_\_\_ Certified Funds to the office or Agent within 24hours

\_\_\_\_\_ EFT

\_\_\_\_\_ Credit Card (additional fees may apply)

## EFT Authorization

Name on Account: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Banking Institution: \_\_\_\_\_

Checking: \_\_\_\_\_ Savings: \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

I (we) authorize the payee to debit my (our) account one time as indicated on the attached voided check in the amount of \$\_\_\_\_\_ for the application fee and \$\_\_\_\_\_ for funds required to reserve the property.

I (we) acknowledge that the delivery of my (our) authorization to the payee constitutes delivery by me (us) to the branch of the financial institution at which I (we) maintain an account and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization. Termination of this authorization does not terminate the application fee or reserve funds.

I (we) consent to the disclosure of any personal information that may be contained in this authorization to the financial institution that holds the account of the payee to be credited with the debit to the extent that such disclosure of personal information is directly related to this transaction.

I (we) agree to pay a fee of \$50.00 for each transaction that is refused by my (our) financial institution for insufficient funds (NSF).

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Account Holder: \_\_\_\_\_

For Office Use Only:

Date				
Amount(s)				
Initial				