

CALLAHAN REAL ESTATE, INC.
5119 JFK, North Little Rock, AR 72116
501-758-9555, FAX 501-753-3847
www.callahanrents.com

Dear Applicant:

Thank you for taking the time to fill out an application for one of our properties. We actively seek good residents to make their homes with us and we will strive to provide the best services we possibly can, while you are in the property we manage. Below is our rental application process and overall criteria. Please read this entire document, sign and return it with your application.

APPLICATION PROCESS

We screen our applicants very carefully, and we verify all information provided to us on the rental application and from other sources available to us. Generally, the first application received for a specific property would be processed; if approved all other applicants for that property can request another property. In the event more than one application is received on the same day, the applicant who can move in soonest is processed first. If there is no difference in the requested move in date, the application that appears to be the most qualified will be processed first. Your application will be processed as quickly as possible and a decision made within 1-3 days. In order to speed the process along, please make sure we have all the necessary information on your application along with your

NON-REFUNDABLE APPLICATION FEE OF \$25 PER PERSON. (CASH OR MONEY ORDER ONLY)

If your application passes the screening criteria, you will be offered the property. All properties will remain on the market until the deposit is received. **The deposit will need to be in the form of a money order. We will need one money order for the deposit and a separate money order for the first month's rent.** The rent for the second month may be paid with a personal check, we can never accept cash for rent. Once we have received your deposit, the property will be taken off the market. If you later decline the property, the money put down will be forfeited.

The following criteria are established to ensure that all prospective applicants for a property processed by Callahan Real Estate, Inc. will be treated equally.

GENERAL REQUIREMENTS

- Every resident at least 18 years old must complete an application.
- Incomplete, inaccurate or falsified information of any kind will be grounds for denial.
- A driver's license or photo identification card of each applicant must be viewed and copied when application is made.
- Co-signers are not accepted.
- Applicants who have been convicted of a violent crime will not be considered.

INCOME CRITERIA

- The applicant must have some form of income source, employment or verification of starting employment within a reasonable time from the start of the lease.
- If self-employed you need to provide the latest tax return.
- A current pay-stub for the last 2 weeks from your employer or documented proof of income other than employment is required.
- Gross income of applicants must be at least 3 times the amount of the rent.
- Unemployment is not considered income.
- Child support must be verified by official payment statements or bank statements.

RENTAL CRITERIA

- Applicants should have good landlord references for at least 6 months of the last 18 months.
- Applicants should be paying a comparable rent (within \$100 of current rent).**
- If an applicant has no rental history, or has not paid a comparable rent but otherwise qualifies, a minimum deposit + first and last month's rent will be asked for in advance.
- Relatives are not acceptable rental references.
- Applications may be denied for evictions, damages beyond normal wear and tear, illegal activity on the premises, a balance still owed to a previous landlord, or any untruthful information submitted on the application.
- Addresses will be cross-referenced with tax records to verify the legal owner of a property listed as a previous residence.**

CREDIT CRITERIA

- A credit report will be obtained for every applicant 18 years of age or older.
- All information appearing on a credit report is subject to verification, including previous addresses.
- An application may be denied for delinquent or insufficient credit.
- A bankruptcy is not grounds for automatic denial, but when combined with a foreclosure or repossession can be grounds for denial.

CRIMINAL CRITERIA

Any person convicted of a violent felony will automatically be denied.
Any felony drug conviction within the last three years will automatically be denied.
Any drug manufacturing or distribution will automatically be denied.

OTHER CRITERIA

We do not allow certain types of dogs that may have violent tendencies if mixed with other dogs. Examples of dogs not allowed are Pit Bulls, Rottweillers, Dobermans, Chows or mixed breed with any of the above.

Owners reserve the right to deny any dog or cat so please check with the leasing agent before making application. All pets must be approved by the management prior to making application.

All pets are subject to pet rent. There is a \$25 rent increase for a pet.

A pet deposit of \$150 will be collected for each cat and each dog under 20 pounds. A deposit of \$200 will be collected for each dog over 20 pounds.

If at any time an unauthorized pet is discovered you will evicted immediately.

FAIR HOUSING

Callahan Real Estate adheres to all requirements of the Fair Housing Laws. We do not discriminate against any applicant for reasons of race, color, creed, national origin, sex, marital status, physical or mental disability.

ACKNOWLEDGEMENT

By making application for the property, you acknowledge that these verifications will be done and give permission for us to do so.

Please sign and date this letter where indicated below and return it with your signed application and application fee. The application fee must be received before your application will be processed. Thank you for submitting your application. We sincerely hope that you will be a long-term resident with us and refer your family and friends to us.

I have read the criteria for application and will comply with all policies outlined above. I understand that my application may be denied for any of the above reasons and that my application fee is non-refundable.

Applicant

Date

CONSENT TO PERFORM CREDIT, BACKGROUND AND REFERENCE CHECKS

I, _____, (rental applicant), authorize and permit Callahan Real Estate, Inc., (rental owner / manager) to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks and law enforcement agencies. I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager stated above. I further authorize and permit the rental owner or manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary. Thanks to all parties for your cooperation with this matter.

Rental Applicant Name (Please PRINT): _____

Rental Applicant (signature) _____

Date _____ Phone _____

Social Security Number _____

Date of Birth _____

CALLAHAN REAL ESTATE, INC.
RENTAL APPLICATION

PLEASE PRINT!!

ANY UNLEDGABLE HANDWRITING WILL PROLONG THE APPLICATION PROCESS

Property Address: _____ Desired Move in Date: _____

Rent: _____ Deposit: _____ Will you be receiving Government Assistance? YES NO

No. of bedrooms on your voucher 1 2 3 4 or more

APPLICANT INFORMATION

Name (First,Middle,Last): _____

Date of Birth: _____ SSN: _____

Daytime/ Cell Phone: _____ E-Mail: _____

Current Address: _____

City State Zip Code

Rent or Own (Circle one) Landlord Name: _____

Contact #: _____

Rent or Mortgage Amount Amount paid by YOU (if assisted):
_____ Move in Date: _____

Previous Address: _____

City State Zip Code

Move-In Move-Out Landlord Name: _____

Rent Amount Contact #: _____

EMPLOYMENT INFORMATION

Current Employer: _____ How Long: _____

Address: _____

Contact: _____ Phone: _____

Monthly Gross Income: _____ Alternative Income: _____

Source: _____

Children/Minors Information	Pets
-----------------------------	------

Name(s)/Age(s) _____ _____ _____	Dogs: _____ Cats: _____ Other: _____ Breed of Dog: _____ Weight: _____ If pet has been declawed and spayed/ neutered YES NO
---	--

EMERGENCY CONTACT INFORMATION

Name: _____	Relationship: _____
Address: _____	Phone: _____

OTHER INFORMATION

Have you ever been convicted of a felony?	Please circle your answer!!	
	YES	NO
(If yes describe the charge & give the date) _____		

Have you ever been convicted of the illegal manufacture or distribution of a controlled substance?		
	YES	NO
(If yes describe the charge & give the date) _____		

Have you declared bankruptcy?		
	YES	NO

Have you had a foreclosure?		
	YES	NO

Have you had a car repossessed?		
	YES	NO

Have you ever been Evicted?		
	YES	NO

How did you hear of this property?	Newspaper	Website (Circle one)	Sign	Referred by Someone
------------------------------------	-----------	-------------------------	------	---------------------

AGENCY REPRESENTATION

Applicant acknowledges that Callahan Real Estate, Inc. is the exclusive agent and representative of the Owner of this rental property and does not, in any way, have any fiduciary or other agency responsibilities to Applicant.

I certify the above information is true and correct and I hereby authorize verification of the same. I understand this will include, but not be limited to the obtaining of a credit report, rental history, employment verification and background check. I agree to furnish additional information upon request.

Any information that proves to be false will result in my application being rejected. I understand if I am approved and place a deposit on any property and fail to occupy the property the deposit will be forfeited. I understand that Callahan Real Estate can and will accept more than one application on this property and will use its sole discretion in selecting the best-qualified applicant. I also understand the application fee is non-refundable.

Applicant Signature

Date