

# Port Property

M A N A G E M E N T

104 Grant Street / Portland, ME / 04101

Telephone #: (207) 775-5673 / Fax #: (207) 761-8048 / [www.portpropmgt.com](http://www.portpropmgt.com)

## Rental Application of Intended Roommate(s)

This is an application for housing at \_\_\_\_\_, apartment # \_\_\_\_\_, which is currently being leased to \_\_\_\_\_. Please complete this form and immediately return it to our office at the aforementioned address.

### APPLICANT INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ License # & State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SPOUSAL INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

D.O.B. \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Driver's Lic: \_\_\_\_\_ Lic. State: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name(s) and Age(s) of other(s) that will be living with you in the apartment:

\_\_\_\_\_

### RENTAL HISTORY: (Please provide most recent 2 years - attach additional page if needed)

#### *Current Address:*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rent: \_\_\_\_\_ Utilities Included: \_\_\_\_\_ Move-In Date: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

#### *Previous Address:*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rent: \_\_\_\_\_ Utilities Included: \_\_\_\_\_ Move-In Date: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

**APPLICANT EMPLOYMENT HISTORY:**

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Start Date: \_\_\_\_\_

Salary: Gross Yearly: \_\_\_\_\_ Gross Monthly: \_\_\_\_\_

Are you a Student? Yes No Income: \_\_\_\_\_ Source: \_\_\_\_\_

If you are unemployed please describe source of income: \_\_\_\_\_

**SPOUSE'S EMPLOYMENT HISTORY:**

Place of Employment: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Salary: \_\_\_\_\_ Yearly Monthly (Please circle)

**PERSONAL REFERENCE:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**GENERAL QUESTIONS:**

Do you have housing assistance? : Yes No If so, which agency? \_\_\_\_\_

Pets: Yes No Description (type, size, age): \_\_\_\_\_

Have you ever been evicted? : Yes No Explain: \_\_\_\_\_

Do you smoke: Yes No How did you hear about us: \_\_\_\_\_

IN CASE OF AN EMERGENCY: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

I/We do hereby certify that the do hereby certify that the information on this application is correct and complete to the best of my knowledge. I/We do hereby authorize Port Property Management, any of its staff and/or an authorized representative to contact any prior employers, companies, credit bureaus, law enforcement agencies and/or consumer reporting bureaus, including but not limited to Tenant-Net, Inc. I/We agree to pay a \$20.00 application fee with this application. In the event that Port Property Management rejects this application and/or in the event that I/we decide not to move into the aforementioned apartment, I/we understand that the \$20.00 application fee is non-refundable. I/We authorize and consent to the recording, release and re-publication of this information by Tenant-Net, Inc., without further permission, fee or compensation; and hereby release the above and their agents/servants and employees, including Tenant-Net, from any and all liability and responsibility for said re-use.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPOUSE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Upon submission of the completed application and the \$20.00 processing fee, Port Property Management will immediately process the application and notify the leased tenant in writing if the application has been approved or rejected, thereby giving the tenant our consent or denial for you to move into the leased apartment. (Please note that if the application is approved, you will not be specifically named on the lease agreement currently in place at this time, however a written statement will be given to the tenant and a copy will be placed in our file documenting that you are an authorized household member.)