

Rental Verification and Documentation Requirements

To Applicants: There is a \$ ~~85.00~~ application screening fee payable in Cash, money order or cashier's check. Each applicant over the age of 18 is required to complete an application and pay the \$ ~~85.00~~ application screening fee. Please print legibly when filling out an application and be sure to sign the application giving permission to check your credit and the information on your application.

Note: Landlord uses a professional Tenant Screening company to verify information on an application.

PHOTO/SIGNATURE IDENTIFICATION

1. Please provide a copy of a driver's license or other photo identification (passport, etc.) to verify your identity and signature/s.

INCOME REQUIREMENTS

1. Applicant/s must have a net income of Three Times the amount of the monthly rent for the unit. However, total monthly payments as per credit report will be considered in final determination of acceptance or denial.
2. Applicant/s with W-2 income must provide the two most recent Paycheck Stubs as proof of income.
3. Applicant/s with self-employed income, pension, Social Security, or other sources of income must provide the past two years of tax returns and copies of payment statements from the income sources. Please also provide the most recent two months of bank account statements showing the deposits of this income. (Please black out account numbers and any other personal information and provide copies only.)
4. Applicants with spousal or child support income may provide copies of court-orders of payments and the most recent two months of bank account statements showing deposits of the support income.
5. The Landlord requires the Applicant be in their current employment a minimum of one year. If an Applicant is relocating due to new full-time, on-staff employment, please provide a copy of your employment offer letter on company letterhead stating your name, position, start date, pay amount and frequency of payments.

CREDIT HISTORY

1. The Tenant Screening company will run a Credit Check on all applicants.
2. Applicants must have Good Credit (few or no late pays, no accounts in collections, no recent bankruptcies, etc.). In addition, amounts of monthly minimum payments combined with monthly rent, living expenses and other monthly obligations cannot exceed the applicant's net monthly income.
3. Please be aware that obligations such as student loans, medical bills and utilities are reported to credit agencies and non-payment or slow payment to these entities are also taken into consideration.

PREVIOUS RENTAL HISTORY

1. Applicant/s must provide present and previous addresses and, if applicable, landlord/property management contact names and phone numbers (not relatives).
2. Applicant/s must have rental history unless they own/have owned their personal residence.
3. Applicant/s currently renting must provide a copy of their current lease agreement.
4. The current and previous landlord will be asked the amount of the monthly rent, the start and end date of the Applicant's lease, whether the Applicant has paid as agreed, if the Applicant has given proper notice to vacate, and if the Landlord would rent to the Applicant again in future.
3. Applicant should have No Evictions on their record.

REFERENCES

1. Applicant/s must provide Bank Reference information and two Emergency Contacts.

ADDITIONAL REQUIREMENTS

If accepted as a Tenant/s, initial funds for move-in (security/holding deposit and first month's rent) must be paid by certified funds. No personal checks or cash will be accepted.

Subscriber: Able Homes

PH:

Acct. Code :

Your Time Tripper LLC

3126 S. Boulevard, PMB 275, Edmond, OK 73013

yttapplication@gmail.com fax: (405) 242-6409

Rental Address _____

Date to Occupy _____

Monthly Rent \$ _____

Deposit \$ _____

PLEASE PRINT LEGIBLY

Name: _____ (First) _____ (Middle) _____ (Last) _____ SSN _____

☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widow(er)

DATE OF BIRTH: _____ / _____ / _____
MO DAY YEAR

Driver's License No _____ State: _____

Total Number of Occupants: _____ Your Home Phone No: _____ Cell: _____

How many pets do you or other occupant own? _____ Kind of Pet, breed, weight, age _____

Present Address: _____ Unit No. _____ Apt Name: _____
City _____ State _____ Zip _____ From: _____ To: _____ Monthly Rent: \$ _____

Landlord: _____ Phone: _____ Address: _____ Zip: _____

Previous Address: _____ Unit No. _____ Apt Name: _____
City _____ State _____ Zip _____ From: _____ To: _____ Monthly Rent: \$ _____

Landlord: _____ Phone: _____ Address: _____ Zip: _____

HAVE YOU EVER: ☐ Been evicted or asked to move out? ☐ Broken a Lease? If so, Please Explain _____

HAVE YOU EVER: _____ Been convicted of a criminal felony? Yes _____ No _____

EMPLOYER: _____ Address: _____ Zip: _____
Phone: _____ Dept: _____ Supv _____ Employed from _____ to _____
Gross Salary: \$ _____ ☐ Annually ☐ Monthly ☐ Weekly ☐ Hourly

Previous Employer: _____ Address: _____ Phone: _____
Secondary Income: \$ _____ ☐ Annually ☐ Monthly ☐ Weekly ☐ Hourly / Other _____

BANK REFERENCES PRIMARY APPLICANT

Bank Name _____

Emergency Contact Name: _____ Phone: _____ Relationship: _____

PLEASE READ: To verify the above information, I/we hereby direct Your Time Tripper LLC to obtain any requested information, developed information, Public Record, Release Pres/Prev Rental History, Employment and Salary verification, and Credit Report concerning me/us, hereby waiving all right of action for consequences as a result of such information. It is further understood that the provisions of the statutes of the State of Oklahoma (21 O.S.A. 1503), pertaining to the obtaining of lodging by trick or fraud, are applicable to this application.

Primary Applicant Signature: _____
Date _____

Applicant has submitted to management the sum of \$ 85 per applicant which is a non-refundable fee for the processing this application. Such sum is not a rental payment or premises deposit. Upon receipt of application for processing by Your Time Tripper LLC, processing time is 24 to 48 hours.

NOTICE:

If the Lease Application is completed and signed in the presence of Management: The applicant must provide proper identification verification, such as a current driver's license which must be viewed by management at the time of signing the Lease Application.

If the Lease Application is completed other than in the presence of Management: The applicant must have signature notarized by a Notary Public who will verify the applicant's identification and signature. Then the applicant/s should deliver the Lease Application to the Landlord personally or by Fax or via U. S. Mail.



Title VII of the FAIR HOUSING ACT, 1962 makes discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap is illegal in connection with the rental of most housing
EQUAL CREDIT OPPORTUNITY ACT.
The Federal Equal Credit Opportunity Act Prohibits creditors from discriminating against credit Applicants on the basis of sex or marital status.
The Federal agency which administers compliance with the law concerning the company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580

CO-APPLICANT: PLEASE PRINT LEGIBLY

Name: _____ (First) _____ (Middle) _____ (Last) SSN _____

☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widow (er)

DATE OF BIRTH _____ / _____ / _____
MO DAY YEAR

Driver's License No _____ State: _____

Your Home Phone No: _____

Cell: _____

SAME AS APPLICANT ☐

Present Address: _____ Unit No. _____ Apt Name: _____

City _____ State _____ Zip _____ From: _____ To: _____ Monthly Rent: \$ _____

Landlord: _____ Phone: _____ Address: _____ Zip: _____

Previous Address: _____ Unit No. _____ Apt Name: _____

City _____ State _____ Zip _____ From: _____ To: _____ Monthly Rent: \$ _____

Landlord: _____ Phone: _____ Address: _____ Zip: _____

HAVE YOU EVER: ☐ Been evicted or asked to move out? ☐ Broken a Lease? If so, Please Explain

HAVE YOU EVER: _____ Been convicted of a criminal felony? Yes _____ No _____

CO-APPLICANT Employer: _____ Address: _____ Zip: _____

Phone: _____ Dept: _____ Supv _____ Employed from _____ to _____

Gross Salary: \$ _____ ☐ Annually ☐ Monthly ☐ Weekly ☐ Hourly

Previous Employer: _____ Address: _____ Phone: _____

BANK REFERENCES CO-APPLICANT

Bank Name _____

Emergency Contact Name: _____ Phone: _____ Relationship: _____

PLEASE READ: To verify the above information, I/we hereby direct Your Time Tripper LLC to obtain any requested information, developed information, Public Record, Release Pres/Prev Rental History, Employment and Salary verification, and Credit Report concerning me/us, hereby waiving all right of action for consequences as a result of such information. It is further understood that the provisions of the statutes of the State of Oklahoma (21 O.S.A. 1503), pertaining to the obtaining of lodging by trick or fraud, are applicable to this application.

CO- Applicant Signature: _____
Date _____

Applicant has submitted to management the sum of \$ 85 per applicant which is a non-refundable fee for the processing this application. Such sum is not a rental payment or premises deposit. Upon receipt of application for processing by Your Time Tripper LLC, processing time is 24 to 48 hours.

NOTICE:

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If the Lease Application is completed other than in the presence of Management: The applicant must have signature notarized by a Notary Public who will verify the applicant/s identification and signature. Then the applicant/s should deliver the Lease Application to the Landlord personally or by Fax or via U. S. Mail.



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EQUAL CREDIT OPPORTUNITY ACT.
The Federal Equal Credit Opportunity Act Prohibits creditors from discriminating against credit Applicants on the basis of sex or marital status.
The Federal agency which administers compliance with the law concerning the company. Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580

OKLAHOMA REAL ESTATE COMMISSION

This is a legally binding Contract; if not understood, seek advice from an attorney.

LEASE APPLICATION

SECTION 1 RENTAL PROPERTY/LEASE INFORMATION

Rental Property Address _____ (the "Property")

Requested Lease Start Date _____

Processing Fee. The Lease Application and Credit Check Processing Fee is \$ 85.00 for each credit report, payable in cash, check or certified funds at time of application. **This Processing Fee is NOT REFUNDABLE.**

Reserve Property Fee. In consideration for reserving and holding the Property off market a Reserve Property Fee of \$ _____ shall be payable in cash or certified funds at time of application. **The Reserve Property Fee shall NOT BE REFUNDED if the Lease Application is approved and applicant fails to sign a lease and take possession of the Property.** If the Lease Application is not approved, the Reserve Property Fee shall be refunded. If the Lease Application is approved and the applicant signs a lease, and takes possession of the Property, the "Reserve Property Fee" shall be credited against the Security Deposit.

Security Deposit \$ _____ payable in certified funds upon approval of the Lease Application.

Rent Amount \$ _____ payable in certified funds before or at time of possession.

NOTICE: The Property is offered for lease without regard to sex, race, religion, color, age, handicap, familial status or national origin.

SECTION 2 APPLICANT INFORMATION

A COPY OF PHOTO IDENTIFICATION FOR ALL APPLICANTS MUST BE SUBMITTED WITH THIS APPLICATION

Print Name in full _____ Soc Sec.# _____

Driver's License # _____ Date of Birth _____ Photo ID _____ Yes _____ No

RESIDENCE HISTORY FOR PAST TWO YEARS

Present Address _____ Rent/Mortgage Pmt. _____

City _____ State _____ Zip Code _____ How long? _____ Years _____ Months

Home Phone _____ Business Phone _____ Mobile/Pager # _____

Present Landlord/Mortgage Co. Phone _____

Reason for Leaving _____

Previous Address _____ Rent/Mortgage Pmt. _____

City _____ State _____ Zip Code _____ How long? _____ Years _____ Months

Present Landlord/Mortgage Co. Phone _____

Reason for Leaving _____

EMPLOYMENT HISTORY

Employer _____ Phone _____ How long? _____ Years _____ Months

Address _____ Position _____

Supervisor _____ Supervisor Phone _____ Gross Monthly Income _____

Previous Employer _____ Phone _____ How long? _____

Position _____ Gross Monthly Income _____

Applicant Initials _____ **Applicant Initials** _____

Other Income _____

Do you have a checking/savings account? _____ Yes _____ No If yes, name of bank _____

Have you ever:

Filed for bankruptcy? _____ Yes _____ No If so, Date of Discharge? _____

Been evicted? _____ Yes _____ No

Broken a lease? _____ Yes _____ No

Been convicted of a felony? _____ Yes _____ No

Been sued for non-payment of rent? _____ Yes _____ No

Been sued for damage to rental property? _____ Yes _____ No

Explain any yes listed above:

Personal References (people or friends who have visited you in your current residence). NO RELATIVES

Name _____ Relationship _____

Can be reached using Phone No: _____ Between _____ a.m. and _____ p.m.

Name _____ Relationship _____

Can be reached using Phone No: _____ Between _____ a.m. and _____ p.m.

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:
(Must not be co-applicant or another occupant)

Name _____ Phone: _____

Relationship _____

SECTION 3 CO-APPLICANT

A COPY OF PHOTO IDENTIFICATION FOR ALL APPLICANTS MUST BE SUBMITTED WITH THIS APPLICATION

Co-Applicant _____ Soc Sec.# _____

Driver's License # _____ Date of Birth _____ Photo ID _____ Yes _____ No

RESIDENCE HISTORY FOR PAST TWO YEARS

Co-Applicant's Present Address _____ Rent/Mortgage Pmt. _____

City _____ State _____ Zip Code _____ How long? _____ Years _____ Months

Home Phone _____ Business Phone _____ Mobile/Pager # _____

Present Landlord/Mortgage Co. Phone _____

Reason for Leaving _____

Previous Address _____ Rent/Mortgage Pmt. _____

City _____ State _____ Zip Code _____ How long? _____ Years _____ Months

Present Landlord/Mortgage Co. Phone _____

Reason for Leaving _____

Applicant Initials _____ Applicant Initials _____

EMPLOYMENT HISTORY

Co-Applicant's Employer _____ Phone _____ How long? _____

Address _____ Position _____

Supervisor _____ Supervisor Phone _____ Gross Monthly Income _____

Previous Employer _____ Phone _____ How long? _____

Position _____ Gross Monthly Income _____

Other Income _____

Do you have a checking/savings account? _____ Yes _____ No If yes, name of bank _____

Have you ever:

Filed for bankruptcy? _____ Yes _____ No If so, Date of Discharge? _____

Been evicted? _____ Yes _____ No

Broken a lease? _____ Yes _____ No

Been convicted of a felony? _____ Yes _____ No

Been sued for non-payment of rent? _____ Yes _____ No

Been sued for damage to rental property? _____ Yes _____ No

Explain any yes listed above:

Personal References (people or friends who have visited you in your current residence). NO RELATIVES

Name _____ Relationship _____

Can be reached using Phone No: _____ Between _____ a.m. and _____ p.m.

Name _____ Relationship _____

Can be reached using Phone No: _____ Between _____ a.m. and _____ p.m.

In Case of Emergency or Death (pursuant to Title 41 O.S. §130.1A) notification is to be made to:
(Must not be co-applicant or another occupant)

Name _____ Phone: _____

Relationship _____

Applicant Initials _____ Applicant Initials _____

SECTION 4 OTHER INFORMATION

List name and age of occupants other than Applicant and Co-Applicant:

Name

Age

_____	_____
_____	_____
_____	_____
_____	_____

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

Pets: Yes _____ No _____ if yes, how many? _____ what kind? _____

breed _____ weight _____ age _____ Neutered: Yes _____ No _____ ☐ Indoors ☐ Outdoors

breed _____ weight _____ age _____ Neutered: Yes _____ No _____ ☐ Indoors ☐ Outdoors

Service/Assistance Animal: Yes _____ No _____ if yes, what kind? _____

breed _____ weight _____ age _____ Neutered: Yes _____ No _____ ☐ Indoors ☐ Outdoors

NOTICE: Unless the Applicant, Co-Applicant or other occupant(s) has a disability or disability-related need for an assistance animal that is readily apparent, you may be requested to provide reliable supporting documentation that (1) is necessary to verify that the person meets the definition of disability pursuant to the Fair Housing Act, (2) describes the needed accommodation, and (3) shows the relationship between the person's disability and the need for the requested accommodation. Notwithstanding the absence of an additional deposit for a service/assistance animal, a tenant shall be responsible for any damages caused by the animal.

Will any person that smoke or vape occupy the property? _____ Yes _____ No

NOTICE: Smoking, including tobacco and marijuana, and vaping or the any use of e-cigarettes on the interior or exterior of the Property is not permitted, and should such occur by Tenant or Tenant's guests, Tenant shall be responsible for the cost of having Property painted, walls washed, interior deodorized, air ducts and filters cleaned, and carpets and draperies professionally cleaned, and any other cost to repair any other damage. If smoking or vaping occurs it could be cause for the issuance of an eviction notice. Tenant shall not grow or cultivate marijuana on the interior or exterior of the Property. Tenant shall not sell or distribute marijuana, or products containing marijuana, at the Property. If Tenant or Tenant's guests engage in such activities, Tenant will be subject to eviction and liable for any damages.

Do you have Tenant's Homeowners Insurance Coverage? _____ Yes _____ No

If so, what is the name of your Insurance Company _____

Make and Year and License Tag Number of Automobiles _____

Will trailers, boats, motorcycles, motor homes or commercial vehicles be stored at the Property? List _____

Describe water-filled furniture you want to have in the Property _____

Applicant Initials _____ Applicant Initials _____

SECTION 5 BROKER RELATIONSHIP

- A.** Broker shall have the following duties to all parties in a transaction, which are mandatory and may not be abrogated or waived by Broker:
1. Treat all parties with honesty and exercise reasonable skill and care;
 2. Unless specifically waived in writing by a party to the transaction:
 - a) receive all written offers and counteroffers,
 - b) reduce offers or counteroffers to a written form upon request of any party to a transaction, and
 - c) present timely such written offers and counteroffers;
 3. Timely account for all money and property received by Broker;
 4. Keep confidential information received from a party or prospective party confidential. The confidential information shall not be disclosed by a firm without the consent of the party disclosing the information unless consent to the disclosure is granted in writing by the party or prospective party disclosing the information, the disclosure is required by law, or the information is made public or becomes public as the result of actions from a source other than the firm. The following information shall be considered confidential and shall be the only information considered confidential in a transaction:
 - a) that a party or prospective party is willing to pay more or accept less than what is being offered;
 - b) that a party or prospective party is willing to agree to financing terms that are different from those offered;
 - c) the motivating factors of the party or prospective party purchasing, selling, leasing, optioning, or exchanging the property; and
 - d) information specifically designated as confidential by a party unless such information is public.
 5. Disclose information pertaining to the property as required by the Residential Property Condition Disclosure Act; and
 6. Comply with all requirements of The Oklahoma Real Estate License Code and all applicable statutes and rules.
- B.** B. Broker shall have the following duties and responsibilities only to a party for whom the broker is providing brokerage services in a transaction which are mandatory and may not be abrogated or waived by Broker:
1. Inform the party in writing when an offer is made that the party will be expected to pay certain costs, brokerage service costs and approximate amount of costs; and
 2. Keep the party informed regarding the transaction.
- C.** When working with both parties to a transaction, the duties and responsibilities set forth in this section shall remain in place for both parties.

Specific Directions. Owner and Broker agree that the specific directions provided for in the Broker Relationship Act shall be in writing, and Owner shall pay any costs Broker incurs in complying with such instructions.

Applicant Initials _____ **Applicant Initials** _____

SECTION 6 APPLICANT(S) 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 records, public records, current and previous property owners and criminal records by the Owner and/or Owner's Broker. Applicant(s) authorizes all parties from whom such information is requested to release the information without giving me prior notice of such. I hereby release and agree to hold harmless the Owner, Owner's Broker and all parties requesting or releasing such information from any and all claims, demands or liabilities arising out of or related to the investigation and release of such information.

Applicant(s) acknowledges that false information may constitute a breach of the lease entitling the Owner, at the Owner's option, to terminate the Lease and demand you vacate the Property. Further, Applicant(s) expressly authorizes Owner and/or Owner's Broker (including a collection agency) to obtain Applicant(s) consumer credit report, which Owner and/or Owner's Broker may use if attempting to collect past due rent payments, late fees, or other charges from Applicant(s) both during the term of the Lease and thereafter.

Applicant(s) also understands and agrees that this application will be retained by Owner and/or Owner's Broker whether or not approved. Applicant(s) understands and agrees that, in the future upon request, the Owner and/or Owner's Broker will release information concerning the Owner's experience with Applicant(s) as an Applicant/Tenant(s).

Applicant(s) understands and agrees that this Lease Application will not be processed without the "Processing Fee" set out in Section 1. Applicant(s) further agrees and understands that this Processing Fee will **NOT BE REFUNDED regardless of whether Owner accepts this Lease Application for lease of the Property and the Reserve Property Fee shall NOT BE REFUNDED if the Lease Application is approved and Applicant(s) fails to sign a Lease and take possession of the Property.**

I have read and understand the Section 5 Broker Relationship.

Applicant's Signature

Co-Applicant's Signature

Date _____ Date _____

The undersigned Broker acknowledges receipt of the non-refundable Processing Fee.

Broker's Signature _____ Date _____

Applicant Initials _____ Applicant Initials _____