



MORSA

— H O M E S —



RENTAL APPLICATION



We do not discriminate against any person or persons based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation. We are fully committed to compliance with equal housing, federal, state, and local housing laws and codes. Applicant approval will be based on information compiled from income verification, rental history, credit history, and criminal background checks. All applicants are verified equally.

Applicant Selection Criteria

- All applications will not be processed without all necessary paperwork, funds, and/or documentation. Applications are processed on a first come first serve basis.
- All persons over the age of 18 must submit an application with fee.
- All applicants must submit valid and current photo identification when application(s) is submitted.
- A non-refundable application fee of **\$140.00 per household made payable to: MORSA Homes, LLC.**
- Applicants will not receive copies of reports obtained.
- Fees must be paid by money order or cashier's check. NO CHECKS or CASH accepted.
- A refundable holding fee of \$ _____ will be asked at the time application is submitted to start process. Payment must be made in certified funds. If application is denied, holding fee will be returned to applicant. If applicant changes their mind about a property after application has been approved and holding fee has been given to Landlord, Landlord will retain holding fee.
- The application fee of \$140.00 and the holding fee of \$ _____ **MUST BE IN SEPARATE CERTIFIED FUNDS.**
- Applicant **MUST** have an email address. Leases and other information may be emailed for digital signature. Landlord will work out details with applicant if this is not reasonably possible for applicant because of special circumstances.
- If applicant is approved, the first full month's rent is due on or before lease signing. Payment must be in certified funds. Rent will be prorated the following month if applicable.
- **After applicants are approved, but refuse to execute the lease, the Landlord will retain a fee of 100% of the rent and all holding fees.** Landlord will work out details with applicant if this is not reasonably possible for applicant because of special circumstances.
- We may hold the property vacant for approximately 5 days before it must be occupied. Landlord will work out details with applicant if this is not reasonably possible for applicant because of special circumstances.
- If you are active duty, you must be on assignment that, to best of your knowledge, will allow you to complete an initial 12-month lease. Military applicants must provide a copy of orders with application.
- If you are moving to the area an accepted offer of employment must be provided with the application. Retired or employees retiring during the lease must document their financial ability to pay.
- Applicants should be informed of their approval/denial status within 5 (five) business days. This process may take longer if we are unable to get verifications from the contacts on your application in a timely manner, and/or you have not turned all paperwork and/or funds needed to process your application(s).



- Acceptance of application and any monies deposited is not binding on Landlord until approved by the Landlord in writing. If approved all deposit money for this application will be held as a reservation deposit to be either returned to applicant or credited toward the security deposit or option payment.
- A larger deposit may be required if applicant does not meet requirements and management office approves under special circumstances.

Income Verification

- Income should be a minimum of three (3) times the rent in verifiable gross monthly income.
- Married couples, Roommates/Housemates may use combine income.
- No co-signers are accepted.
- Income may be verified through pay stubs, and/or bank statements. If you are self-employed, your income may be verified through this year's current tax return and the previous year's tax returns filed with the IRS and 4 (four) most current bank statements.
- Employment history should reflect at least 6 (six) months with your current employer. If you have less than 6 (six) months employment and you had the same type of position previously that may be acceptable.

Rental History

- Rental history should reflect at least 12 (twelve) months with your current rental. If less than 12 (twelve) months or no rental history to verify a higher deposit may be asked for security.
- A third party must verify rental history.
- Homeownership will be verified by a current credit report and/or current mortgage statement.
- Mobile home ownership/rental can be verified thru mobile home property management office and/or tax records.
- Having an eviction, lease violation, notice to vacate, and/or having an outstanding debt to a landlord/property management company may result in denial of application.
- **We will make at least 2 attempts to contact previous and/or current landlord for rental verification. After no response application may be considered denied.**

Credit History:

- We may obtain a report from a credit-reporting agency.
- Recent bankruptcy, foreclosure, judgments, and/or federal tax liens may result in denial.

Criminal History:

- We will perform a criminal history check on you to verify the information provided by you on the Application for Occupancy. Landlord's decision to rent the property to you may be influenced by the information contained in the report.

Pet Criteria/Service Animals:

- Pets are allowed on a case-by-case basis. Tenant can be evicted for the possession of poisonous, dangerous, and illegal pets, and/or endangered species.
- A **\$175.00** non-refundable pet fee for **EACH** pet is required along with a signed Pet Agreement.
- All birds must be confined in cages and not allowed to reside outside their cage.
- Fish tanks and aquariums greater than 10-gallon capacity are not permitted.
- No more than 2 dogs or 2 cats per household in a single family house (residence). In multi-family units, no pets are allowed.



- **All dogs/cats must have current rabies vaccinations and certification.** Copy of certificate must be given with pet agreement. Service animals allowed with current vaccinations and proof of service animal paperwork.

By signing this form, you are acknowledging that you have read and understand the application process and screening policies of our company. You are also acknowledging that all the information you have provided is true and correct. You understand that all information provided by you will be verified through outside screening processors and through verifications performed by our management office and/or independent contractors of our office.

Applicant Signature #1 Date

Applicant Signature #2 Date

Applicant Signature #3 Date

Applicant Signature #4 Date

Applicant Signature #5 Date

APPLICATION ITEMS TO BE TURNED IN

Please note if all items are not turned in, application WILL NOT be ACCEPTED.

1. Copy of current ID and social security card for each applicant.
2. **\$140.00** non-refundable application fee per household (NO CASH or CHECKS accepted, must be in certified funds), make payable to: MORSA Homes, LLC
3. Proof of income: Last 4 pay stubs
Proof of income: If self-employed 2 years tax returns and 2 current bank statements
Proof of income: Letter from your employer with employer contact information, how long you work there, how many hours you work, and your gross monthly pay rate.
Proof of income: If including benefits, child support, etc. as your income: please provide a CURRENT benefits letter, or award letter. Income MUST be verifiable.
4. \$_____ Holding fee must be in separate certified funds, (NO CASH or CHECKS accepted). **Holding fee is refundable and will be refunded to applicant if application is denied or property has unresolved title issues. Holding fee will convert to deposit or option payment once lease/contract commences.*
5. Landlord information must be full and complete. Landlord information MUST be verifiable.
6. Email address provided for faster processing.
7. Application Selection Criteria must be signed and returned with application. (Please read ALL sections!)



We do not discriminate against any person or persons based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation. We are fully committed to compliance with equal housing, federal, state, and local housing laws and codes. Applicant approval will be based on information compiled from income verification, rental history, credit history, and criminal background checks. All applicants are verified equally.

APPLICATION FOR OCCUPANCY (Please fill out ALL SECTIONS, or application may be denied).

PERSONAL HISTORY

Your Estimated MOVE IN DATE: _____ **Property Address:** _____

Applicant #1: First Name: _____ MI: _____ Last Name: _____ SS#: _____

Driver's license #: _____ State _____ DOB: _____ Marital Status: _____

Home Phone#: _____ Cellular Phone #: _____ Work Phone Number #: _____

Current Address _____ City _____ State _____ Zip _____

***EMAIL** _____ ***(MUST provide Email address).**

Applicant #2: First Name: _____ MI: _____ Last Name: _____ SS#: _____

Driver's license #: _____ State _____ DOB: _____ Home Phone#: _____

Cellular Phone #: _____ Work Phone Number #: _____

Current Address _____ City _____ State _____ Zip _____

Fees: Applicant has agreed to pay a non-refundable application fee of \$140 in certified funds for processing and reviewing this application and a holding fee.

***HOLDING FEE GIVEN: \$** _____ **Holding fee is refundable and will be refunded to applicant if application is denied or property has unresolved title issues. Holding fee will convert to deposit or option payment once lease/contract commences.*

NAMES OF ALL OTHER PERSONS WHO WILL OCCUPY THE PROPERTY: (Use additional pages if necessary).

Name: _____ Age/DOB _____

Name: _____ Age/DOB _____

Name: _____ Age/DOB _____

LANDLORD HISTORY #1

Landlord Name _____

Address _____

Phone _____ Fax _____ Email _____

How long have you lived there? _____ Monthly payments _____

Reason for leaving _____

LANDLORD HISTORY #2

Landlord Name _____

Address _____

Phone _____ Fax _____ Email _____

How long have you lived there? _____ Monthly payments _____

Reason for leaving _____

APPLICANT #1 EMPLOYMENT HISTORY

Present Employer _____ Address _____

Phone _____ Supervisor's Name _____

Length at Present Employer _____ Position Name _____

Full time? _____ Part time? _____ **Monthly Gross Income** _____

Other Source of Income _____ **Monthly Gross Income** _____



APPLICANT #2 EMPLOYMENT HISTORY

Present Employer _____ Address _____
Phone _____ Length at Present Employer _____ Length at Present Position _____
Supervisor's Name _____ Full time? _____ Part time? _____
Length of Employment _____ **Monthly Gross Income** _____
Other Source of Income _____ **Monthly Gross Income** _____

VEHICLE INFORMATION: List all vehicles to be parked on the property

Type Year Make Model License/State Monthly Payment

List all pets to be kept on property

Pet's Name Type/Breed Color Weight Age Male/Female Spay/Neutered? Rabies shots current? Indoor/Outdoor/Both?

REFERENCES (CANNOT BE RELATED TO APPLICANT(S))

NAME: _____ PHONE: _____
NAME: _____ PHONE: _____

HAS APPLICANT EVER:

been evicted? _____ Explanation _____
broken a rental/lease agreement? _____ Explanantion _____
been convicted of a crime? _____ What was the charge? _____
filed bankruptcy? _____ What year(s)? _____
had a foreclosure? _____ What year(s)? _____
had any credit problems, slow-pays or delinquencies? _____ Explanation _____
Are there any criminal matters pending against any occupant? _____ Explanation _____

List any additional information you think will help us process your application (attach additional pages if necessary)

NOTICE OF LANDLORD'S/SELLER'S RIGHT TO CONTINUE TO SHOW THE PROPERTY: Unless Landlord/Seller or its management and Applicant enter into a separate written agreement, the property remains on the market until a lease/contract is signed by all parties and the Landlord/Seller may continue to show the property to prospective tenants/buyers.

I do hereby attest that the statement and facts given above by me are accurate, true and complete to the best of my knowledge. I authorize to allow the relevant parties to obtain a copy of my credit report; obtain a criminal background check; and verify any rental and employment history information related to this application. I understand I will not receive a copy of any reports obtained.

SIGNATURE _____ DATE _____
SIGNATURE _____ DATE _____

See Items to be turned in with application & Location Page for more information: Please note if all items are not turned in, application may be denied.



AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL OCCUPANCY APPLICATION

I, _____ (applicant #1 name), have submitted an application to rent/buy a property.

I, _____ (applicant #2 name), have submitted an application to rent/buy a property.

The management for the landlord/seller is (unless otherwise stated):
MORSA Homes, LLC
Phone: (210) 459-2676 Email: edwin@morsahomes.com

I give my permission:

- To my current and former employers to release any information about my employment history and income history to the above named landlord/seller and/or its management.
- To my current and former landlords to release any information about my rental history to the above named landlord/seller and/or its management.
- To my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to above named landlord/seller and/or its management.
- To my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named landlord/seller and/or its management.
- And to the above named landlord/seller to obtain a copy of my consumer report (credit report) from any consumer-reporting agency and to obtain background information about me and/or its management.
- And authorize the above named landlord/seller along with their agents, employees, affiliates, to call me or send me recorded messages, texts, and emails to communicate regarding my application, leases, and contracts.

I agree to indemnify and hold harmless the person that whom this request is presented to and his/her agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorney’s fees arising out of or by reason of complying with this request. This authorization shall survive the original application process and be valid during or subsequent to any lease/seller financing terms of a property through the above mentioned landlord/seller, its successors and/or assigns. A copy of this authorization may be accepted as an original.

SIGNATURE _____ **DATE** _____

SIGNATURE _____ **DATE** _____

THIS SECTION TO COMPLETED BY LANDLORD: (landlord may be contacted to verify information)

1. Property or Landlord Name: _____
2. Amount of monthly rent: \$ _____ Length of residency: _____
3. Has rent been paid on time? ___YES ___ NO. If NO, how many times late? _____
4. Was proper notice given? ___YES ___NO
5. Was unit left in good condition? ___YES ___NO
6. Any documented complaints? ___ YES ___NO, If YES please explain: _____

7. Would you rent to the tenant(s) again? ___ YES ___NO
8. Additional remarks: _____

Landlord/Landlord’s rep signature _____ **Date** _____

APPLIANCE, AIR FILTER & WATER METER ACKNOWLEDGMENT FORM

I _____ understand the
(print your name)

house of which I am applying, located at:

does **NOT** come with appliances, including refrigerator, stove, washer & dryer.

The type of stove to be used is: Gas Electric

The outlet for your washer is: Standard 220 None

The outlet for your dryer is: Gas 220 None

PLEASE NOTE: OUTLETS CANNOT BE CHANGED OR ADDED

I UNDERSTAND I AM RESPONSIBLE FOR CHANGING THE AIR FILTER <u>EVERY</u> MONTH WHILE I AM RENTING THE HOUSE, IF THE HOUSE HAS AN AC UNIT.
--

ALSO, I have been shown the location of the water meter shutoff for the house.

_____ Date _____
(Applicant signature)