



**GO TIME Properties Maintenance and Home Care, LLC**

Phone: (717) 744-2464

Fax: (888) 817-2807

[LetsGo@GOTIMEproperties.com](mailto:LetsGo@GOTIMEproperties.com)

## **RENTAL CLIENT APPLICATION**

- *Thanks for applying! We look forward to reviewing your application and hopefully being able to provide housing for you.*
- *Please note – We realize that many people have items on their credit or backgrounds. These do not necessarily exclude you from consideration. Complete the application fully so that we may best evaluate your situation.*

Address of house/apt you are applying for: \_\_\_\_\_

How did you hear about the property? ☐ Craigslist: ☐ Other Website (specify): \_\_\_\_\_

☐ Sign: \_\_\_\_\_ ☐ Friend (who) \_\_\_\_\_ other: \_\_\_\_\_

Date you want to move in: \_\_\_\_\_

Names, Ages, and Relationship of those who will be living at the property: \_\_\_\_\_

Why are you moving? \_\_\_\_\_

Does anyone smoke? If yes, who? \_\_\_\_\_

Do you have any pets? ☐ no ☐ yes ☐ cat # \_\_\_\_ ☐ dog # & breed \_\_\_\_\_ ☐ other \_\_\_\_\_

The following pets are expressly prohibited: any dog that is predominantly any of these breeds - Akita, American Staffordshire Terrier (Pitt Bull), Chow, Presa Canario, Rottweiler, Shar-pei, Wolf Hybrid; exotic animals; any animal that displays vicious or dangerous tendencies (as determined by landlord or municipal authorities).

*Each couple and single applicant 18 or older must complete an application.*

*Use additional pages if necessary.*

## **APPLICANT INFORMATION**

**1. Full Name** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

**2. Full Name** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

**Present Address:** \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

How much is your current monthly rent/mortgage? \$ \_\_\_\_\_ Utilities? \$ \_\_\_\_\_

Landlord/Manager/Mortgage Co Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Are you up-to-date with your payments now? If not, why? \_\_\_\_\_

Have you made any late payments within the past 12 months? If yes why? \_\_\_\_\_

**Previous Address** \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Why did you move? \_\_\_\_\_

How much was your monthly payment? \$ \_\_\_\_\_ Utilities? \$ \_\_\_\_\_

Landlord/Manager/Mortgage Co Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## **BACKGROUND INFORMATION**

Have you ever been evicted or sued for unpaid rent or damages to leased property? If yes how long ago and why? \_\_\_\_\_

Have you ever refused to pay rent for any reason? If yes why? \_\_\_\_\_

Have you ever filed for bankruptcy or suffered foreclosure? ☐ no ☐ yes. If yes, date: \_\_\_\_\_

Has the bankruptcy been discharged? ☐ no ☐ yes. If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

## **EMPLOYMENT INFORMATION**

**Applicant # 1 Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **How Long?** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**How much do you make a week:** \$ \_\_\_\_\_ **How many hours a week do you work?** \_\_\_\_\_

**Applicant # 2 Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **How Long?** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**How much do you make a week:** \$ \_\_\_\_\_ **How many hours a week do you work?** \_\_\_\_\_

**Other Employer(s):** \_\_\_\_\_ **Position:** \_\_\_\_\_ **How Long?** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**How much do you make a week:** \$ \_\_\_\_\_ **How many hours a week do you work?** \_\_\_\_\_

**Former Employer(s):** \_\_\_\_\_ **Position:** \_\_\_\_\_ **How Long?** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**How much do you make a week:** \$ \_\_\_\_\_ **How many hours a week do you work?** \_\_\_\_\_

**Other Income:** *Alimony, child support, or separated maintenance income need not be disclosed if you do not wish to have it considered for paying this obligation.*

**Source** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_

**Source** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_

**Section 8 Voucher for** ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom ☐ 4 Bedroom ☐ other \_\_\_\_\_

**Case worker** \_\_\_\_\_

## **PERSONAL REFERENCES**

List two persons, other than your relatives, that we may contact to verify your application.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

### **Policies:**

- After reference checks are complete, we will inform you of our decision whether to make the property available to you.
- To hold the property for you, we need a signed lease and ½ the security deposit within 3 days of contacting you. Otherwise, we may offer the property to another applicant.
- The remainder of the security deposit and the first month's rent are due by your move-in date. You will receive keys at that time. If we have not received the remainder of the security deposit and first month's rent by your move-in date, you forfeit the deposit portion paid and we have the right to offer the property to another applicant.

### **I have included:**

- A signed Employment Verification.
- A signed Landlord Verification.

## **AUTHORIZATION**

The applicants authorize GO TIME Properties or its designee to obtain any information deemed necessary to evaluate this application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental history, verification of employment and salary, employment history, vehicle records and licensing records. GO TIME Properties may report to the property owner any information obtained for evaluation of the applicant. The applicants acknowledge that all information in the application is true and correct. The applicants acknowledge that if they present false or incomplete information GO TIME Properties or the property owner may reject this application. The applicants understand that giving false or incomplete information may result in forfeiture of any payments made in connection with the Rental Client Application.

**I HAVE READ AND ACKNOWLEDGE THIS PROCEDURE FOR SUBMITTING AN APPLICATION.**

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date



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### Landlord Verification

#### **Applicant Section** (completed by Applicant)

Authorization: Applicant authorizes GO TIME Properties to obtain information deemed necessary to evaluate their rental application. This information includes verification of residence including payment history, relationship with prior landlord, damages to leased property, etc.

Applicant Name (Print) \_\_\_\_\_

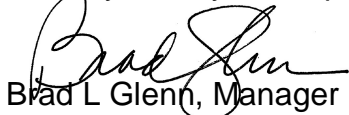
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant SSN \_\_\_\_\_

Dear Sir or Madam,

The above applicant has applied to rent from GO TIME Properties and has given your name as a past or present landlord. To verify the information provided on the rental application, please provide us the following information. We can be contacted at 717-744-2464 if you have any questions.

Thank you for your help,



Brad L. Glenn, Manager  
GO TIME Properties

#### **Landlord Section** (completed by Current or Previous Landlord)

When did the tenant rent from you? \_\_\_\_\_

Monthly rent \$ \_\_\_\_\_ Did tenant pay rent on time? ☐ Yes ☐ No

If no, number of times late in the last 12 months of their term with you? \_\_\_\_\_

Did you ever give them notice or file a landlord complaint against them? ☐ No ☐ Yes

If yes, date and reason \_\_\_\_\_

Did they give timely notice? ☐ No ☐ Yes Reason for leaving \_\_\_\_\_

Was the unit left in good condition? ☐ No ☐ Yes

Was the full security deposit returned (or do you anticipate returning it)? ☐ No ☐ Yes

If no, why? \_\_\_\_\_

Where there any particular problems with the tenant? ☐ No ☐ Yes

If yes, please explain \_\_\_\_\_

Person completing form (Print) \_\_\_\_\_ Title \_\_\_\_\_

Person completing form (Signature) \_\_\_\_\_ Date \_\_\_\_\_

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## Employment Verification

### Applicant Section (completed by Applicant)

Authorization: Applicant authorizes GO TIME Properties to obtain information deemed necessary to evaluate their rental application. This information includes verification of employment, salary, and employment history.

Applicant Name (Print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant SSN or employee number \_\_\_\_\_

Dear Sir or Madam,

The above applicant has applied to rent from GO TIME Properties and has given your name as a past or present employer. To verify the information provided on the rental application, please provide us the following information. We can be contacted at 717-744-2464 if you have any questions.

Thank you for your help,

Brad L. Glenn, Manager  
GO TIME Properties

### Employer Section (completed by Employer)

Company Name \_\_\_\_\_

☐ Full time ☐ Part-time Employment Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Salary \$ \_\_\_\_\_ Weekly/Biweekly/Monthly If part time, hours worked: \_\_\_\_\_

Would you re-hire the individual? ☐ Yes ☐ No Reason for leaving \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Person completing form (Print) \_\_\_\_\_ Title \_\_\_\_\_

Person completing form (Signature) \_\_\_\_\_ Date \_\_\_\_\_

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