



P.O. Box 12908, Oklahoma City, Ok 73157

405-600-6911

Fax: 405-942-3931

[www.tjpropertymanagement.com](http://www.tjpropertymanagement.com)

### Application Requirements

- All adults age 18 and older need to fill out all information on the application and pay an app fee. We will need copies of your Social Security Card **and** your Driver's License or State ID Card will work. We will also need to provide proof of income for 3 months, can be your last 3 months of check stubs or bank statements.
- The application fee is \$40 per adult or \$70 per married couple. It must be paid in the form of a cashier's check or money order (NO CASH), made payable to the leasing specialist for the home, and paid at the same time you submit your application. It can take up to 72 hours for your application to be approved or denied, and you will be notified as soon as possible.
- Your household **Net Income** must equal 3 times the amount of the rent for the property you are applying for.
- You must supply 2 consecutive years of rental history. If you have less than 2 years or no history, you may be required to have a co-signer and they will need to supply an application and all required documents with an app fee.
- Once your application is approved, you will have 24 hours to pay the Security Deposit which is equal to one month's rent unless otherwise noted. The Security Deposit is required to hold the property for you, otherwise we will continue to take other applications on the property. After you pay the security deposit, the property will be removed from the market and we will turn away perspective tenants. If you decide to withdraw from the agreement to rent the property, you will forfeit the security deposit.
- Section 8 applicants will also be required to supply their signed Request for Tenancy Voucher and any other necessary documents.
- **Not** all of our properties are 'pet friendly'. All pets need to be added to your application and your leasing specialist will let you know if they are approved and how much the pet fee(s) and/or deposit will be. No animal with a 'bite history' or an Akita, Chow, Pit Bull, Doberman, Rottweiler, or any non-domestic animal is allowed on the property.



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## Rental Application Form

All household members age 18 and older must sign and date this application. Please complete all information - do not leave any spaces blank. Write N/A in spaces that do not pertain to you. Incomplete applications will not be processed. Please note that our screening process is the same for all tenants and that we screen all applicants in accordance with the Fair Housing Act.

Date: \_\_\_\_\_, 20\_\_\_\_ Location: \_\_\_\_\_

What date would you like to move in? \_\_\_\_\_

Do you receive housing assistance? (i.e. Section 8 Voucher) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, type of assistance: OHFA \_\_\_\_\_ (NW 63<sup>rd</sup> St) OCHA \_\_\_\_\_ (NE 4<sup>th</sup> St)

Name of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Are you in the Military: \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you in the Military: \_\_\_\_\_ Yes \_\_\_\_\_ No

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

1. List all vehicles that will be on the property, including color, year, make, model, and tag number:

| Owner of Vehicle | Color | Year | Make | Model | Tag Number |
|------------------|-------|------|------|-------|------------|
|                  |       |      |      |       |            |
|                  |       |      |      |       |            |
|                  |       |      |      |       |            |

2. List all additional members of the household (including minors):

| First Name | Last Name | Relationship | Date of Birth | SS Number |
|------------|-----------|--------------|---------------|-----------|
|            |           |              |               |           |
|            |           |              |               |           |
|            |           |              |               |           |

3. Please list all pets that will be staying on the property. How Many? \_\_\_\_\_

| Name of Pet | Age | Breed |
|-------------|-----|-------|
|             |     |       |
|             |     |       |
|             |     |       |

4. Do you or any of your family members have any special needs? \_\_\_\_ Yes \_\_\_\_ No  
(i.e. Wheelchair Access, lights for fire and smoke alarms, special assistance from a service dog, handrails, etc.)

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

Name of family member(s) requiring special housing need: \_\_\_\_\_

5. Who would you like us to notify in case of an emergency?

| Name | Relation | Phone Number |
|------|----------|--------------|
|      |          |              |

6. Please provide your Rental History (2 year history required).

Current Landlord: \_\_\_\_\_

Current Address: \_\_\_\_\_

Landlords' Phone Number: \_\_\_\_\_

Rent Amount: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Dates you lived here: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlords' Phone Number: \_\_\_\_\_

Rent Amount: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Dates you lived there: \_\_\_\_\_

Additional Landlord: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlords' Phone Number: \_\_\_\_\_

Rent Amount: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Dates you lived there: \_\_\_\_\_

7. Have you ever been requested to leave or been evicted from a rental property, prior to the end of the lease term?

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

\_\_\_\_\_

\_\_\_\_\_

8. Have you or anyone who will be living with you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in conviction)? \_\_\_\_ Yes \_\_\_\_ No

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

\_\_\_\_\_

\_\_\_\_\_

9. Personal References (known for at least 2 years)

|                               |                               |
|-------------------------------|-------------------------------|
| Name: _____                   | Name: _____                   |
| Address: _____                | Address: _____                |
| _____                         | _____                         |
| _____                         | _____                         |
| Phone Number: _____           | Phone Number: _____           |
| Length of acquaintance: _____ | Length of acquaintance: _____ |

10. Sources of Income (Last two years)

Name of Wage Earner Number 1: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Current Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Employed: \_\_\_\_\_  
Employer's Phone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Previous Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Employer's Phone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Previous Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Employed: \_\_\_\_\_  
Employer's Phone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Name of Wage Earner Number 2: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Current Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Employed: \_\_\_\_\_  
Employer's Phone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Previous Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Employer's Phone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Previous Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Employed: \_\_\_\_\_  
Employer's Phone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

11. Describe any other income received by anyone in your household (i.e. public assistance, child support, grants, etc.):

Source of income: \_\_\_\_\_ Amount received: \_\_\_\_\_

Source of income: \_\_\_\_\_ Amount received: \_\_\_\_\_

Source of income: \_\_\_\_\_ Amount received: \_\_\_\_\_

**NON-REFUNDABLE SECURITY DEPOSIT CLAUSE**

Once your application has been approved, and you make a commitment to rent the property, you must pay the security deposit to hold the property. We will remove the property from the market, and turn away prospective tenants. Therefore, if you decide to withdraw from the agreement to rent the property, you will forfeit the security deposit you have paid.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGE TO FOLLOW]

I/We certify that the information on this T&J Property Management Rental Application Form is true, correct, and complete to the best of my/our knowledge. I/We understand that it is a criminal offence to make a willfully false statement and/or misrepresentation, and that doing so is cause for rejection (and forfeit of application fees). I/We authorize verification of the information above including, but not limited to, a comprehensive background screening and credit check.

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

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

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

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_