



CITADEL PROPERTY MANAGEMENT RENTAL APPLICATION

FAX: 866-703-3484

SCAN: Heidi.citadel@gmail.com

A rental application fee of \$35.00 per person is required for all applications, payable online to our tenant screening service.

Date: _____ Property applying for: _____

What is your ideal move-in date?

Anticipated move in date: _____

APPLICANT INFORMATION:

First name: _____

Last name: _____

Cell Phone: _____

Other Phone: _____

SS # _____

Date of Birth _____

Driver's License # & State: (photocopy required) _____

Email Address: **PRINT CLEARLY** _____

Name of nearest relative not living with you: _____

Phone # _____

Personal Reference or emergency contact: _____

Phone# _____

Additional Occupants: List everyone living with you including children (full name, age and relationship) _____

Pets: List breed, weight and age: _____

Have you or family member living with you ever been charged with a felony? Yes No

Have you or a family member living with you ever been convicted of a felony? Yes No

If yes, please explain: _____

Most recent address 1: _____

Month/Year Moved: _____

Reason for leaving: _____

Monthly Rent or Mortgage Payment:

Landlord Name and phone #:

Address 2 (if less than 2 years at Address 1)

Month/Year moved in:

Reason for leaving:

Rent or mortgage payment:

Landlord name & phone#

EMPLOYMENT INFORMATION

Employer:

Applicant's gross monthly income:

Employer Address:

Years at this job:

Phone:

Position/title:

Previous employer (if less than two years)

Applicant's gross monthly income:

Employer address:

Years at this job:

Phone:

Position/Title:

CO-APPLICANT INFORMATION:

First name:

Last name:

Cell Phone:

Other Phone:

SS #

Date of Birth

Driver's License # & State: (photocopy required)

Email Address: PRINT CLEARLY

Name of nearest relative not living with you:

Phone #

Personal Reference or emergency contact:

Phone#

Additional Occupants: List everyone living with you including children (full name, age and relationship)

Pets: List breed, weight and age:

Have you or family member living with you ever been charged with a felony? Yes No

Have you or a family member living with you ever been convicted of a felony? Yes No

If yes, please explain:

Most recent address 1:

Month/Year Moved:

Reason for leaving:

Monthly Rent or Mortgage Payment:

Landlord Name and phone #:

Address 2 (if less than 2 years at Address 1)

Month/Year moved in:

Reason for leaving:

Rent or mortgage payment:

Landlord name & phone#:

Address 2: (if less than 3 years at address 1)

Month/year moved in:

Reason for leaving:

Rent or mortgage payment:

Landlord/owner name:

Phone#:

EMPLOYMENT INFORMATION:

Co- Applicant Employer:

Employers Address:

Gross Monthly Income:

Years at this job:

Employer phone:

Position/title:

Previous employer (if less than two years)

Employer:

Employers Address:

Gross Monthly Income:

Years at this job:

Employers Phone:

Position/Title:

Additional Income: List any other income such as child support or retirement income:

CREDIT HISTORY:

APPLICANT:

Credit:

Please describe your Credit History:

Have you declared bankruptcy in the past seven years?	Yes	No
Have you ever been evicted from a rental residence?	Yes	No
Have you had two or more late rental payments in the last year?	Yes	No
Have you ever willfully refused to pay rent when due?	Yes	No
Have your wages ever been garnished?	Yes	No
Do you know of anything that may interrupt your ability to pay rent?	Yes	No
If Yes, Please Explain:		

Have you even been party to a lawsuit now or in the past?		
If yes, please give details.	Yes	No

CO-APPLICANT:

Credit:

Please describe your Credit History:

Have you declared bankruptcy in the past seven years?	Yes	No
Have you ever been evicted from a rental residence?	Yes	No
Have you had two or more late rental payments in the last year?	Yes	No
Have you ever willfully refused to pay rent when due?	Yes	No
Have your wages ever been garnished?	Yes	No
Do you know of anything that may interrupt your ability to pay rent?	Yes	No
If Yes, Please Explain:		

Have you even been party to a lawsuit now or in the past?	Yes	No
If yes, please give details.		

ADDITIONAL INFORMATION:

Please give any additional information that might help the owner/management evaluate this application.

There is no initial deposit required or accepted to begin the qualifying process or to hold the property.

I hereby authorize Citadel Property Management, LLC to obtain information about me from my credit sources, court records, current and previous landlords, employers and personal references. I

authorize my credit sources, credit bureaus, current and previous landlords and employers and personal references to disclose Citadel Property Management, LLC such information about me as he or she requests.

Applicant signature: _____ Date:

Co-applicant signature: _____ Date:

*You may either scan and email the completed document to Heidi.citadel@gmail.com or send a fax to 866-703-3484 or complete online and we will be notified.

Citadel Property Management is a participant of the Fair Housing Act, a federal law which protects tenants and prospective tenants alike from illegal housing discrimination.

