

**Bellevue Real Estate**  
1319 Galvin Road South  
Bellevue, Nebraska 68005  
Telephone: (402)-292-3311  
Fax: (402) 292-8666

**RENTAL  
APPLICATION**

*Please complete all requested information and return to our office !!*

Date of Application \_\_\_\_\_ Desired Date of Occupancy \_\_\_\_\_  
Address of Unit \_\_\_\_\_

**PERSONAL INFORMATION**

**APPLICANT'S FULL NAME** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Social Security No.** \_\_\_\_\_ **Driver's License No./State** \_\_\_\_\_  
**CO-APPLICANT'S NAME** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Social Security No.** \_\_\_\_\_ **Driver's License No./State** \_\_\_\_\_  
**Marital Status** \_\_\_\_\_

Full Names of All Other Residents:	Relationship to You	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number & Description of All Pets \_\_\_\_\_  
How Did You Hear About Our Property? \_\_\_\_\_  
In case of EMERGENCY Contact: \_\_\_\_\_ Phone# \_\_\_\_\_

**RESIDENCE HISTORY**

**CURRENT ADDRESS** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Present Telephone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
**E-Mail Address** \_\_\_\_\_  
**Present Landlord or Mortgage Co.** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
**Monthly Payment \$** \_\_\_\_\_ **Reason for moving** \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_  
**Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
**Previous Landlord or Mortgage Co.** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**EMPLOYMENT/INCOME INFORMATION**

**CURRENT EMPLOYER** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Telephone ( )** \_\_\_\_\_  
**Date(s) Employed / From** \_\_\_\_\_ **To** \_\_\_\_\_ **Position** \_\_\_\_\_  
**Supervisor** \_\_\_\_\_ **Your Gross Monthly Salary \$** \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Telephone ( )** \_\_\_\_\_  
**Date(s) Employed / From** \_\_\_\_\_ **To** \_\_\_\_\_ **Position** \_\_\_\_\_

CO-APPLICANT'S EMPLOYER \_\_\_\_\_  
Address \_\_\_\_\_ Telephone (     ) \_\_\_\_\_  
Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_  
Address \_\_\_\_\_ Telephone (     ) \_\_\_\_\_  
Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

If there are any other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to disclose alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_  
Comments \_\_\_\_\_

**REFERENCES**

Are your credit payments ontime? \_\_\_\_\_

Do You have a bank account and where? \_\_\_\_\_

OTHER REFERENCE \_\_\_\_\_

Address \_\_\_\_\_

**OTHER INFORMATION**

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes \_\_\_\_\_ No \_\_\_\_\_  
Been Evicted or Asked to Move Out? Yes \_\_\_\_\_ No \_\_\_\_\_ Broken a Rental Agreement or Lease? Yes \_\_\_\_\_ No \_\_\_\_\_  
Been Sued for Damage to Rental Property? Yes \_\_\_\_\_ No \_\_\_\_\_ Declared Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have You Ever Been Convicted of a Crime? Yes \_\_\_\_\_ No \_\_\_\_\_ (excluding minor traffic tickets) If Yes, When and  
What Crime? \_\_\_\_\_

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Other Car, Motorcycle, etc. \_\_\_\_\_

*I hereby make application for a unit and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file. DEPOSIT IS DUE UPON ACCEPTANCE OF THIS APPLICATION.*

APPLICANT'S SIGNATURE \_\_\_\_\_

CO-APPLICANT \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

# Bellevue Real Estate

1319 Galvin Road South ~ Bellevue, Nebraska 68005 ~ (402) 292-3311

## INFORMATION DISCLOSURE AUTHORIZATION

To Whom It May Concern:

I (we) hereby authorize you to release to Bellevue Real Estate for verification purposes, the information listed below. This information is for the confidential use of Bellevue Real Estate in compiling a rental application credit file. A photocopy of this authorization may be deemed as the equivalent of the original and may be used as a duplicate original.

Your prompt response will be greatly appreciated.

NAME \_\_\_\_\_ Signature \_\_\_\_\_ Soc# \_\_\_\_\_

NAME \_\_\_\_\_ Signature \_\_\_\_\_ Soc# \_\_\_\_\_

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### To Be Filled out by Employer (FOR OFFICE USE ONLY)

Employer Name \_\_\_\_\_

Applicant's Start Date \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Prospect of Continued Employment \_\_\_\_\_

Name/Title \_\_\_\_\_

Signature \_\_\_\_\_

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### To Be Filled Out By Current/Past Landlord (FOR OFFICE USE ONLY)

Amount of rent paid? \_\_\_\_\_

How long have they resided with you? \_\_\_\_\_

Was above listed Tenant(s) on time paying rent? \_\_\_\_\_

If no, how many late pays? \_\_\_\_\_

Were there any complaints regarding the tenant? (if yes, please explain)

\_\_\_\_\_

Would you rent to this tenant again? \_\_\_\_\_

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Thank you for your time and help.

M.A. Janda  
Broker  
Bellevue Real Estate

## ADDENDUM TO APPLICATION

FOR: \_\_\_\_\_  
(Applicant Name and Social Security Number)

I hereby authorize and instruct the Landlord or Landlord's agents to verify the information contained in my rental application. Verification or re-verification of any information contained in the application will be retained by Landlord. I hereby authorize and instruct Tenant Data Services Inc. and/or the Landlord/Landlord's agents to obtain information about me, including, but not limited to, information relating to this application, my credit reports, my tenant history, my check writing history, any court records and/or my criminal record, and I hereby authorize & instruct any entity or person contacted by Tenant Data Services Inc. or the Landlord or Landlord's agents, including all credit reporting agencies, to release such information to them. Upon request, Tenant Data will provide the name & phone number of the source of the information used in the verification and/or information gathering process.

Applicant: \_\_\_\_\_

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

Leasing Agent: \_\_\_\_\_

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

Tenant Data  
Form B

Tenant Data  
P.O. Box 5404 Lincoln, NE 68505  
(800) 228-1837  
[www.TenantData.com](http://www.TenantData.com)

# OCCUPANCY GUIDELINES

All of our Rental Units are Single Family Dwellings. Single Family defined as 2 adults or 2 adults and children. Our occupancy maximum is 2 people per bedroom and OCCUPANCY GUIDELINES ARE AS FOLLOWS:

## 1 Bedroom

1 Adult, 1 child  
2 Adults

## 2 Bedroom

1 Adult, 1-3 children  
2 Adults  
2 Adults, 1-2 children

## 3 Bedroom

1 Adult, 1-5 children  
2 Adults  
2 Adults, 1-4 children

# **REJECTION CRITERIA**

## **YOUR APPLICATION MAY BE REJECTED FOR THE FOLLOWING REASONS:**

- 1. POOR CREDIT HISTORY**
- 2. POOR RECORD OF PAYING RENT**
- 3. NEGATIVE ENDORSEMENT FROM PREVIOUS LANDLORDS**
- 4. UNABLE TO LEGALLY ENTER INTO A CONTRACT**
- 5. REASONABLE EVIDENCE THAN AN APPLICANT'S ENLISTED HABITS AND PRACTICES MAY BE EXPECTED TO HAVE A DETRIMENTAL EFFECT ON OTHER RESIDENTS AND/OR THE COMPLEX**
- 6. UNABLE TO HAVE UTILITIES TURNED ON IN YOUR NAME**
- 7. SUBMISSION OF FALSIFIED INFORMATION**
- 8. POOR HOUSEKEEPING HABITS**
- 9. UNABLE TO VERIFY INFORMATION**
- 10. APPLICANT HAS A PET**
- 11. APPLICATION NOT COMPLETELY FILLED OUT**
- 12. FAILURE TO SIGN DESIGNATED FORMS OR DOCUMENTS UPON REQUEST**