

## Form Instructions

To print, fill and send:

- 1) Download form
- 2) Print form
- 3) Completely fill form
- 4) Mail to: Realtor Mark Schwartz, P O BOX 1654, Lake Ozark, MO 65049
- 5) or Fax to: (573) 392-2450

To electronically fill and send:

- 1) You MUST use Adobe Acrobat Reader DC (or equivalent).
- 2) Download form
- 3) Open form in Adobe Acrobat Reader DC
- 4) Select Fill & Sign feature to fill form and sign at the bottom
- 5) Save form
- 6) Attach form to email and send to: [mark@rescorealtor.com](mailto:mark@rescorealtor.com)

**APPLICATION TO RENT OR LEASE (please print)**

Privacy Act Notice: This information is to be used by the agency collecting it or its assignee in determining whether you qualify as a prospective Renter/Lessee under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide the information, but if you do not, your application for approval as a prospective Renter/Lessee may be delayed or rejected. **There is no fee to process your application. Should you elect not to rent from our company, then and in that event your application and all related documentation will be shredded and destroyed unless you instruct us otherwise.**

Mail to: Realtor Mark Schwartz, P O BOX 1654, Lake Ozark, MO 65049, or call (573) 365-0585  
Or Fax to: (573) 392-2450, Or E-mail to: [mark@rescorealtor.com](mailto:mark@rescorealtor.com)

***All persons 18 years of age or older desiring occupancy please complete the following in full.  
If more than two Adults over the age of 18 years of age please use two applications:***

Date: \_\_\_\_\_ 20\_\_\_\_. The undersigned(s) make(s) application to rent housing

Designated as Unit \_\_\_\_\_, located at \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_ No of Adults that will live in property \_\_\_\_\_ No of children that will live with you \_\_\_\_\_

Child's Name & Age \_\_\_\_\_ Child's Name & Age \_\_\_\_\_ Child's Name & Age \_\_\_\_\_

***1<sup>st</sup> Adult applicant's information*** (E-mail: \_\_\_\_\_)

\_\_\_\_\_ Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security No \_\_\_\_\_

\_\_\_\_\_ Employer \_\_\_\_\_ Driver's License Number/State \_\_\_\_\_

\_\_\_\_\_ Employment Address \_\_\_\_\_ Your Position \_\_\_\_\_

\_\_\_\_\_ Supervisor or person to contact- (Their Title) to verify employment \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ How long employed (Date to Present) \_\_\_\_\_ \$ \_\_\_\_\_ Monthly Income \_\_\_\_\_

\_\_\_\_\_ Name & Telephone & contact person of previous employment during the past three years \_\_\_\_\_

***2<sup>nd</sup> Adult applicant's information*** (E-mail: \_\_\_\_\_)

\_\_\_\_\_ Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security No \_\_\_\_\_

\_\_\_\_\_ Employer \_\_\_\_\_ Driver's License Number/State \_\_\_\_\_

\_\_\_\_\_ Employment Address \_\_\_\_\_ Your Position \_\_\_\_\_

**(continued on back side, thank you)**

**2<sup>nd</sup> Adult applicant's information, continued**

\_\_\_\_\_  
Supervisor or person to contact – (Their Title) to verify employment Telephone

\_\_\_\_\_  
How long employed (Date to Present) \$ \_\_\_\_\_  
Monthly Income

\_\_\_\_\_  
Name & Telephone & contact person of previous employment during the past three years

**Previous Residences (last 3 years)**

\_\_\_\_\_  
1<sup>st</sup> Applicant – Address Contact Person Telephone Number

\_\_\_\_\_  
2<sup>nd</sup> Applicant – Address Contact Person Telephone Number

**Why are you leaving your present residence?**

\_\_\_\_\_  
**Have you ever been sued for non-payment of rent or refused occupancy?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Banking Reference:**

\_\_\_\_\_  
Name of Bank Address Account No.

**Credit and/or personal references:**

\_\_\_\_\_  
Name Telephone Ref Type

\_\_\_\_\_  
Name Telephone Ref Type

**Vehicles:**

\_\_\_\_\_  
Make/Model License Plate # Year

\_\_\_\_\_  
Make/Model License Plate # Year

**Do you have any pets?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Number and Type \_\_\_\_\_

Applicant(s) represent(s) that the information provided above is all true and correct. I/We authorize the Property Manager/Broker to verify my/our past and present employment or other income sources, bank accounts, stock holdings and/or retirement accounts, and any other asset balances that are needed to process my rental application. I further authorize the Property Manager/Broker to order a consumer credit report and verify other credit information (at no cost to me/us), including past and present mortgage(s), landlord references, Case Net (Missouri Courts information), and the National Sex Offender Website. It is understood that a copy of this form will also serve as authorization in place of the original. The information the Property Manager/Broker obtains is only to be used in the processing of my application for Rental Housing Lease.

\_\_\_\_\_  
Rental Applicant

\_\_\_\_\_  
Rental Applicant