



MARTIN LEASE MANAGEMENT

Tenant Checklist

- ✓ **Completed Rental Application**
- ✓ **Color Copy Driver's License**
- ✓ **Social Security Cards – photocopies for everyone living in the household**
- ✓ **\$35 Application fee**
- ✓ **Proof of employment – last two payroll stubs**

NO Applications will be processed without payment

Thank you.

The Martin Agency
2874 Main Street, Stratford, CT 06614
203-380-8762

Rental Application

Address of Rental: _____ Monthly Rent: \$

Credit Check Fee **\$35.00** (per person) Paid: ____ Yes ____ No

Applicant 1:

Full Name (Include all names used): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Social Security Number: _____ Date of birth: _____

Driver's License Number: _____ State: _____

Other Identifying Information: _____

Vehicle Make: _____ Model: _____ Color: _____ Year: _____

License Plate Number: _____ State: _____

Applicant 2:

Full Name (Include all names used): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Social Security Number: _____ Date of birth: _____

Driver's License Number: _____ State: _____

Other Identifying Information: _____

Vehicle Make: _____ Model: _____ Color: _____ Year: _____

License Plate Number: _____ State: _____

List everyone, including children, who will live with you:

Full Name	Date of Birth	Social Security Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Address: _____

Dates Lived at Address: _____ Reason for Leaving: _____

Landlord/Manager: _____ Phone: _____

Rent \$ _____ Security Deposit \$ _____

Previous Address: _____

Employment History (*Self-employed applicants: attach tax returns for the past two years*)

Name and Address of Current Employer: _____

Phone: _____

Name of Supervisor: _____ Phone: _____

Dates Employed at This Job: _____ Position: _____

Name and Address of Previous Employer: _____

Miscellaneous

Do any of the applicants own a pet? _____ If so what type? _____

Have any applicants?

Filed for Bankruptcy? [] Yes [] No How many times? _____

Been sued? [] Yes [] No How many times? _____

Sued someone else? [] Yes [] No How many times? _____

Been evicted? [] Yes [] No How many times? _____

Been convicted of a crime [] Yes [] No How many times? _____

Explain any Yes listed above: _____

References and Emergency Contact

Personal Reference: _____ Relationship: _____

Address: _____

Phone: _____

Personal Reference: _____ Relationship: _____

Address: _____

Phone: _____

Contact in Emergency: _____ Relationship: _____

Address: _____

Phone: _____

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit scores, current and previous landlords and employers, and personal references. This permission will survive the expiration of my tenancy.

Applicant Date

Applicant Date

**REAL ESTATE AGENCY DISCLOSURE NOTICE
GIVEN TO UNREPRESENTED PERSONS**

This is not a contract. Connecticut law requires that you be given this notice disclosing whom the real estate licensee represents. The purpose of such disclosure is to enable you to make informed choices about your relationship with real estate licensees.

GIVEN TO: _____ (UNREPRESENTED PERSON/PERSONS)
ON _____ (DATE)
OUR FIRM _____ REPRESENTS
<input type="checkbox"/> SELLER <input type="checkbox"/> LANDLORD <input type="checkbox"/> BUYER <input type="checkbox"/> TENANT

owes the other party to this transaction undivided fiduciary obligations, such as: loyalty, reasonable care, disclosure, and obedience to lawful instruction, confidentiality and accountability. The agent(s) must put the other party's interest first and negotiate for the best terms and conditions for them, not for you.

2. All real estate agents, whether representing you or not, are obligated by law to treat all parties to a real estate transaction honestly and fairly.
3. You have the responsibility to protect your own interests. Carefully read all agreements to make sure they accurately reflect your understanding. If you need additional advice for legal, tax, insurance or other such matters, it is your responsibility to consult a professional in those areas.
4. Whether you are a buyer, seller, tenant, or landlord, you can choose to have the advice, assistance and representation of your own real estate brokerage firm and its agents. Do not assume that a real estate brokerage firm or its agents are representing you or are acting on your behalf unless you have contracted in writing with that real estate brokerage firm.

**ACKNOWLEDGMENT
OF UNREPRESENTED PERSON(S)***

Signature(s)

Printed Name(s)

Date _____

ACKNOWLEDGEMENT OF AGENT

Signature

Printed Name

Date _____

*To be signed by the buyer/tenant when the agent represents the seller/landlord, or To be signed by the seller/landlord when the agent represents the buyer/tenant

THE MARTIN AGENCY LEASE MANAGEMENT

2874 Main Street, Suite 2A

Stratford, CT 06614

Office 203-380-8762

www.TheRayMartinAgency.com

Offer to Rent/Lease

Dated: _____

Property: _____

Tenant(s) _____

1. Lease term _____

2. Monthly Rent shall be as follows: _____

3. Occupancy shall be _____

4. Tenant shall tender a deposit of \$_____ with this agreement, deposits are non-refundable when Landlord accepts this offer. Upon the signing of the lease a second month's security deposit and First month's rent will be payable.

5. Tenant shall have no access to the premises until leases are signed, all utility bills are in tenant's name, tenant insurance is properly documented and all funds have cleared the Landlords bank.

Accounting

1st Months Security Deposit \$ _____

2nd Months Security Deposit \$ _____

1st Months' Rent \$ _____

Less Deposit money \$(_____)

TOTAL BALANCE DUE \$ _____ payable when lease is signed.

Tenant

Landlord representative

Tenant