



**J.H. Berry & Gilbert**  
*Multi-Family, Inc.*

**REQUIRED DOCUMENTS**

- **SEPARATE** J.H. Berry & Gilbert *Multi-Family, Inc.* Rental Applications for **EACH ADULT** over the age of 18 residing in the apartment  
**MUST BE SIGNED IN OUR PRESENCE OR NOTARIZED**
- **SEPARATE** J.H. Berry & Gilbert *Multi-Family, Inc.* Qualification Requirement for residency for **EACH ADULT** over the age of 18 residing in the apartment  
**MUST BE SIGNED IN OUR PRESENCE OR NOTARIZED**
- Two forms of identification for each applicant (Driver's License, Social Security Card, student ID, work ID, etc.)
- Proof of income for each applicant
- **NON-REFUNDABLE** \$50.00 application fee for **EACH ADULT** over the age of 18 residing in the apartment and co-signer, if applicable

**CASH OR CREDIT CARD ONLY; NO CHECKS PLEASE**





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Location Applied for: \_\_\_\_\_ Apt. #: \_\_\_\_\_ Rent \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_  
Today's date: \_\_\_\_\_ Move in date: \_\_\_\_\_ Email: \_\_\_\_\_  
First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_ Driver's Lic. #: \_\_\_\_\_ State: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Emergency phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name/ Age / Sex (Please list *everyone* that will live with you and **include yourself**)

\_\_\_\_\_  
\_\_\_\_\_

**PART I – RESIDENCE HISTORY**

- Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ How Long: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_ Monthly Payments \$ \_\_\_\_\_  
Landlord / Management Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
- Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ How Long: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_ Monthly Payments \$ \_\_\_\_\_  
Landlord / Management Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**PART II – EMPLOYMENT HISTORY**

- Current Employment: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_ Approx. Mo. Income: \_\_\_\_\_  
- Prior Employment: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_ Approx. Mo. Income: \_\_\_\_\_

**PART III – VEHICLE INFORMATION**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

- Have you ever been involved in a bankruptcy, debtor's petition, garnishment, unlawful detainer, suit for rent, other law suit or repossession? \_\_\_\_\_ If answer is yes, please explain: \_\_\_\_\_

**NO PETS ALLOWED, EXCEPT BY SEPARATE AGREEMENT!** \_\_\_\_\_ (Initial)  
(Please discuss pet-friendly options with your leasing agent BEFORE APPLYING if this is a requirement)

I (WE) UNDERSTAND THAT A NON-REFUNDABLE APPLICATION FEE is charged to each rental applicant and that an investigation will be made of me (us) which will provide information on my (our) client standing, character, mode of living, criminal record and reputation. By signing this application I (we) give our permission for this investigation. I (we) understand that the acceptance or rejection of this application may or may not be based upon information gathered in this investigation and is at the sole discretion of the Lessor or his Agent. I (we) warrant that the premises for which this application is made will be occupied only by the persons listed above. I (we) have read and understood the Agency Disclosure printed on the reverse side hereof (*see reverse*).

I (we) understand that if the application is approved, management requires a deposit to remove the property from the rental market. Once a deposit is made and the property is removed from the market, I (we) understand that the deposit is non-refundable.

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



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# **AGENCY DISCLOSURE NOTICE FOR RESIDENTIAL RENTALS**

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RELATIVE TO OUR RESIDENTIAL PROPERTY MANAGEMENT ACCOUNTS AND THE RENTING OR LEASING OF THOSE PROPERTIES, J. H. BERRY & GILBERT *MULTI-FAMILY, INC.* IS THE AGENT OF THE PROPERTY OWNERS AND/OR LANDLORDS AS OUR CLIENTS.



## QUALIFICATION REQUIREMENTS FOR RESIDENCY

It is the policy of J. H. Berry & Gilbert *Multi-Family, Inc.* to thoroughly investigate all individuals applying for residency. Each individual applicant must meet requirements to be approved.

A co-signer may be requested at the company's discretion if the applicant is a full time student or a recently independent individual. The co-signer must be in good standing with his or her credit, must demonstrate a stable employment history and must have available assets in the state of Alabama.

All applications are processed through a professional credit bureau service. Our ability to process your application in a timely manner is dependent upon the thoroughness and accuracy of your responses. We will then inform you of the acceptance or refusal of your application. ALL QUESTIONS REGARDING YOUR CREDIT HISTORY SHOULD BE DIRECTED TO THE CREDIT BUREAU. **Do not discuss your credit history with the office staff.**

The application process includes, but is not limited to, investigation of the following:

1. RESIDENCE HISTORY: Verification of current and past residences include: length of residency, rental amount, payment history, the absence or presence of noise complaints, the condition of the property upon vacating, the cost of damages incurred, and history of proper notice given regarding intent to move. A stable rental history is required of all applicants. If you currently own your residence, your mortgage payment amount and payment history will be verified.
2. EMPLOYMENT HISTORY: Verification of current employment includes length of employment and gross salary. Your most recent employment and current employment should be of reasonable length of time and you should demonstrate stability in your employment history. Monthly rent should not be greater than  $\frac{1}{3}$  of your monthly income. If two or more adults are sharing the rent, each individual must earn within 75% of the qualifying amount. Self-employed applicants must furnish their most recent tax return for review.
3. CREDIT HISTORY: A full credit history is prepared on each applicant and cosigner.
4. BANKRUPTCY: The application will not be accepted if the applicant has filed for bankruptcy or with debtors court within the last two (2) years. Individuals who have previously filed for bankruptcy (more than 2 years ago) are subject to the same credit, employment and residential restrictions as all other applicants.

Once the application has been processed, the application fee is **non-refundable**. Any potential problems should be discussed with office personnel when you submit your application. Complete and accurate information will facilitate rapid processing of your application.

Any false or omitted information on the application will be considered immediate grounds for rejection of the application and forfeiture of the processing fee. We reserve the right to reject an application for any reason other than race, color, creed, gender, sexual orientation, religion or national origin.

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I hereby authorize the release of all information including, but not limited to, verification of my residential, employment, income and credit histories to J. H. Berry & Gilbert *Multi-Family, Inc.* and any of its agents or employees. Additionally, I have read the above information and understand the requirements necessary to qualify as a resident with J. H. Berry & Gilbert *Multi-Family, Inc.*

Receipt acknowledged:

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

**J. H. BERRY & GILBERT** *Multi-Family, Inc.*