

# APPLICATION TO RENT

(Each co-resident must submit separate application.)

Property Address		Unit #
<b>APPLICANT(s)</b> (Please Print Clearly)		
Applicant (Complete Legal Name)		Social Security #
Birth Date		Driver's License #
Spouse (Complete Legal Name) (If Applicable)		Social Security #
Applicant Present Address		How Long?
City	State	Zip
Home Phone		
Present Landlord/Owner	Rent Amount	Phone
Reason for Moving		
Previous Address	City	Zip
How Long?		
Previous Landlord	Rent Amount	Phone
<b>MONTHLY INCOME</b> (Employment, if employed)		
Present Employer	Monthly Income	Phone
Contact/Supervisor's Name	Kind of Work	How Long?
Spouse's Employer (If Applicable)	Monthly Income	Phone
Contact/Supervisor's Name	Kind of Work	How Long?
<b>OTHER SOURCES OF INCOME</b> (asisstance, part-time job, etc.)		
Source	Amount Per Month	Phone
Source	Amount Per Month	Phone
<b>BACKGROUND INFORMATION</b>		
Are you subject to a registration requirement under a state sex offender registration program? Yes / No		
Have you ever been convicted of a felony? Yes / No If yes, please explain:		
Have you ever been evicted from any rental premises? Yes / No If yes, please explain:		

Have you or your spouse ever been sued for non-payment of rent or damage to a rental property? Yes / No If yes, please explain:	
<b>ADDITIONAL INFORMATION</b>	
List name, age and relationship of other occupants	
List all vehicles to be parked on the premises including color and license plate number (cars, trucks, motorcycles, boats, etc.)	
Pets: Yes / No	Type/Breed: _____ Size: _____
In case of an emergency notify: Address: _____	Phone: _____
Personal Reference: Address: _____	Phone: _____
How were you referred to us?	

I hereby make application for residence and certify by signing below that the above information is true and correct. I authorize you to contact any references that I have listed and give permission to obtain a credit report.

**\*\* ALL AGENTS OF THE DUNHAM COMPANY REPRESENT THE OWNER IN THIS TRANSACTION.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (If Applicable)

\_\_\_\_\_  
Date

**PLEASE FILL OUT COMPLETELY AND RETURN TO:**

Dunham Property Management, 230 S. Phillips Ave., Suite 202, Sioux Falls, SD 57104

Or Fax to (605) 330-9449

Or Scan signed copy and e-mail to [leasing@dunhamcompany.com](mailto:leasing@dunhamcompany.com)

**Include signed copies of BOTH the Application to Rent and the Resident Selection Criteria**



## Resident Selection Criteria

**The following information may render an applicant unacceptable:**

1. The household composition must be appropriate for the apartment size in which the household is applying (two people per bedroom).
2. Program eligibility determines whether applicants are eligible to reside in the specific property to which they have applied (i.e. Income Guidelines, etc.)
3. Past performance in meeting financial obligations, especially rent payments. An applicant should receive gross monthly income not less than the amount equal to **three times the rent** of the apartment he/she is interested in leasing. (i.e. if monthly rent is \$500.00, monthly gross income should be approximately \$1,500.00)
4. Current and prior landlords will be contacted to determine rent payment history, disturbance of neighbors, and destruction of property or housekeeping habits which would pose a threat to property and/or other residents.
5. Previous evictions.
6. Unpaid utility bills (electric, gas, water/sewer, garbage).
7. Negative credit history (a credit report will be obtained for each applicant).
8. A household member convicted of a felony drug-related crime or violent offense within five years will not be allowed to reside on the property. (Implemented as of August 1, 2007, but not retroactive). *A felony conviction during tenant occupancy will be grounds for termination of lease agreement.*
9. A household member who is subject to a registration requirement under a State Sex Offender Registration Program will not be allowed to reside on the property. (Implemented as of August 1, 2007, but not retroactive). *A felony conviction during tenant occupancy will be grounds for termination of lease agreement.*
10. An applicant's misrepresentation of any information related to the above.

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