



**Baird & Warner Residential Sales, Inc.
Prospective Tenant Credit Certification,
Authorization and Summary Form**

CONFIDENTIAL Prospective Tenant Certification

THE UNDERSIGNED hereby certifies that all of the information on this form is true, correct, complete, and provided in connection with his/her application to lease the property commonly known as (insert property address) _____ ("the Property") from (insert Lessor's name): _____ ("Lessor").

Prospective Tenant Authorization to Release Information: To Whom It May Concern, THE UNDERSIGNED hereby:

1. Understands that Lessor has authorized Baird & Warner Residential Sales, Inc. ("B&W") and Key Mortgage Services, Inc. ("KMSI") to act on Lessor's behalf to obtain and summarize personal credit information, criminal, and other background check information on the Undersigned for the purpose of evaluating my lease application;
2. Understands that Lessor is requiring such information as a condition of my application to lease the Property;
3. Understands that Lessor and others will have access to the my personal credit information, criminal, and other background check information collected in connection with my application to lease the Property;
4. Authorizes Lessor to use the information obtained in whole or in part in deciding to accept/decline/change my application to lease the Property;
5. Understands that neither B&W nor KMSI are credit reporting agencies or credit repositories;
6. Releases B&W, Lessor's Designated Agent, and KMSI of any and all liability in connection with the Lessor's collection and use of the information in evaluating my application to lease the Property;
7. Agrees that any reproduction or copy of this authorization and release may be treated as an original.
8. Agrees to pay the \$25 fee to KMSI for services related to production and summary of the credit report.

TENANT INFORMATION

Tenant Signature: _____
 Print Last Name _____ First Name _____ Middle _____
 Social Security #: _____ Date of Birth (MM/DD/YY): ____/____/____
 Telephone #: (____) _____ - _____ Email: _____
 Present Address: _____
 Former Address: _____

If less than 2 years at present

Summary of Tenant Credit Report

Credit Score Indication:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Incomplete
Delinquent Tradelines:	<input type="checkbox"/> Current	<input type="checkbox"/> Former	<input type="checkbox"/> None	
Derogatory Ratings:	<input type="checkbox"/> Current	<input type="checkbox"/> Former	<input type="checkbox"/> None	
Public Records / Liens:	<input type="checkbox"/> Current	<input type="checkbox"/> Former	<input type="checkbox"/> None	

The following section cannot be used in determining qualifications, however, if risk factors are identified, please refer to the report for suggestions that could help mitigate these risk factors.

OFAC:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
RISKID:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
SOCIALID:	<input type="checkbox"/> No	<input type="checkbox"/> Yes

RENTAL APPLICATION

- Each adult (18 or older) must fill out a separate application

First	Middle	Last	Birth Date	Social Security #	Driver's License #
Any Other Names You've Used In The Past			Home Phone	Cell Phone	
All Other Proposed Occupants			Birth Date	Relationship To Applicant	

RENTAL/RESIDENCE HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip			
Last Rent Amount Paid			
Owner/Manager and Phone Number			
Reason for leaving			
Is/Was rent paid in full?			
Did you give notice?			
Were you asked to move?			
Name(s) in which your utilities are now billed:			
	From/To	From/To	From/To
Dates of Residency			

EMPLOYMENT HISTORY

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
	From/To	From/To	From/To
Dates of Employment			

CREDIT HISTORY

	Bank/Institution Name	Balance On Deposit or Balance Owed
Savings Account		
Checking Account		
Credit Card		
Auto Loan		

VEHICLES (Include vehicles belonging to other proposed occupants also)

Make	Model	Color	Year	License Plate

PLEASE PRINT

REV 9/1

REFERENCES & EMERGENCY CONTACTS

	Doctor	Lawyer	Nearest Relative Living Elsewhere
Name			
Street Address			
City			
State & Zip			
Phone Number			
By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the apartment for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.			

GENERAL INFORMATION

Have you ever been served a late rent notice?	Do any of the people who would be living in the apartment smoke?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? If so, when?	When would you be able to move in?	Have you ever been convicted of a felony?
Have you ever been served an eviction notice? If so, when?	How many pets do you have (list Type, Breed, approx Weight & Age)?	
Have you had any reoccurring problems with your current apartment or landlord? If yes, please explain:		
Why are you moving from your current address?		
List any verifiable sources and amounts of income you wish to have considered (optional):		
If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address, & phone # so that we can use them as a reference for you.		
Have you been a party to a lawsuit in the past? If yes, please explain why:		
We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?		
How did you hear about this apartment?	Do you have an e-mail address we can reach you at?	
Do you know of anybody else looking for an apartment? Please provide their name and number. If you refer a friend and you each end up renting separate apartments from us then we will pay you a referral reward.		

Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for an apartment and does not constitute a rental or lease agreement in whole or part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the apartment. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Signature: _____

Date: _____