



# Application for Occupancy

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

Tabares Realty, LLC  
1128 Merchant Street, Suite B  
Phone Number: 620-208-6677

## Property Information

Property Name _____	Unit Number _____	Rent \$ _____
Leasing Rep _____	Unit Type _____	Storage \$ _____
	Move-In Date _____	Garage \$ _____

## Applicant Information

Single     Married     Separated

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Maiden or Former Names \_\_\_\_\_

SSN (Social Security Number) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email address \_\_\_\_\_ Cell Phone \_\_\_\_\_

DL State and # \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Roommates  Yes  No    Names of Roommates \_\_\_\_\_

## Spouse

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Maiden or Former Names \_\_\_\_\_

SSN (Social Security Number) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email address \_\_\_\_\_ Cell Phone \_\_\_\_\_

DL State and # \_\_\_\_\_ Daytime Phone \_\_\_\_\_

## Employment and Income

Please check this box if you are currently a fulltime student and cannot supply employment information

Employer \_\_\_\_\_ Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date \_\_\_\_\_ Telephone \_\_\_\_\_ Supervisor Name \_\_\_\_\_

## Spouse

Employer \_\_\_\_\_ Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date \_\_\_\_\_ Telephone \_\_\_\_\_ Supervisor Name \_\_\_\_\_

**Please provide a valid, enlarged copy of your current driver's license or government-issued ID and your two most recent paystubs or proof of income with this Application for Occupancy.**

Bank Name \_\_\_\_\_ Bank Telephone \_\_\_\_\_

Other Income \_\_\_\_\_ (Indicate source and amount)

## Residential Information

Minimum of two (2) years required (If owned please provide information for mortgage company)

**Present**     Rent     Own     Family    Dates \_\_\_\_\_ Rent \$ \_\_\_\_\_

Street Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

**Prior**     Rent     Own     Family    Dates \_\_\_\_\_ Rent \$ \_\_\_\_\_

Street Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_



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## Applicant Information (Please enter again in case page 1 and page 2 get separated)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ SSN \_\_\_\_\_

## Personal References

Name \_\_\_\_\_ Relation \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Telephone \_\_\_\_\_

## Dependents/Additional Occupants

Number of people who will occupy the residence \_\_\_\_\_

List all occupants and birthdays – **Credit and Criminal Background checks will be run on each person 18 & over**

1. Name \_\_\_\_\_ Relation \_\_\_\_\_ Date of Birth \_\_\_\_\_

2. Name \_\_\_\_\_ Relation \_\_\_\_\_ Date of Birth \_\_\_\_\_

3. Name \_\_\_\_\_ Relation \_\_\_\_\_ Date of Birth \_\_\_\_\_

4. Name \_\_\_\_\_ Relation \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Person to notify in case of emergency and that you authorize to enter and take possession of your personal property in the event of your death, incapacitation, disability, or incarceration.

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

## Vehicle Information

Total Number of vehicles (including used for employment) \_\_\_\_\_

1. Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

2. Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

3. Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

4. Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

Description of any other vehicles that you would like to keep on the property: (Prior written permission from management required before any other vehicles can be stored on the property)

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

## Credit and Background History

Have you ever been evicted from another property?  Yes  No

Has a notice of eviction ever been filed against you?  Yes  No

Have you ever declared bankruptcy?  Yes  No If so, when? \_\_\_\_\_ Discharge Date \_\_\_\_\_

Have you had two or more late rental payments in the past year?  Yes  No

Have you ever willfully or intentionally refused to pay rent when due?  Yes  No

Do you currently owe any money to a current or previous landlord?  Yes  No

Do you currently or have you ever used or manufactured any illegal drugs?  Yes  No

Have you ever engaged in the distribution or sale of illegal drugs?  Yes  No

Have you ever been convicted, arrested or charged with any crime?  Yes  No

Do you have any outstanding warrants or anticipate any warrants?  Yes  No



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If you answered "Yes" to any of the previous questions please give a detailed explanation and date describing each incident

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Failure to provide complete information, including daytime phone numbers, for you and your references will delay processing. **Incomplete applications will not be processed.**

*Thank you for your interest in renting from Tabares Realty, LLC.  
Once the application is complete please drop it off at*

*1128 Merchant Street, Suite B  
Emporia, KS 66801*

I hereby authorize Tabares Realty, LLC to investigate the information supplied by me and to conduct inquiries concerning my income, credit, and character for the purpose of verifying and qualifying me for this rental and any renewals thereof. I further authorize the release of any and all information available from any reference, former owners, credit reporting agencies, departments of motor vehicles and governmental agencies. I hereby release and hold harmless all parties from liability for any damages that may result from furnishing this information to Tabares Realty and its representatives.

Applicant acknowledges that Tabares Realty, LLC may not be able to complete a comprehensive evaluation of this information prior to move-in. Tabares Realty, LLC reserves the right to verify application information after move-in and may declare the lease irreparably breached and seek immediate eviction if false or misleading information has been provided by the applicant on this application. This application is preliminary only and does not obligate Tabares Realty, LLC to execute a lease or deliver possession of the proposed property. Tabares Realty, LLC shall comply with all federal, state, and local fair housing laws and regulations.

**Unless otherwise agreed, I understand that Tabares Realty, LLC and its representatives are agents of and represent the owner in leasing this property. FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR REJECTION.**

By signing below, I acknowledge and accept the qualifying criteria and policies of Tabares Realty, LLC by which my application will be considered and approved (in the sole discretion of Tabares Realty, LLC).

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Spouse's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_