



P.O. Box 12825  
Huntsville, AL 35815  
(o) 256-417-6840  
(f) 888-408-7435  
www.RCPManage.com

## **RENTAL APPLICATION PROCESS**

v. 20180615

Thank you for applying for a rental property with RCPM. We are excited that you have chosen us and we look forward to helping you find your perfect home!

In order to get started, we require the following items for every applicant:

- **Proof of Income:**
  - Last 2 paystubs and 2 Bank Statements
  - Any Government Documents (Section 8, Disability, Social Security)
- **Rental History**
  - Please make sure to provide us with contact information of previous landlords
- **Government Issued Photo ID**
- **Application Fee**
  - There is a \$55 non-refundable application fee for the first person and a \$20 non-refundable application fee for each additional member of the household who is over 18 years of age.

**NOTE:** The approval process can take up to 3 business days. You will receive a notification as soon as we have the results!

**Thank you again for choosing RCPM!**





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## RENTAL APPLICATION

v. 20180615

MAILING ADDRESS: RCPM; PO BOX 12825; HUNTSVILLE, AL 35815  
PHYSICAL ADDRESS 2610 6<sup>th</sup> St. SW; Huntsville, AL 35805

### \$55 NON-REFUNDABLE APPLICATION FEE

**EACH APPLICANT MUST PROVIDE COPY OF GOVERNEMENT ISSUED ID, NON-REFUNDABLE APPLICATION FEE, AT LEAST 2 MOST RECENT PAY STUBS FROM EMPLOYER, AND COPY OF MOST RECENT BANK STATEMENT**

**Property Address that you are applying for:**

\_\_\_\_\_

**NOTE: If application is approved and applicant is accepted as a tenant, this rental application will become part of the Legal Binding Lease Agreement.**

### Applicant Information:

Full LEGAL Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN: \_\_\_\_\_ Current Address: \_\_\_\_\_

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

Driver's License # \_\_\_\_\_ (Issuing State) \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Applicant Rental History:

Current Apartment Complex or Management Company (or Mortgage/Lender)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_/month

**\*If at current address less than two years, please provide previous rental or mortgage company information**





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Previous Apartment Complex or Management Company (or Mortgage/Lender):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_/month

Are you legally able to rent in the State of Alabama? ( ) yes ( ) no

**Applicant Employment Information:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Monthly Gross Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_ (yrs) \_\_\_\_\_ (mths)

**\*If at current employer less than one year, please supply information on previous employer**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Monthly Gross Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_ (yrs) \_\_\_\_\_ (mths)

**Co-Applicant or Co-Signer Information (if applicable):**

Full LEGAL Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN: \_\_\_\_\_ Current Address: \_\_\_\_\_

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

Driver's License # \_\_\_\_\_ (Issuing State) \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_





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### Co-Applicant or Co-Signer Rental History

Current Apartment Complex or Management Company (or Mortgage/Lender)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_/month

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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Supervisor: \_\_\_\_\_ Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Monthly Gross Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_ (yrs) \_\_\_\_\_ (mths)

### Names of all others who will also occupy the apartment more than 50% of the time:

Name: \_\_\_\_\_ (Age) \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ (Age) \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ (Age) \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ (Age) \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_





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**In case of an emergency who may we notify? (Nearest friend or relative not living with you.)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Do you have any pets? ( ) yes ( ) no**

Animal: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Animal: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Automobile No. 1: Make/Model \_\_\_\_\_ Year: \_\_\_\_\_ Tag No. \_\_\_\_\_

Automobile No. 2: Make/Model \_\_\_\_\_ Year: \_\_\_\_\_ Tag No. \_\_\_\_\_

Do you own a motorcycle, van, boat, trailer, truck or camper? ( ) yes ( ) no

If so, what type and how many? \_\_\_\_\_

Have you ever moved without notice, or had lease terminated by a landlord at a previous address? ( ) yes ( ) no

Have you ever left owing a balance to a landlord? ( ) yes ( ) no

Have you ever had an unlawful detainer ("eviction") action filed against you? ( ) yes ( ) no

Are you currently going through a bankruptcy, or filed for bankruptcy in the past seven years? ( ) yes ( ) no

Have you, or any member of your household, ever been adjudicated a sex offender? ( ) yes ( ) no

**I agree that all information I have provided within this rental application is true and correct to the best of my knowledge.**

Please sign: X \_\_\_\_\_  
Signature of Applicant Date

Please sign: X \_\_\_\_\_  
Signature of Co- Applicant Date





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**AUTHORIZATION - Release of Information**

**I authorize an investigation of my credit, tenant history, banking and employment information for the purpose of renting a house, apartment, or condominium from RCPM/owner/manager.**

**I understand that upon approval, ALL security deposits are NON-refundable until lease terms have been fulfilled completely.**

\_\_\_\_\_  
Applicant Name (please print)

Please sign: X \_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Co-Applicant or Co-Signer Name (please print)

Please sign: X \_\_\_\_\_  
Signature of Co-Applicant or Co-Signer Date

