



Dowling Property Management, L.L.C.
Stephanie Campbell
Vice President
Property Manager

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PRINT:

Rental Property Address _____ Date _____
 _____ Security Deposit _____
 Rental Amount _____ Pet Deposit _____
\$125.00 Per Pet if applicable

DUE WITH COMPLETED APPLICATION

- **Non-Refundable Application Fee-\$50.00** (This Includes 2 Applicants, each additional Applicant \$25.00)
- **Security Deposit – UPON APPROVAL DEPOSIT IS NON-REFUNDABLE.**

BOTH APPLICATION FEE & SECURITY DEPOSIT MUST BE IN THE FORM OF A MONEY ORDER OR CASHIERS CHECK

APPLICANT:

First Name _____ Middle _____ Last _____
 Current Address _____ Date of Birth _____
 _____ Daytime Phone # _____
 Social Security # _____ Cell Phone # _____
 Email Address: _____
 Landlord Name _____ Landlord Phone # _____

CO-APPLICANT (Spouse, roommate, relative, etc.)

First Name _____ Middle _____ Last _____
 Current Address _____ Date of Birth _____
 _____ Daytime Phone # _____
 Social Security # _____ Cell Phone # _____
 Email Address: _____
 Landlord Name _____ Landlord Phone # _____

Children (Name and Age of each) _____

Other Persons who would live with you _____
 (NOTE: ANY PERSON 18 YEARS OF AGE OR OLDER MUST APPLY TO BE ON THE LEASE)

VEHICLES:

Make/Model/Year	Tag Number	Finance Co.	Amount of Payment
_____	_____	_____	_____
_____	_____	_____	_____

LAST TWO (2) ADDRESSES:

Street/ City/State/Zip	Date: From/To	Landlord (Name/Phone)	Amount of Rent
_____	_____	_____	_____
_____	_____	_____	_____

Number of Pets Owned: _____ **Type of pet (Cat or Dog)** NO TERRITORIAL DOGS; Pit Bulls, Rottweiler, Etc.

Describe each including breed, age and weight: _____

APPLICANT

Driver's Lic. # _____ State _____
 Employer _____
 Position or Rank _____
 Supervisor or Commanding officers Name _____
 Supervisor or Commander Work # _____
 Address _____
 Phone Number _____
 Monthly Income _____
 Length of Employment _____

CO-APPLICANT (Spouse, roommate, relative, etc)

Driver's Lic. # _____ State _____
 Employer _____
 Position or Rank : _____
 Supervisor or Commanding officers Name: _____
 Supervisor or Commander Work # _____
 Address _____
 Phone Number _____
 Monthly Income _____
 Length of Employment _____

NEAREST RELATIVE:

Name _____
Address _____

Relationship _____
Phone # _____
Email: _____

This application is subject to acceptance by the Owner’s Agent and execution of a lease or rental agreement and is offered without respect to race, color, creed, sex, or national origin. The lease agreement is a legal document binding all parties. Pleases READ both sides CAREFULLY and COMPLETELY before signing.

RENTALS, DOWLING PROPERTY MANAGEMENT

ALL INFORMATION AND INSTRUCTIONS CONTAINED IN THIS APPLICATION SHALL BECOME A PART OF ANY LEASE AGREEMENT BETWEEN RENTALS, DOWLING PROPERTY MANAGEMENT, AGENTS FOR THE OWNER, OR THE OWNER AND THE APPLICATES SIGNING BELOW.

A DEPOSIT WILL BE MADE BY ALL TENANTS. THIS DEPOSIT IS MADE TO INDICATE YOUR GOOD FAITH (that you will abide by ALL covenants of the lease). If you do not fulfill your part of the lease, the deposit will be used to reimburse the Owner for any loss that occurs. If the deposit should be inadequate to cover the debt, you are expected to pay the balance promptly. Some circumstances that require us to use the tenant’s deposits are as follows: failure to provide adequate WRITTEN notice at lease 30 days prior to vacating the property; failure to leave the property clean; damage to the building, appliances, landscaping, etc. (unreasonable wear, usage or neglect); late payment of rents; abandonment of the broken lease by the tenant for any reasons other than transfer, the tenant must pay the leasing fee and rent until another tenant takes occupancy. We do report to Shreveport Credit Bureau.

DEPARTURE PRIOR TO COMPLETION OF THE LEASE TERM: Early departures are sometimes necessary. Please contact us as soon as you know you must depart so that we may find a new tenant and minimize the cost to all concerned. Occasionally, a tenant wants to move and terminate a lease earlier than the term for which he is obligated. Generally, we are obligated to enforce the terms of the lease, but sometimes, and provided there is no expense or loss of income to the Owner, we do allow early termination of the lease. Please check with RENTALS, DOWLING PROPERTY MANAGEMENT as soon as you know you must leave or to determine the terms under which you may be released from the completion of the full term of the lease.

PERMANENT CHANGE OF STATION MOVES: By giving thirty 30 days notice and a copy of your military orders, a tenant who is an active duty member of any branch of the MILITARY can be released from the obligations of the lease without prejudice: (This clause pertains to any tenant being transferred by his employer.)

NORMAL CARE AND RECURRING MAINTENANCE: During the lease term, tenants are required to take normal care of ht property and its equipment and grounds. We expect the tenant to maintain he yards/grounds, including grass cutting, edging, weeding of beds when appropriate, trimming limbs and hedges, and raking and bagging of leaves. To improve efficiency and reduce energy cost to you, you are expected to keep the filters in the air conditioning system clean or changed regularly (about every two months).

PEST CONTROL: Tenants will provide their own pest control unless otherwise agreed to by the landlord.

VACATING: Upon vacating, the premises must be cleaned. (List provided in move-in package) Floors swept and mopped and carpets professionally cleaned. (Receipt turned into office) The range, oven and range hood/filter must be clean. The appliances and fixtures must be as found clean. Trash will be removed/placed at the curb. The lawn must be recently mowed, edged and raked as appropriate and in good condition.

NO MODIFICATIONS OF THE PROPERTY ARE ALLOWED WITHOUT WRITTEN CONSENT OF THE OWNER OR PROPERTY MANAGER. In an EMERGENCY, the tenant should first attempt to preserve life and property and then get in touch with the owner or property manager concerning repairs or insurance claims.

FINAL CHECK OUT inspections can only be done after the tenant has completely vacated the property and all the keys and remote garage door openers (if applicable) have been turned over to Dowling Property Management. DO NOT leave keys in the house. MOVE-OUT INSPECTIONS WILL BE DONE AFTER THIS BY AGENT/LESSOR ALONE.

Remark/Request:

- APPLICANT SIGNATURE:
1. VERIFIES THAT THE APPLICATION HAS BEEN READ AND UNDERSTOOD.
 2. AUTHORIZES THE VERIFICATION OF ALL INFORMATION GIVEN AND TO RUN A CREDIT REPORT AND BACKGROUND CHECK.
 3. UPON APPROVAL DEPOSIT IS NON-REFUNDABLE.
 4. UPON APPROVAL DOWLING WILL HOLD THE PROPERTY TWO (2) WEEKS FROM THE DATE OF APPROVAL, AT WHICH TIME APPLICANT IS REQUIRED TO SIGN LEASE AND START PAYING RENT.
 5. UNDERSTANDS IF THE APPLICATION IS SUBMITTED ONLINE THE APPLICATION PROCESS WILL NOT BEGIN AND THE DESIRED PROPERTY WILL NOT BE HELD UNTIL CERTIFIED FUNDS ARE RECEIVED BY DOWLING.
 6. IT IS MANDATORY THAT ALL PERSONS 18 YEARS OF AGE AND OLDER APPLY.

APPLICANT _____ DATE _____

APPLICANT _____ DATE _____

SECURITY DEPOSIT COLLECTED: AMOUNT: _____ DATE: _____

Approved: _____

Denied :(what is the reason) _____

Your Partner in Property Management!