



*All Applications and Corresponding Documents  
must be submitted to:  
8738 Quarters Lake Road, Ste 9  
Baton Rouge, LA 70809  
Phone: 225-385-4310  
Fax: 866-312-1796  
Email: [Leasing@ONEprop.com](mailto:Leasing@ONEprop.com)*

**Dear Prospective Tenant:**

We are pleased that you are interested in leasing one of our homes. The decision to approve your application is entirely up to the Landlord of the Property in which you are applying for. Below are the guidelines and requirements of our qualifying criteria so that we may make a recommendation to the Landlord based upon the following factors:

**1) Complete the Lease Credit Application:**

Applicants must be 18 years of age. All occupants 18 years of age or older must complete a Lease Credit Application, pay all Application Fees (\$35 per person over 18) and are required to be on the lease as a resident.

**2) Security Deposit and Application Fees:**

An application fee of \$35 per person over 18 (personal check, money order or Cashier's Check) is required at the time the application is submitted. A Security Deposit in certified funds (Cashier's Check, Money Order or Wire Transfer ONLY) is recommended at the time of application. The security deposit is not required, but is recommended to strengthen you application. \*Wire Transfer will require a \$10 processing fee\*

**3) Additional Deposit:**

If the owner permits a pet, an additional security deposit is required per the Landlord's discretion. Pets are always case by case.

**4) Income:**

Income must be at least three times the amount of rent. Two recent paystubs or if you're self employed or retired we require a copy of your prior year tax return, W2 or bank statement.

**5) Photo I.D.:**

All applicants must provide a legible copy of their driver's license or other approved photo I.D.

**6) Employment:**

A minimum of two years of employment history is required. A fulltime student that does not meet this requirement will require a co-signer. The co-signer for any applicant must meet all qualifying criteria.

**7) Rental History:**

A minimum of two years of rental history is required. (Living in a property that is owned by a relative does not constitute a tenant/Landlord relationship for rental verification purposes) Owning your previous residence can take place of rental history. Occupancy has to be verifiable.

**8) Credit:**

A Credit Report must be processed for each applicant.

**Qualifying Criteria (based on prior two years)**

Credit Issues past 24 months	Deposit Required
Foreclosure	Double Security Deposit (equal to 2x's the monthly rent)
Petitioned or Dismissed Bankruptcy	Double Security Deposit
Broken lease or negative rental history	Double Security Deposit
More than 50% negative credit	Double Security Deposit
50% negative credit AND 50% positive credit with good rental	½ Additional Security Deposit
More than 50% POSITIVE credit with good rental	Single Security Deposit
Good Rental with no credit or lack of credit	Co-Signer or ½ Additional Security Deposit
No rental and no credit	Double Security Deposit or ½ Additional Security Deposit with Co-Signer

**9) Automatic Decline:**

Applicants will be automatically declined for the following:- Anyone having been evicted by a prior landlord for cause -Falsification of application -Invalid Social Security number -Failure to pay Application Fee -Any Application that has not been fully completed, including all pages signed, incomplete applications will not be processed.

**10) Property Acceptance:**

Prospective tenant(s) are accepting the property in an as is condition. Requests for changes to the property must be submitted in writing with the application. Applicants must submit security deposit and signed lease within 48 hours of acceptance of application. Failure to do so will result in cancellation of the application.

**11) Signature:**

By signing this you have reviewed the Qualifying Criteria and understand that this is the basis of how the results of your application will be determined.

\_\_\_\_\_  
Prospective Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Tenant Signature

\_\_\_\_\_  
Date

Property Address: \_\_\_\_\_

**APPLICANT #1**

**APPLICANT #2**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

Social Sec #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ Bus: \_\_\_\_\_

Phone: \_\_\_\_\_ Bus: \_\_\_\_\_

Cell: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital: \_\_\_\_\_

DOB: \_\_\_\_\_ Marital: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

**Present Address**

Street: \_\_\_\_\_

Street: \_\_\_\_\_

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

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

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ \$/Mo \_\_\_\_\_

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ \$/Mo \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_

Mortg. Co/Acct #: \_\_\_\_\_

Mortg. Co/Acct #: \_\_\_\_\_

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

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

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Bus: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Bus: \_\_\_\_\_

**Previous Address**

Street: \_\_\_\_\_

Street: \_\_\_\_\_

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

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

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ \$/Mo \_\_\_\_\_

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ \$/Mo \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_

Mortg. Co/Acct #: \_\_\_\_\_

Mortg. Co/Acct #: \_\_\_\_\_

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

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

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Bus: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Bus: \_\_\_\_\_

**Present Employer**

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

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

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

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

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

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

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

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

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Gross Mo Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Gross Mo Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Supv/Mgr/Hr: \_\_\_\_\_

Supv/Mgr/Hr: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Previous Employer**

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

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

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

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

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

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

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

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

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Gross Mo Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Gross Mo Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Supv/Mgr/Hr: \_\_\_\_\_

Supv/Mgr/Hr: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Other Income Source (if provided, please include proof of this income)? \_\_\_\_\_

Do you or the other occupants SMOKE? \_\_\_\_\_ YES \_\_\_\_\_ NO IF SO, WHERE? \_\_\_\_\_

Will you or the other occupants have a PET? \_\_\_\_\_ YES \_\_\_\_\_ NO WHERE KEPT? \_\_\_\_\_  
Type & Breed Name Color Weight Age Gender Neutered? Declawed? Rabies Shots Current?  
1. \_\_\_\_\_  Yes  No  Yes  No  Yes  No  
2. \_\_\_\_\_  Yes  No  Yes  No  Yes  No

Vehicles:  
Type Make Model Year License Plate State  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In case of EMERGENCY notify:  
Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
In case of serious illness or death of tenant, is above person authorized to enter premises and remove any or all of the contents? \_\_\_\_\_ Yes \_\_\_\_\_ No

**OCCUPANCY: List name, relationship and age of ALL persons to be occupying the leased premises.**

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

Note: There may be NO changes in Tenants and/or Pets without prior written approval of landlord. (and may be subject to administrative charges)

REASON FOR LEAVING PRESENT ADDRESS: \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED, SUED FOR NON-PAYMENT OF RENT OR DAMAGES, BROKEN A RENTAL AGREEMENT OR LEASE CONTRACT, HAD PROPERTY FORECLOSED OR GIVEN DEED IN LIEU OF FORECLOSURE? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF "YES", PLEASE STATE THE DETAILS OF SUCH OCCURRENCE: \_\_\_\_\_  
\_\_\_\_\_

ARE YOU AWARE OF ANY LATE PAYMENTS, COLLECTIONS, LIENS, JUDGMENTS, LAWSUITS OR BANKRUPTCY ON YOUR CREDIT HISTORY? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF "YES", PLEASE STATE THE DETAILS OF SUCH OCCURRENCE: \_\_\_\_\_  
\_\_\_\_\_

HAVE YOU OR ANY CO-APPLICANT EVER BEEN CONVICTED OF A FELONY or MISDEMEANOR? \_\_\_\_\_ YES \_\_\_\_\_ NO  
HOW WERE YOU REFERRED TO ONEPROP? \_\_\_\_\_

**CORRECT INFORMATION**

The undersigned person(s) represent that all above statements are true and complete and hereby authorize verification of such information. False information given shall be grounds for Owner's rejection and non-return of application fee(s), deposit(s), and termination of right of occupancy. Owner may use credit reporting services to obtain credit and background check regarding this application and you are notified that you are entitled to know the name and address of such reporting organization upon request including all other rights under the Fair Credit Reporting Act. All parties signing this application affirm they are not on US Government's OFAC list of "Specifically Designated Nationals" and ONEprop has permission to check against the OFAC list to determine if any of the individuals are prohibited by federal law from participating in real estate transactions

**NON-REFUNDABLE APPLICATION FEE**

A non-refundable application fee of \$35 per applicant will be paid to Landlord's Broker at the time of application is made.

**DEPOSIT AGREEMENT**

Applicant has delivered to Landlord's Broker a deposit in the amount indicated below. If Applicant(s) is approved the deposit will not be refunded but will be credited to the required security deposit. If Applicant(s) is not approved the deposit will be refunded promptly.

**THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE LANDLORD OR LANDLORD'S BROKER TO EXECUTE A LEASE.**

Non-Refundable Application Fee: \$ **35 per applicant** Deposit: \_\_\_\_\_ Additional Deposit: \$ \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ (rent will be prorated for a partial month, if any) MOVE IN DATE: \_\_\_\_\_

Deposit check made payable to: **ONEprop**  
(As soon as Applicant is approved, the Deposit check will be cashed and immediately deposited in the ONEprop Trust Acct. to be credited to Landlord's Acct.)

**Applicant #1 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant #2 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The information contained herein is furnished by the owner to the best of his knowledge, but is subject to verification by the purchaser, and agent assumes no responsibility for correctness thereof. The sale offering is made subject to errors, omissions, change of price, prior sale or withdrawal without notice. In accordance with the law, this property is offered without respect to race, color, religion, sex, handicap, familial status, or national origin.



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## AUTHORIZATION TO RELEASE INFORMATION

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This release and authorization acknowledges that **ONEprop** may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **ONEprop** tenant policies.

I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of **ONEprop**.

**I have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Background Info USA with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge **ONEprop**, Background Info USA and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenant was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

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Signature

Date

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Print

Date

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Signature

Date

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Print

Date



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**Property you're applying for:** \_\_\_\_\_

**Leasing Agent:** \_\_\_\_\_

**Requested Move In Date:** \_\_\_\_\_

**Please use this page to include any additional information you feel could strengthen your application (offers, requests, explanation letter etc.)**

**Have you included your Photo I.D., Proof of Income and Signed all Areas?**