

Before renting to you, most landlords will ask you to fill out a written rental application form. The application process includes a small fee that covers a background and credit history check.

A rental application is a lot like a job application. The landlord or apartment manager will be evaluating you to make sure the people they rent to are reliable and courteous. It's important to make a good first impression. Each adult in the unit will have to complete a rental application and it will usually ask for the following information:

**Drivers license or passport and social security card.**

These are used to pull your background and credit history information.

**Basic information about your prior residences.** This usually covers the past three years. You will need your previous landlord names, phone numbers, addresses, the dates you moved in and out and your reason(s) for leaving.

**Information regarding your current income.** This can include your current employment in which you'll need to provide your employer address, name of supervisor, job title, and length of employment. If you receive social security or disability, that documentation will also need to be submitted.

**Contact information of people whom you want to use as references.** These include, but are not limited to, a teacher/professor, case manager, supervisor or co-worker. Remember to ask for permission first before listing them on your application.

The application will likely contain an authorization for the landlord to **obtain a copy of your credit report and to complete a background check.** You should request a copy of the report for your own records.

Filling out an application moves you towards the approval process but does not bind you to a unit. It is important to be honest and upfront when providing this information.

