

APPLICATION PROCESS INSTRUCTIONS
Please read before you submit application

When completing this application you will need to provide the following items in order for us to BEGIN processing it:

1. Complete the application in full. The more information you provide the easier it is to verify, and the faster you will get a response to your application. Please do not leave any spaces blank (write in the blank if not applicable). Applications that are not completed in full will not be processed.
2. Confirm that we have phone numbers for you, current or former employers, landlords, and especially emergency contact numbers.
3. All applicants 18 years or older MUST complete a separate application (only one application fee will be charged)
4. Driver's license or Louisiana ID must be submitted for EVERY person over the age of 18 years of age that will be living in the residence. Your application will not be accepted without these forms of identification.
5. A non-refundable application fee of \$50.00 money order must be submitted with the application. We cannot guarantee that the property you are applying for will be available by the time your application is processed. Should someone apply for the same property before you, and their application is approved, they will be selected to rent the property. Your application will remain on file for 6 months, for any property, if it is approved.
6. Proof of Income must be submitted with each application, which is your last three check stubs of employment, and/or any alternate form of income (SSI, child support, income tax return if self-employed, etc.). Income must equal at least 3-times the monthly rent. Primary applicant must be on current job for at least 6 months. Your application cannot be processed with out proper proof of income.
7. Falsification or omission of information will result in automatic application denial.
8. Processing time for applications takes approximately 72 hours. We always appreciate your patience as applications are processed as quickly as possible.
9. All deposits must be in the form of a money order or cashiers check.

If you have any further questions, please contact our office at (318) 445-8610.

I have read and understand the above information. I authorize Rod Noles Property Management to obtain my credit information and criminal background, and to verify any information listed on my application.

Printed Name

Signature

Date

RENTAL APPLICATION

Property Address applying for _____
 Desired date of occupancy _____

PERSONAL INFORMATION

Name _____ Social Security Number _____
 Date of Birth _____ Marital Status _____
 List all Other Residents (including children) Relationship _____ Date of Birth _____

Do you have pets? _____ Describe: _____

RESIDENCE HISTORY

Present Address _____ City/State _____ Zip _____
 Telephone: Home _____ Work _____ Cell _____
 Length of time at present address _____ Amount of Rent _____
 Present Landlord/Mortgage Holder _____ Telephone _____
 Reason for moving _____

Previous Address _____ City/State _____ Zip _____
 Length of time at present address _____ Amount of Rent _____
 Previous Landlord/Mortgage Holder _____ Telephone _____
 Reason for moving _____

EMPLOYMENT INFORMATION

Present Employer _____ Job Title _____
 Address _____ City/State _____ Zip _____
 Supervisor _____ Telephone _____
 Verifiable Household income: _____ (indicate per month/week/year)
 Employed how long? _____ (If less than one year, complete previous employment info below)

Previous Employer _____ Job Title _____
 Address _____ City/State _____
 Supervisor _____ Telephone _____
 Verifiable Household income: _____ (indicate per month/week/year)
 Employed how long? _____

OTHER INFORMATION

Number of Automobiles (include company cars) _____ Driver's License Number _____
 Year _____ Make/Model _____ Color _____ Tag _____
 Year _____ Make/Model _____ Color _____ Tag _____
 Year _____ Make/Model _____ Color _____ Tag _____

Have you been convicted of a felony? _____ Explain: _____
 Have you ever been evicted? _____ Explain: _____

Other information _____

In case of emergency, notify _____ Relationship _____
 Address _____ Telephone _____

I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I may have listed. I authorize you to obtain my credit record and criminal background.

Applicant's Signature _____ Date _____

A \$50.00 APPLICATION FEE IN THE FORM OF A MONEY ORDER MADE PAYABLE TO ROD NOLES PROPERTY MANAGEMENT IS REQUIRED. MOST APPLICATIONS ARE PROCESSED WITHIN 72 HOURS AND PROSPECTIVE TENANT IS NOTIFIED UPON COMPLETION.