



**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 with fee.
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 \$60.00 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 cashier's 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 \$60.00 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.**