

# WILEY BROOKS

COMPANY INC.



2525 Blueberry Road, Ste. 105 Anchorage, AK 99503  
(907) 277-2484 Fax (907) 272-4821

## Residential Leasing Application

Thank you for your Interest. Please complete all requested Information on the front and back of this form for each person responsible.

**WBC is a Full Service Real Estate  
Leasing, Management, and Sales Brokerage**

Address of Unit Wanted: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_  
Application Fee: **\$30 per each applicant** Rental Rate: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Pet /Smoking Deposit: N/A  
Tenant paid util.: \_\_\_\_\_ Electric; \_\_\_\_\_ Gas; \_\_\_\_\_ Refuse; \_\_\_\_\_ Water/Sewer: \_\_\_\_\_ **Copy Photo ID Attached:** \_\_\_\_\_

### PERSONAL INFORMATION

APPLICANT'S FULL NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Applicant Cell Ph. #: \_\_\_\_\_ Hm Ph. #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
CO-APPLICANTS FULL NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Co-Applicant Cell Ph. #: \_\_\_\_\_ Hm Ph. #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Other Residents	Relationship	Date of Birth

**CURRENTLY WE DO NOT ACCEPT PETS OR SMOKERS.**

### RESIDENT HISTORY

PRESENT ADDRESS: \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Present Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Length of time at present address: \_\_\_\_\_  
Present Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Amount of Rent: \$ \_\_\_\_\_ Reason for Moving: \_\_\_\_\_  
CO-RESIDENT'S CURRENT ADDRESS (if different from above): \_\_\_\_\_  
PREVIOUS ADDRESS: \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_ Length of time at previous address: \_\_\_\_\_  
Amount of Rent: \$ \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

### EMPLOYMENT INFORMATION

EMPLOYED BY \_\_\_\_\_ How long? \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
Position Held \_\_\_\_\_  
Monthly Salary \_\_\_\_\_ Supervisor \_\_\_\_\_  
CO-RESIDENT'S OR PREVIOUS EMPLOYER \_\_\_\_\_ How long? \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
Position Held \_\_\_\_\_  
Monthly Salary \_\_\_\_\_ Supervisor \_\_\_\_\_

## CREDIT REFERENCES

Bank: \_\_\_\_\_ 2<sup>nd</sup> Bank: \_\_\_\_\_  
 Checking Acct #: \_\_\_\_\_ Savings Account Number: \_\_\_\_\_ 2<sup>nd</sup> Acct # \_\_\_\_\_  
 Personal Reference (not related to applicant): \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Complete the following only for those accounts that do not appear on credit reports (e.g., private loans, Rent to Own or Rentronics):

Credit Reference: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Date? \_\_\_\_\_  
 Explain circumstances \_\_\_\_\_

## OTHER INFORMATION

Number of Automobiles (Including Company Cars) \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
 Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_  
 Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_  
 Household Income \$ \_\_\_\_\_ Per \_\_\_\_\_  
 Other Remarks \_\_\_\_\_

In Case of Personal Emergency, Notify (Next of Kin): \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Co-Resident's next of Kin: \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**HAVE YOU OR CO-APPLICANT EVER: Been sued for non payment of rent? YES \_\_\_ NO \_\_\_**  
**BEEN EVICTED OR ASKED TO MOVE OUT? YES \_\_\_ NO \_\_\_ BROKEN A RENTAL AGREEMENT OR LEASE? YES \_\_\_ NO \_\_\_**  
**BEEN SUED FOR DAMAGE TO RENTAL PROPERTY? YES \_\_\_ NO \_\_\_**

I hereby make application for a unit and certify that this information is correct. I authorize you to contact any reference that I have listed and authorize those references listed to release information to Wiley Brooks Co., Inc.  
**Signature authorizes Wiley Brooks Co., Inc. to complete a full credit check of their own on the applicant(s).**

\_\_\_\_\_  
 Applicant's Signature Date  
 \_\_\_\_\_  
 Co-Applicant's Signature Date

## FOR OFFICE USE ONLY -- DO NOT WRITE BELOW

Date Application Received \_\_\_\_\_ Received by \_\_\_\_\_

REFERENCE VERIFICATION		REMARKS	RECORD OF ADVANCE DEPOSITS RECEIVED			
	Present Landlord		Date	Description	Amount	How pd.
	Previous Landlord					
	Employment					
	Co-Res Employment		This application: Approved Not Approved			
	Bank Reference		By:			
	Credit Reference		Assigned unit no.:			
	Personal Reference					
	Credit Report		Move-In Date			
	Co-Res Cred Report					



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[www.wbcak.com](http://www.wbcak.com)



**EMPLOYMENT VERIFICATION RELEASE FORM**

**PRINT CLEARLY** - All fields are **REQUIRED**

Applicant Name: \_\_\_\_\_ SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ APT # \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Employer Information Company/Organization Name: \_\_\_\_\_

\_\_\_\_\_ Date of Employment: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

\_\_\_\_\_ Supervisor Contact: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I authorize Wiley Brooks Company, Inc. to verify my employment and compensation for tenant screening purposes.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Thank you for your help.

\_\_\_\_\_  
Signature

Property Manager  
Title

\_\_\_\_\_  
Date



COMPANY INC.



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LANDLORD REFERENCE FORM

Applicant: Please only sign the bottom.

DATE: \_\_\_\_\_

TO: Please fill in the following regarding tenant:

Tenant rented: From \_\_\_\_\_ to \_\_\_\_\_

Amount of monthly rental payment \$ \_\_\_\_\_ Does applicant pay as agreed? Yes / No

Has applicant ever had late payments? Yes / No Number of times? \_\_\_\_

Have you ever begun eviction proceedings for non-payment of rent? Yes / No

How many tenants shared the apartment with the applicant?

Did the applicant interfere with the rights of peaceful enjoyment of others? Yes / No

If, so describe would you rent to this applicant again? Yes / No If not, Why? \_\_\_\_\_

Please fax back this completed credit check to (907) 272-4821. It would be greatly appreciated.

Thank you for your help.

Signature \_\_\_\_\_ Property Manager \_\_\_\_\_ Date \_\_\_\_\_
Title

I/We hereby authorize any person or company to supply you with any information requested concerning me/us. I/We understand that misrepresentation or concealment relative to any of the above facts will at Lessor's option, void my/our rights under any agreements entered into for the rental of the premises first written above. I certify that the above facts are accurate and correct to the best of my knowledge.

Date: Signature \_\_\_\_\_

Date: Signature \_\_\_\_\_