



Hot Springs Village Rentals™
121 Cordoba Center Drive, Suite 200
Hot Springs Village, AR 71909

Office: (501) 922-2929
Toll Free: (866) RENT-HSV | Fax: (501) 922-9921
Email: stay@renthotspringsvillage.com
www.HSVRentals.com

Rental Application Policy

1. General:

- a. You must be at least 18 years old to apply for a rental.
- b. Each person above the age of 18 must fill out an application and if approved be a part of the lease.
- c. There is a **\$30.00 NON-REFUNDABLE** application fee per applicant. **This fee is due when the application is submitted.**
- d. All applicants must have state or federal issued photo ID to process applications.

2. Guidelines For Acceptance:

- a. Rental or Homeownership History
 - i. Applicants must provide references.
 - ii. Relatives are not acceptable references.
- b. Income
 - i. Applicants must provide a verifiable amount of income.
 - ii. Retired is not an income amount.
- c. Credit and Background Check
 - i. A Credit and Background check will be completed by our company.

3. Pets:

- a. Pets are approved by the Homeowner on a case by case basis.
- b. **If approved, the refundable pet fee will be no less than \$250.00. This depends on the size of the pets, the number of pets, and the Homeowners instructions.**
- c. Homeowners have the Final decision.

4. Signing of the Lease

- a. Once approved, we will call you to set an appointment for lease signing.
- b. **All adults must be present to sign the rental lease.**
- c. Upon the signing of the lease; your security deposit, water deposit, and refundable pet fee will be due.

ALL PROPERTIES ARE SUBJECT TO WALK-THROUGH INSPECTIONS AT THE HOMEOWNERS REQUEST

Rental Application Verification
(To be completed by Property Manager)

This is how we will score your rental application
 Please ask us if you have any questions about our process

Name of Applicant _____

Property Address: _____

RATING CATEGORY

Length in Field Employment (Current employment required)	0 0-12 mos.	1 12-24 mos.	2 24-36 mos.	3 36 mos.
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Rent to income Ratio (Income combined for all tenants)	0 40% or more	1 33%-40%	2 32%	3 27% or under
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Credit (FICO) Score	0 Below 600	1 600-649	2 650-699	3 700+
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Payment History	0 Utils/Rent Owing	1 1 Delinq	2 BK w new credit	3
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Criminal History/ NSF	0 2+NSF CONV	1 1 NSF ON	2 1 NSF ONLY	3 NA
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Length of Residency (Average last 5 years)	0 12 mos or less	1 12-18 mos.	2 18-24 mos.	3 24+ mos.
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Late Rent or Mortgage (Last 12 Months)	0	1 2	2 1	3 0
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Eviction w/1 last 5 years	YES/NO
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16+ NO PETS Approved w/ minimum security deposit, equal to one month's rent - \$50.00

16+ with pets Approval required, by homeowners (pet deposit required for each pet - amount to vary depending on homeowners)

13-15 Approved with double security deposit or co-signer. (We may consider payments on deposit increases, subject to approval from homeowner. Pets would be an additional deposit amount to vary depending on homeowner)

Less than 13 Application Denied. A qualified co-signer will be considered

Important Note: If you currently owe money to a utility provider or a former landlord, or if you have been evicted with-in the last 5 years, or your combined income (all applicants together) is not at least 3 times the monthly rent, you will be required to have a qualified co-signer in order to rent from us.

Homeowner _____ Date: _____ Time: _____

Notified Applicant: _____ Date: _____ Time: _____

FCRA Letter: _____ Date: _____



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Each applicant submits \$30.00 (Non-refundable) to cover the cost of the credit report.

RENTAL APPLICATION

Please Note - Leases cannot expire in December

Rental Address: _____

APPLICANT PERSONAL INFORMATION

Full Name: _____

First Middle Last

Former/Maiden Name: _____

SS#: _____ - _____ - _____ Date of Birth: _____ - _____ - _____

DL# _____ - _____ - _____ State: _____ Expiration Date: _____ - _____ - _____

Marital Status: _____

Home: (_____) _____ - _____ Work: (_____) _____ - _____

Cell: (_____) _____ - _____ E-mail: _____

RESIDENCE INFORMATION - Past & Present

Current Address: _____
Street City State Zip Code

Mailing Address: _____
Street City State Zip Code

RENT AMOUNT: _____

Current Landlord: _____ Phone: (_____) _____ - _____

FAX: _____ EMAIL: _____

Address: _____
Street City State Zip Code

Will your current landlord give you a good rental reference: (circle one) Yes No

Have you paid your rent on time? (Circle one) Yes No if no, explain: _____



Previous Address: _____
Street City State Zip Code

Length of Occupancy: from _____ to _____

RENTAL AMOUNT: _____

Previous Landlord: _____ Phone: (_____) _____

FAX: _____ EMAIL: _____

Address: _____
Street City State Zip Code

Will your previous landlord give you a good rental reference: (circle one) YES NO
Did you pay your rent on time? (Circle one) YES NO If no, Explain: _____

Reason for Leaving: _____

APPLICANT'S and/or CO-APPLICANT'S VEHICLES

Make	Model	State	Year	Color	License Plate

INCOME DESCRIPTION

Present Employer: _____

Address: _____
Street Address City State Zip Code

Phone: (_____) _____ Position: _____

Gross Yearly Salary: _____ Monthly Pay: _____

Years on Job: _____ Years in Profession: _____

Supervisors Name and Title: _____

Other Source of Income: _____



BANK INFORMATION

Bank: _____

Checking Account #: _____ Savings Account #: _____

PERSONAL REFERENCES

1. Name: _____ Relation: _____ Phone: _____

2. Name: _____ Relation: _____ Phone: _____

3. Name: _____ Relation: _____ Phone: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relation: _____ Phone: _____

PERSONS TO OCCUPY RESIDENCE WITH APPLICANTS

List Names, Relationship and Date of Birth

Name: _____ Date of Birth: _____

Relationship: _____

Name: _____ Date of Birth: _____

Relationship: _____

Name: _____ Date of Birth: _____

Relationship: _____

Name: _____ Date of Birth: _____

Relationship: _____



Co-APPLICANT RESIDENCE INFORMATION (If Different From Applicant) Past & Present

Current Address: _____
Street City State Zip Code

Mailing Address: _____
Street City State Zip Code

Rental Amount: _____

Current Landlord: _____ Phone: (____) _____ - _____

Fax: _____ Email: _____

Address: _____
Street City State Zip Code

Will your current landlord give you a good rental reference? (Circle One) YES NO

Have you paid your rent on time? (Circle One) YES NO If No, Explain: _____

Reason for Leaving: _____

Previous Address: _____
Street City State Zip Code

Length of Occupancy: from _____ to _____

Rental Amount: _____

Previous Landlord: _____ Phone: (____) _____ - _____

Fax: _____ Email: _____

Address: _____
Street City State Zip Code

Will your previous landlord give you a good rental reference? (Circle One) YES NO



CO-APPLICANT INCOME DESCRIPTION

Present Employer: _____

Address: _____
Street City State Zip Code

Phone: (____) _____ - _____ Position: _____

Net Salary: _____ Monthly Income: _____

Years on Job: _____ Years in Profession: _____

Supervisors Name and Title: _____

Other Sources of Income: _____

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease? YES NO If yes, explain

Have you ever been convicted of a crime, YES NO If yes, explain

Have you ever filed suit against a landlord, YES NO

If yes, explain: _____



This application must be signed by both applicants before being considered. Acceptance of applicant, application and money deposited herein, is not binding upon the landlord until approval by landlord has been granted. If landlord or agent rejects the application all deposit monies will be refunded to applicant. If the applicant should withdraw application after acceptance by the landlord the deposit shall be forfeited to the landlord. Properties can be held for a MAXIMUM of 3 calendar days from the day the holding deposit is accepted.

I hereby apply to rent the above premises for the term and upon the conditions above set forth and agree that the rent is to be payable the First (1st) day of each month IN ADVANCE. I hereby deposit \$ _____ as security deposit money to be refunded to me if this application is not accepted within 3 business days. At such time that applicant has been accepted and notified, advertising will stop, the sign will be pulled and all other applicants turned away. Should applicant decide to withdraw their application after this time, prior to a signed lease, this Security Deposit becomes NON-REFUNDABLE. Upon acceptance of this application, this earned money shall be retained as part of the security deposit. When so approved and accepted, I agree to execute a Rental Agreement before possession is given and to pay the balance of the security deposit within 3 business banking days after being notified of acceptance, or the earnest money will be forfeited as liquidated damages. I warrant that all statements above set forth are true. If this application is not approved and accepted by the owner of agent, the security deposit money will be refunded, the applicant hereby waiving claim for damages by reason of non-acceptance, which the owner or his agent may reject without stating any reason for doing so.

"You agree, in order for us to service your account or to collect any amounts you may owe us, we may call you at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also communicate with you by sending text messages to your cell or wireless number or e-mail address. Methods of contact may include use pre-recorded/artificial voice and/or the use of automated dialing devices. These authorizations shall remain in effect until individually withdrawn by you in writing to our facility and/or any others to which authorization has been extended. I have read this disclosure and agree that 'your office or agent' may contact me as described above."

Initials _____

Initials _____

The undersigned persons represent that all of the above statements are true and complete and hereby authorize verification of such information. False information given above shall be grounds for owner's rejection of this Application and termination of right of occupancy. By signing this application, the applicant gives permission to CENTURY 21 H.S.V. Realty, Inc. and/or Hot Springs Village Rentals, Inc. and/or assigned to do a formal credit check. Each Applicant deposits \$30.00 (NON-REFUNDABLE) to cover the cost of credit report.

Signature of Primary Applicant: _____ Date: _____

Signature of Secondary Applicant: _____ Date: _____

Spouse/Co-Applicant: _____ Date: _____

Security Deposit Money: \$ _____ Date Received: _____

Received By: _____

Length of Lease: _____ Anticipated Move in Date: _____



FOR OFFICE USE ONLY:

_____ **Application Fee**

_____ **Property Address**

_____ **Rent**

_____ **Security Deposit**

_____ **Pet Deposit**

Lease Begins: _____

Lease Ends: _____

Rent will be due _____ **and will be considered delinquent on** _____.

1. Date applicant and co-applicants were notified of () acceptance or () non- acceptance _____

2. Notification was by () telephone, () letter, copy attached, or () in person

3. Names of persons to whom above notice was actually given (applicant and all co-applicants are to be notified.

4. Name of owner's representative who notified above persons

5. Deadline for applicant and all co-applicants to sign lease (if not already signed) _____