

Application Procedures

Requirements:

- Checking account that is open and in good standing – 2nd page of app taken into the bank and have the bank employee stamp or provide business card with signature.
- Pass a criminal background check
- Verifiable source of income- 2 most recent paystubs from each applicant
- Rent may not exceed **33%** of total income
(take rent amount and divide by gross income (before taxes) to get % amount)
- 65 and older \$25 application fee waived

Estimated Utility Deposits for New Customers*

- | | |
|--|------------------------|
| <input type="checkbox"/> Black Hills Energy | \$90 (starting out at) |
| <input type="checkbox"/> Mountain Home Water Dept. | \$125 |
| <input type="checkbox"/> NAEC / Entergy | \$0 to \$220 (varies) |

Approved Application Procedures

- Upon Approval, Applicant can secure the rental unit with a security deposit (equal to rent amount) **after** application is approved to hold/ stop advertising on said unit.
- Rentals operate on a first-come, first served basis with an approved application.
Thus, if there are two approved applications for one unit, the first to come in with the deposit would be able to secure the rental.
- A rental unit cannot be held with a deposit for more than 2 weeks while empty and ready without rental payments and legal occupancy beginning.
- Your Security Deposit is a formal commitment to rent the dwelling.
- A **Utility Form** must be completed before new residents will be given possession of keys.

Lease Signing

- Will need a copy of each applicants driver's license's
- All adults in household must appear on and sign lease.
- First month's and Last month's rent due upon move-in** and must be **paid with a check off of the verified account** (no money orders, cash, etc.).
- Prorated rent** = Rent divided by number of days in the month. Take daily rate and multiply by number of days occupying.
- Pet fee (if applicable) of \$200 will be due and is non-refundable. Limit 2 pets.
- A **Condition of Unit Form** will be issued and is to be returned no later than two weeks after move-in date.



1509 Cross Street/PO Box 2397 – Mountain Home, AR 72654
870-425-0436/ Fax 870-424-3622

Equal Housing Opportunity

RENTAL APPLICATION

\$25.00 Application fee required.

Date _____

Applicant _____ Birth Date _____

Social Security # _____ Drivers License # if different _____

Current Phone / Cell / Pager etc _____ E-Mail _____

Current Address _____

Previous Address (if current less than 2 yrs) _____

Employer _____ Your Title _____ How Long? _____

Employer Contact and Phone _____

Monthly Gross (all sources of income can be counted; child support, alimony, etc.) _____

Pets? Yes # _____ / Breed _____ / Weight _____

No

ALL OF OUR UNITS ARE NON-SMOKING

Landlord and character references: Name & phone number of previous landlord(s) and/or other references:

Co-Applicant _____ Birth Date _____

Social Security # _____ Drivers License # if different _____

Current Phone / Cell / Pager etc _____ E-Mail _____

Current Address _____

Previous Address (if current less than 2 yrs) _____

Employer _____ Your Title _____ How Long? _____

Employer Contact and Phone _____

Monthly Gross (all sources of income can be counted; child support, alimony, etc.) _____

Landlord and character references: Name & phone number of previous landlord(s) and/or other references:

Has the Applicant or co-Applicant ever been convicted of a felony? _____ Level and reason _____

I hereby authorize Ozark Properties and Rentals to do background, references, and bank inquiry for the express purpose of leasing an apartment/house.

I understand that the results of this report may affect my ability to secure a lease.

I understand that proof of utility connections and checking account must be furnished before possession of rental unit.

Signature of Applicant _____

Signature of Co-Applicant _____

HOW DID YOU HEAR ABOUT US? RADIO PAPER WEBSITE FACEBOOK OTHER



Short and Long Term Property Rentals

1509 Cross Street/PO Box 2397 - Mountain Home, AR 72654
870-425-0436/ Fax 870-424-3622 / OzarkProperties870@yahoo.com

BANK INQUIRY

Date _____

Dear Bank Representative

I, _____, a customer of (Bank Name) _____
hereby request that the information below be provided to Ozark Properties and Rentals, LLC. I hereby authorize you to do
this inquiry (or to provide a similar form or letter as proof of an open and active account which includes the age of
the accounts) for the express purpose of leasing an apartment/house. I understand that the results of this report may
affect my ability to secure a lease.

Signature of Applicant(s) _____

Bank Name _____ Account Number(s) _____

Bank Location & Phone Number of Bank Representative _____

Below this line for bank use only ----- Below this line for bank use only

Table with columns: YES, NO, OPEN DATE, AVERAGE BALANCE. Rows: Checking, Savings.

Table with columns: Loan Experience, Monthly Payment, High Credit. Rows: Unsecured Credit, Secured Credit.

Bank Representative _____ Title _____

Date _____

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