

BIZZY MANAGEMENT

310 W MONROE MEXICO MO 65265
WWW.BIZZYMANAGEMENT.COM
573-581-9999 O 573-581-9995 F

Recvd by _____ date _____ App fee pd _____
S/D pd & Date _____
Apvd _____ Address _____
Apvd _____ Address _____
Dend _____ Address _____
Notified Date _____
Via _____

RENTAL APPLICATION MUST BE COMPLETE TO BE CONSIDERED

TODAYS DATE : ____/____/____ PROPERTIES REQUESTING TO VIEW
/ LEASE _____

(LAST NAME) _____ (MAIDEN) _____ (FIRST) _____ (MIDDLE) _____

SS# _____ - _____ - _____ DATE OF BIRTH ____/____/____ EMAIL: _____
BEST TIME TO CALL: ____ AM/PM HOME # _____ CELL # _____ CONTACT# _____
How would you like to be notified in regards to approval or denial or rental application (REQUIRED) _____

ALL PERSONS TO LIVE IN PROPERTY MUST BE LISTED

NAME	SS#	RELATIONSHIP TO APPLICANT	AGE	MALE/FEMALE
_____	____-____-____	_____	_____	M / F
_____	____-____-____	_____	_____	M / F
_____	____-____-____	_____	_____	M / F
_____	____-____-____	_____	_____	M / F
_____	____-____-____	_____	_____	M / F
_____	____-____-____	_____	_____	M / F

(ALL ADULTS MUST FILL OUT SEPARATE APPLICATIONS)

PRESENT ADDRESS: _____ CITY _____ ST _____ ZIP _____ MOVE IN DATE _____
MONTH _____ YR _____

PRESENT LANDLORD: _____ PHONE # (REQUIRED) _____ RENT AMOUNT \$ _____
IF YOU OWN YOUR HOME LIST BANK AND BANKER INFO

ARE YOU IN ANYWAY RELATED TO YOUR LANDLORD? Y N REASON FOR MOVING? _____
MAY WE CONTACT YOUR LANDLORD / BANK? Y N _____
HAVE YOU GIVEN 30 DAY NOTICE? Y N _____
ARE YOU BEING EVICTED? Y N why? _____
HAVE YOU EVER BEEN EVICTED? Y N by who? _____
DO YOU HAVE OUTSTANDING JUDGEMENTS Y N with who? _____
DO YOU OWN ANY LANDLORDS MONIES? Y N who? _____
HAVE YOU EVER FILED BANKRUPTCY? Y N when? _____ where _____

PREVIOUS ADDRESS: _____ CITY _____ ST _____ MOVEIN DATE ____/____/____ MOVE OUT ____/____/____
LANDLORD NAME _____ # (REQUIRED) _____ RENT PAID \$ _____ EVICTED Y N
REASON FOR MOVING? _____

PREVIOUS ADDRESS: _____ CITY _____ ST _____ MOVEIN DATE ____/____/____ MOVE OUT ____/____/____
LANDLORD NAME _____ # (REQUIRED) _____ RENT PAID \$ _____ EVICTED Y N
REASON FOR MOVING? _____

PLEASE LIST ALL STATES YOU HAVE RESIDED IN: _____

EMPLOYER: _____ JOB TITLE _____ START DATE ____/____/____ PHONE # ____-____-____

NET INCOME MONTHLY: \$ _____ (MUST BE VERIFIED) PLEASE BRING COPIES OF ENTIRE CURRENT MONTHS INCOME

PREVIOUS EMPLOYER: _____ JOB TITLE _____ START ____/____/____ END ____/____/____ PHONE # ____-____-____
NET INCOME MONTHLY: \$ _____ (MUST BE VERIFIED) PLEASE BRING COPIES OF ENTIRE CURRENT MONTHS INCOME WITH APPLICATION

PREVIOUS EMPLOYER : _____ **JOB TITLE** _____ **START** ___/___/___ **END** ___/___/___ **PHONE #** ___-___-___
NET INCOME MONTHLY: \$ _____ (MUST BE VERIFIED) **PLEASE BRING COPIES OF ENTIRE CURRENT MONTHS INCOME WITH APPLICATION**

OTHER INCOME: (MUST BE VERIFIED) **PLEASE BRING COPIES OF ENTIRE CURRENT MONTHS INCOME WITH APPLICATION**

COMPANY OR INDIVIDUAL NAME	AMOUNT	PHONE #	MAY WE CONTACT	
_____	\$ _____	_____-_____-_____	Y	N
_____	\$ _____	_____-_____-_____	Y	N
_____	\$ _____	_____-_____-_____	Y	N

FINANCIAL OBLIGATIONS (LIST ALL MONTHLY OBLIGATIONS- VEHICLE, CHILD SUPPORT, LOANS OF ANY KIND, CREDIT CARDS, ETC)

COMPANY OR INDIVIDUAL NAME	PAYMENT AMT	BALANCE OWED	PHONE #	MAY WE CONTACT	
_____	_____	_____	_____-_____-_____	Y	N
_____	_____	_____	_____-_____-_____	Y	N
_____	_____	_____	_____-_____-_____	Y	N
_____	_____	_____	_____-_____-_____	Y	N
_____	_____	_____	_____-_____-_____	Y	N
_____	_____	_____	_____-_____-_____	Y	N
_____	_____	_____	_____-_____-_____	Y	N
_____	_____	_____	_____-_____-_____	Y	N

HAVE YOU EVER BEEN CHARGED, CONVICTED, OR ACCUSED OF ANY LEGAL CHARGES? WITH HOLDING INFORMATION IS CONSIDERED A LEASE VIOLATION, AND WILL BE REASON FOR IMMEDIATE EVICTION AND LOSS OF SECURITY DEPOSIT AND POSSIBLE LEGAL ACTION.

DATE	COUNTY	STATE	EXPLAIN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CIRCLE BELOW --- ALL THAT APPLY TO YOUR REQUEST:

BEDROOMS 1 - 2 - 3, **HOUSE, DUPLEX, APARTMENT,** **IN CITY LIMITS,** **LAWN CARE PROVIDED,**
GARAGE, **NO STAIRS,** **PETS ALLOWED,** **SMOKING ALLOWED,** **SECTION 8/HUD APPROVED,**
YEAR LEASE, **MONTH TO MONTH,** **ADDITIONAL REQUEST:** _____

AMOUNT OF RENT YOU ARE COMFORTABLE PAYING? \$ _____ **REQUESTED MOVE IN DATE** ___/___/___

PERSONAL REFERENCE: _____ # _____ **RELATIONSHIP TO YOU** _____
PERSONAL REFERENCE: _____ # _____ **RELATIONSHIP TO YOU** _____

NEAREST TWO RELATIVES NOT LIVING WITH YOU IN CASE OF EMERGENCY:

NAME _____	ADDRESS: _____	# _____
NAME _____	ADDRESS: _____	# _____

By signing this application, you are authorizing Bizzy to do a check on your credit and criminal background. You are agreeing by submitting this application that if Bizzy leases you a unit within 1 year of this application date you will pay a \$25. Non refundable application fee for this process.

The information provided herein may be used by the landlord or his agent to determine whether to accept this application. Upon written request from application within 15 days of denial, the landlord or his agent will disclose to applicant in writing the nature and scope of any investigation landlord has requested, and will , if this application is refused, state in writing the reason for said refusal and declare that the foregoing information is true and correct.

I authorize the verification of all information stated above and the obtaining of a credit report. By signing below I give Bizzy permission to verify information from current and previous landlords, current and previous credit references, and personal references, listed agree that the landlord may terminate any agreement entered into based on any misstatement made above. If any information is found to be false, or undisclosed where requested, this will call for immediate eviction, loss of security deposits, and responsibilities of any legal or marketing fees associated with releasing the property.

Applicant signature: _____ **Date:** ___/___/___ **Application fee Paid ?** Y N

THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION TO CONSIDERED COMPLETE:

- 2 CURRENT BILLS IN YOUR NAME WITH YOUR CURRENT ADDRESS ON THEM
- INCOME RECEIPTS OR CURRENT MONTHS PAYCHECK STUBS - YOU WILL HAVE TO SHOW PROOF ON ALL INCOME CLAIMED
- COPY OF DRIVERS LICENSE / GREEN CARD
- PAID APPLICATION FEE OF \$25. PER ADULT.

THE APPLICATION PROCESS:

To view a property you must fill out an application, COMPLETELY.

To be accepted as a prospective tenant (eligible to sign a lease) there will be a \$25 application fee for each adult applicant. The application fee will be used to check the credit and reference information you have provided. When your application has been accepted, you will be notified within 2 business days, at this time we will consider the property to have an “APP” on it.

You will have 24 hours from approval notification to come into or contact Bizzy, and sign a property deposit agreement. At this time you will be required to pay the property deposit and set your move in date. If you do not come in within 24 hours of notification from Bizzy, the property will be considered available again and your application will stay on file for 1 year with Bizzy.

RENTAL QUALIFICATIONS:

The main qualifications that we look for in applicants are:

Income

The combined income must be three times the gross rent, preferably for the previous 6 months. For example: If rent is \$400 a month, your income must be a minimum of \$1200. A month for the last 6 months. Income must be verifiable. If self-employed, must show proof of all income necessary to meet rental requirements. This does not have to be tax returns, we understand small businesses can do well, quickly. However you will need to provide receipts of sort and possibly contact information of payee. Proof of income will be needed no later than at time of deposit agreement being signed and paid.

Rental Experience

Two years of rental experience or home ownership is preferred, not necessarily required. Your landlords must be accessible to contact.

References

When we contact your past landlords, we need to receive a good / positive rental reference. A negative reference may result in disqualified application. If you are wanting to count a relative as a landlord, it may be required that they provide proof of claiming this rent as taxable income. A **Co signer** is an option, however they would be required to follow the same application process.

Pets

Bizzy does offer pet addendums to leases, we offer properties both pet free and pet approved.

Pet Fee varies between properties- If a pet has been approved, typically a \$250 (per pet)Non- Refundable pet deposit is paid. Other properties will have a higher rental rate. Pets are to include any type of animal. Having a non approved pet is a violation of lease.

The following is a list of what must be done once your application is approved by our office.

Deposit: Upon approval of your application, you will be asked to come into office within 24hrs and place a deposit to hold the property for move in. If the property is ready for move in, you will need to pay the full deposit and prorated rent. Typically we will not wait longer than 2 weeks after deposit has been paid for ‘move in day and prorated rent to be paid’

Check In: If property is ready to be moved into, you will schedule a ‘check in’. A ‘check in’ includes having the **utilities** turned on in your name, **rent paid, walk thru, key release,** and **leases** etc signed.

Utilities: Once your check in date is scheduled, you will need to contact the local utility company to have the utilities turned on in Lessee’s name. If the utility company requires someone to be present to turn on, this is your responsibility to schedule, either the day of your ‘check in’ or if needed you can check the key out of our office (must be checked back in that same day) to have turned on prior to ‘check in’ day. (Must do if ‘check in’ is scheduled for weekend)

Day of Lease Signing - What to bring: All applicants must be present, including co signers. Bring utility receipts with confirmation numbers that you have the utilities in your name. Pro Rated rent in cashiers check, money order, or other form of certified money. Copies of Drivers License, Green cards, copies of income statements.

Walk Thru: Once all copies have been received, lease and other papers have been signed, a representative from our office will meet at the

property for a walk thru. You and the rep will fill out a form noting any noticeable damage, stains, or cracks, etc. This is to verify the acceptance of the condition of the property at the beginning of your tenancy. Our office will have already have done a lengthy detailed inspection as well as taken digital video, for our records, we will do the same at your 'check out'.

Keys: After the walk through and all paper work has been completed you will be able to sign for the keys to the unit.

Thank You for your interest in Bizzy Properties.

If you have not found a property that suits your needs we strongly suggest continuing with application process. Once app is paid we will keep it on file for a year, this allows us to call you when what you are looking for comes available. Already having an approved application on file make for a quicker process and no wait time for showings.

Our available property list is updated every Wednesday in office and at www.bizzymanagement.com