

Action Realty of Jefferson City, Inc.  
1119 Big Horn Dr., Jefferson City, MO 65109  
(573) 893-6480 fax (573)893-6243

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

**Application for Occupancy**

Desired date of Occupancy: \_\_\_\_\_ Desired Unit: \_\_\_\_\_  
How did you hear about our property? \_\_\_\_\_

Personal Information

Applicant's Full Name: Last: \_\_\_\_\_ Middle: \_\_\_\_\_ First: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell# \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_

Co Applicant's Full Name :Last: \_\_\_\_\_ Middle: \_\_\_\_\_ First: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell# \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Full Names of all other residents:	Relationship to you:	Date of Birth:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of Pets \_\_\_\_\_ Type of pets \_\_\_\_\_ Weight/Age of pets \_\_\_\_\_

Do you smoke? \_\_\_\_\_

Residence History

Present Address \_\_\_\_\_ Zip code \_\_\_\_\_

Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

How Long? \_\_\_\_\_ Rent \$ \_\_\_\_\_ Reason For Moving \_\_\_\_\_

Previous Address \_\_\_\_\_ Zip code \_\_\_\_\_

Previous landlord \_\_\_\_\_ Telephone \_\_\_\_\_

How long? \_\_\_\_\_ Rent \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

Co-Applicant's Present Address \_\_\_\_\_ Telephone \_\_\_\_\_

Land lord \_\_\_\_\_ Telephone \_\_\_\_\_

How long? \_\_\_\_\_ Rent \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

Employment Information

Present Employer \_\_\_\_\_ Dates from: \_\_\_\_\_ to \_\_\_\_\_

Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_ Dates from: \_\_\_\_\_ to \_\_\_\_\_

Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Co-Applicant's Employer \_\_\_\_\_ Dates from: \_\_\_\_\_ to \_\_\_\_\_

Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position \_\_\_\_\_ Gross Monthly Income\$ \_\_\_\_\_

Total Gross Monthly Household Income \$ \_\_\_\_\_

If there are sources of income you would like us to consider, please list the amount and source below. You DO NOT have to include alimony, child support, or spouse's income unless you would like it considered in the application.

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

Banking and Credit References

Applicant:

Bank Name & Address \_\_\_\_\_ Telephone \_\_\_\_\_

Checking Acct. # \_\_\_\_\_ Savings Acct. # \_\_\_\_\_

Bank Name & Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Checking Acct. # \_\_\_\_\_ Savings Acct. # \_\_\_\_\_

Applicant:  
Character Reference \_\_\_\_\_ Telephone \_\_\_\_\_

Co-Applicant:  
Character Reference \_\_\_\_\_ Telephone \_\_\_\_\_

Other Information

Total number of Vehicles (including company vehicles) \_\_\_\_\_  
Make/ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic #/State \_\_\_\_\_  
Make/ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic #/ State \_\_\_\_\_  
Other (motorcycle etc.) \_\_\_\_\_

**EMERGENCY CONTACT: Applicant**

Name of nearest relative not living with you: \_\_\_\_\_  
Address (including city, state, and zip code) \_\_\_\_\_  
Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**EMERGENCY CONTACT: CO-Applicant**

Name of nearest relative not living with you: \_\_\_\_\_  
Address (including city, state, and zip code) \_\_\_\_\_  
Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Please answer following questions:**

Have you or co-applicant ever: Been sued for nonpayment of rent? Yes ( ) No ( )  
Been evicted or asked to move out? Yes ( ) No ( ) Broken a rental agreement or lease? Yes ( ) No ( )  
Been sued for damages to rental property? Yes ( ) No ( ) Declared Bankruptcy? Yes ( ) No ( )  
Have you ever been convicted of a felony? Yes ( ) No ( )

**Applicant's Certification and Agreement-Must Read Prior to Signing!**

FOR THE APPLICATION(S) APPROVAL PROCESS TO BEGIN, AN APPLICANT MUST PROVIDE A ONETIME, NONREFUNDABLE APPLICATION FEE OF \$40, PAYABLE TO ACTION REALTY OF JEFFERSON CITY, INC AND EACH APPLICANT MUST ALSO PROVIDE A COPY OF A PICTURE ID. IF THE APPLICANT(S) IS APPROVED, BUT FAILS TO ENTER INTO THE LEASE AND PAY THE DEPOSIT WITHIN THREE DAYS AFTER NOTICE OF SUCH APPROVAL THE RENTAL UNIT WILL BE PUT BACK ON THE RENTAL LIST AND RERENTED.

*THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGE OWNER OR OWNER'S AGENT TO EXECUTE THE LEASE OR DELIVER POSSESSION OF THE PROPOSED PREMISE. BY SIGNING, THE APPLICANT RECOGNIZES THAT THE OWNER OR HIS/HER AGENT MAY INVESTIGATE THE INFORMATION SUPPLIED AND WILL BE GIVEN DISCLOSURE OF THE FACTS TO THE LANDLORD.*

*I HEREBY CERTIFY THAT THE FACTS SET FORTH IN THE RENTAL APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY FALSIFIED INFORMATION WILL CONSTITUTE GROUNDS FOR YOUR APPLICATION TO BE DECLINED. YOU ARE HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION OF PERSONAL HISTORY AND FINANCIAL AND CREDIT RECORD THROUGH ANY INVESTIGATIVE OR CREDIT AGENCIES OR BUREAUS OF YOUR CHOICE.*

\*NOTE: The provisions of the Fair Credit Reporting Act will be applicable if a credit report on the applicant is obtained and considered.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

Date Application was received: \_\_\_\_\_ Received by: \_\_\_\_\_

Reference Verification:		
Rent paid on time?	# of late payments	Balance due?
Was unit maintained in safe and sanitary manner?		
Any problems with neighbors (noise, disturbances, etc.)?		
Children properly supervised?		Pet('s)?
Length of time at this residence?		Rent \$
Would you rent to this person again?		

Case.net Check \_\_\_\_\_

**Other Agency Relationships**

Missouri law does not prohibit written agency agreements which provide for duties exceeding that of a limited agent described in this pamphlet.

This brokerage authorizes the following relationships:

- Seller's Limited Agent
- Landlord's Limited Agent
- Buyer's Limited Agent
- Tenant's Limited Agent
- Sub-Agent
- Disclosed Dual Agent
- Designated Agent
- Transaction Broker
- Other Agency Relationship

**Broker or Entity Name and Address**

Action Realty of Jefferson City, Inc.  
1119 Big Horn Drive  
Jefferson City, MO 65109

**MISSOURI BROKER DISCLOSURE FORM**



This disclosure is to enable you, a prospective buyer, seller, tenant or landlord of real estate, to make an informed choice BEFORE working with a real estate licensee.

Missouri law allows licensees to work for the interest of one or both of the parties to the transaction. The law also allows the licensee to work in a neutral position. How the licensee works depends on the type of brokerage service agreements involved. Since the sale or lease of real estate can involve several licensees, it is important that you understand what options are available to you regarding representation and to understand the relationships among the parties to any transaction in which you are involved.

Missouri laws require that if you want representation, you must enter into a written agreement. This may or may not require you to pay a commission. You do not need to enter into a written agreement with a transaction broker unless you intend to compensate this licensee. These agreements vary and you may also want to consider an exclusive or nonexclusive type of relationship.

If you choose not to be represented by an agent, the licensee working with you may be working for the other party to the transaction.

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Prescribed by the Missouri Real Estate Commission as of January, 2005