



Chapman Rental Properties, LLC

P.O. Box 121
Charles Town, WV 25414
(304) 725-5200

Rental Application

Applicant must provide the following:

1. A completed Rental Application*
2. A copy of a Driver's License or I.D.
3. Proof of Income
4. Proof of Social Security Number
5. A \$30 background check fee

*Separate application required for each adult tenant

Applicant Information

Tenant's full name _____ Date of Birth _____ Phone # _____

SSN _____ Driver's License # _____ State _____ Email _____

Current Address _____ City _____ State _____ Zip _____ Own Rent

Total number of adult Occupants (age 18 and over) _____ Total number of children living with you (under age 18) _____

Names and relations of all other applicants _____

Total Number of Pets _____ Type of Pet _____ Breed _____ Weight _____ Age _____

Auto Yr _____ Make _____ Model _____ State/License Plate # _____

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Rental History

Current Landlord's Name _____ Landlord's Phone # _____

How long at this address _____ Monthly Rent _____ Reason for leaving _____

Previous Landlord's Name _____ Landlord's Phone # _____

Previous Address _____ City _____ State _____ Zip _____

How long at this address _____ Monthly Rent _____ Reason for leaving _____

Have you ever been evicted from tenancy? Yes No Why? _____

Have you ever been sued for non-payment of rent or damages to rental property? _____

Have you ever broken a Lease or Rental Agreement? _____ Have you ever been asked to move out? _____

Employment Information

Employment Status (Check one) Full time Part time Retired Student Unemployed Other

Present Employer _____ Position _____ Mo. Income _____

Employer's Address _____ City _____ State _____ Zip _____

Phone # _____ How long at job _____ Other income/source _____

Supervisor's Name _____ Supervisor's Phone # _____

H.R/Payroll Address _____ City _____ St _____ Zip _____

Personal References

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

The undersigned hereby makes application to rent _____

Discounted Monthly Rent is _____ Desired move in date is _____ Move out date is _____

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at a tenant decision. I authorize Chapman Rental Properties, LLC to contact my employer, previous landlord(s), credit and personal references that I have provided on this application. I authorize Chapman Rental Properties, LLC to obtain consumer or investigative credit report, criminal background report and eviction records. I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

Signature _____ Date _____

Received from applicant the non-refundable sum of \$ _____ dollars to pay for tenant screening service.

Office Use Only

Results of Criminal Background Investigation _____

Results of Eviction/Judgment History _____

Reference and Employment Check _____

This application is Approved_____ Denied_____