

**Pioneer Realty**  
275 Medical Dr. #3731  
Carmel, IN 46082

**Rental Application Policy**

317-496-7327 (W)  
317-842-7333 (F)  
[PioneerRealtyLLC@gmail.com](mailto:PioneerRealtyLLC@gmail.com)

---

Welcome to Pioneer Realty Rentals & Property Management Services.  
We hope that you will find a property that meets all your needs. The following is our Rental Application Policy.

**1. A Completed Application form** – an Application must be completed and submitted for each person 18 years and older who will be residing the property. All sections for each application must be complete and accurate for the application to be processed.

A \$50.00 non- refundable processing fee per applicant and co-signer must accompany each rental application... Supporting document must be submitted within twenty-four (24) hours of receipt of the application. Processing may take 3-5 business days. Some application may take longer.

**2. Employment Verification** – We expect applicant to have current employment and/or that income is equal to three to four times the monthly rental amount. Applicant must sign Employment Verification Form and also to submit 2 most recent pay stubs and or W2 to verify the monthly income.

**3. Rental History** – in order to verify the applicant has demonstrated the willingness to meet lease obligation, we wish to verify the amount of current rent and timely rent payment plus the property was kept in good conditions: to show the positive lease experience. Applicant must sign Landlord Verification Form.

**4. Credit/Criminal History** – It is necessary to verify the fiscal and credit responsibility of applicants along with income. We will not consider any applicants with prior convictions and/or evictions will not be approved for rental.

**5. Valid Photo ID** – Please send a copy valid driver’s license or any other ID so that we can verify to the owners the applicant is the person moving in. If an applicant is a non US citizen, you must present passport.

**6. Vehicle Information** – Please include make, model color & year of all vehicles to be kept at the property including: automobiles, trucks, and motor cycles, RVs or Boats.

**7. Authorization** – Please sign authorization form for us to verify your employment and, tenancy and criminal background check given on the application and authorization to order a credit check.

**8. Any and all money** presented to our company for the purpose of holding a rental property shall be non-refundable and shall be paid by cash, money order or bank check.

9. Because of Insurance restrictions we do not allow the following breeds of dogs: Akita, Chow, Doberman pinscher, German shepherd, Pit Bull and Rottweiler.

**9. Application Processing:** Applications will be processed in a timely manner during the regular business hours Monday through Friday. Applications will be presented to the Property Owner when all information has been verified and Credit and Criminal Background checks have been ordered and received.

No person shall be denied the right to rent one of our properties based on applicant’s race, color, religion, national origin, sex, age, disability, marital status or familial status.

**I hereby acknowledge that I have read and understand the above rental application policy.**

\_\_\_\_\_  
**Applicant Signature**                      **Date**

\_\_\_\_\_  
**Applicant Signature**                      **Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

## **Rental Application Checklist**

### **Required Information And/Or Documents:**

- Driver's license with Picture Identification
- Social Security Card
- Current Pay Stubs for Last Thirty (30) days.
- W-2 forms for Last Two (2) years
- Bank Statement For Last Three (3) months

### **Additional Information And/Or Documentation Required If applicable:**

- Picture Of Pet(s)
- Information About All Real Estate Owned and Existing Mortgages
- Explanation and Verification of any Child Care Costs
- Proof of Child Support/Alimony
- Social Security And/Or Other Benefit Award Letters
- Tax Returns for Last Two (2) years plus Year to Date Profit and Loss Statement if Self Employed Or Commissione

### **Requirements for Moving Into A Leased Property After Approval**

- Certificate of Renter's Insurance Policy with a minimum of \$300,000.00 liability coverage  
Must be provided to Pioneer Realty prior to moving into a rental property.
- All utilities mst be put into Lessee's name by the agreed upon move-in date.
- The initial rent payment due and payable at the time of move-in to be paid by a **Bank Check or Money Order**
- The security deposit and pet fee, if any due and payable at the time of move-in to be paid by a separate **Bank Check or Money Order.**

**Property Concerns:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

**Date**

**Please submit copies, not originals of required documents.**

**Pioner Realty is not responsible for returning original documents.**

# Pioneer Realty

## Schedule of charges:

### Monies due upon submitting an Application:

Non -Refundable Background check for each applicant over 18 yrs of age \$ 50.00

**Monies due at Lease Signing: You will need 2 separate checks at the lease signing. Monies must be in Cashier's checks or Money Orders.**

<b>Check #1</b>	Security Deposit equal to One month Rent	_____
<b>Check #1</b>	Non Refundable Pet Deposit (Maximum of 2 pets. Dog -no more than 30lbs)	<b>\$400.00</b>
<b>Check #2</b>	First Month Rent and/or Prorated Rent	_____
<b>Total Due at Lease Signing</b>		_____

### Example of Monies due at Lease Signing based on a Monthly rent of \$1300.00

<b>First Month Rent and/or prorated rent if applicable</b>	<b>\$ 1300.00</b>
<b>Security Deposit</b>	<b>\$ 1300.00</b>
<b>Pet Deposit</b>	<b>\$ 400.00</b>
<hr/>	
<b>Total due at least signing</b>	<b>\$ 3000.00</b>

**Note: Tenants are responsible for all Utility Expenses and maintain Renter's Insurance Policy.**

# Property Information and Rental Proposal

Date of Application \_\_\_\_\_

Address:	Rent \$	Deposit \$
Term of Lease	Start Date	End Date

**Applicant Name:** \_\_\_\_\_  
**Current Address** \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Do you own/Rent your current home? \_\_\_\_\_

Telephone Numbers ( ) \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Drivers License Number and State \_\_\_\_\_  
 Make and color of vehicle \_\_\_\_\_  
 Email address. \_\_\_\_\_

**Current Landlord's/Lender's Name** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone Number( ) \_\_\_\_\_

How Long at Current Address \_\_\_\_\_  
 Monthly Rental Fee or Mortgage payment \_\_\_\_\_

**Previous Landlord/Lender's Name** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone Number( ) \_\_\_\_\_

How Long at Current Address \_\_\_\_\_  
 Monthly Rental Fee or Mortgage payment \_\_\_\_\_

**Employer's Name** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone Number( ) \_\_\_\_\_  
 Monthly Salary before deductions \_\_\_\_\_

Name of Supervisor \_\_\_\_\_  
 Position Held \_\_\_\_\_  
 Length of Employment \_\_\_\_\_  
 Please provide a current paystub \_\_\_\_\_

**Co-Tenant Name** \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Do you own/Rent your current home? \_\_\_\_\_

Telephone Numbers ( ) \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Drivers License Number and State \_\_\_\_\_  
 Make and color of vehicle \_\_\_\_\_  
 Email address. \_\_\_\_\_

**Co- Tenant Employer's Name** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone Number( ) \_\_\_\_\_  
 Monthly Salary before deductions \_\_\_\_\_

Name of Supervisor \_\_\_\_\_  
 Position Held \_\_\_\_\_  
 Length of Employment \_\_\_\_\_  
 Please provide a current paystub \_\_\_\_\_

**Desired Length of Occupancy** \_\_\_\_\_

**If Accepted, the Following Persons will be Living With Me:**

Name	Age	Relationship	Occupation/student

**Credit References—only items to be listed that won't show on credit report**

Who	Address	Limit	Purpose	Account Number

**Personal References**

Name	Address	Phone Number	# of years known

**Emergency Contact/Nearest Relative NOT Living with you**

Name	Address	Phone Number	Relationship

**Any Pets?** Yes No      **Type** \_\_\_\_\_      **Breed** \_\_\_\_\_

**Please provide copies of drivers license, two pay stubs and one months bank statement at the time of application.**

**Banking Information**

Name of Bank \_\_\_\_\_ Branch or Address \_\_\_\_\_  
 Checking Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_  
 Agree to allow automatic Debit on account \_\_\_\_\_  
 Mastercard/Visa # \_\_\_\_\_ (if applicable)

**Have you ever been evicted from Tenancy?** Yes No

**Have you ever willfully and intentionally refused to pay rent when due?** Yes No

**Do you know of anything which may interrupt income or ability to pay rent?** Yes No

I (we) hereby certify that the answers I (we) have given in this application are true and correct to the best of my (our) knowledge. I (we) understand that any false answers or statements made by me (us) will be sufficient grounds for eviction and LOSS of any Security Deposit.

Furthermore, if for any reason I (we) become delinquent in rents, fees, deposits, charges or costs, you are hereby authorized to use my (our) Mastercard or Visa account and my (our) authorization is here given.

**APPLICANT** understands and agrees the following:

1. Represents and warrants that above statements are true and correct.
2. Authorizes the Owner, Manger or Agent to review and verify the above information with above listed References, contacts, credit reporting services and periodically reviewing Applicant's credit and background information, to include, without limitation, applicant's credit history, banking history and public record information.
3. Agree to furnish additional information and/or references upon requests.
4. This is an Application only and does not guarantee that I will be accepted for this property.
5. The Owner, Manager or Agent may accept more than one Application for the Property and will select The best qualified.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co Applicant Signature

**RECEIPT for Application Processing.**

Property Manager received a Non Refundable fee of \$ \_\_\_\_\_, Date: \_\_\_\_\_

Tenant's agent \_\_\_\_\_ Company name \_\_\_\_\_

Tel: \_\_\_\_\_ Mibor # \_\_\_\_\_



**LANDLORD VERIFICATION of Applicant**

Date: \_\_\_\_\_ Please respond by: \_\_\_\_\_

FROM: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
\_\_\_\_\_

The above individual(s) applied for housing. We respectfully request your assistance in completing this form. Thank you for your prompt response in providing the information requested below. If we can assist you in the future on any applicants, please call or fax and we will respond promptly.

\_\_\_\_\_  
(Property Manager)

X\_\_\_\_\_  
(Signature of Applicant)

**TO BE COMPLETED BY LANDLORD**

Date of Residency: From \_\_\_\_\_ To: \_\_\_\_\_ MONTHLY RENT: \$ \_\_\_\_\_

- 1.) \_\_\_ YES \_\_\_ NO Did the tenant pay their rent on time?
- 2.) \_\_\_ YES \_\_\_ NO Have You received any complaints?
- 3.) \_\_\_ YES \_\_\_ NO Did Tenant damage property during Tenancy?
- 4.) \_\_\_ YES \_\_\_ NO **Would You Rent to This Tenant again?**

**COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE) (TITLE) (PHONE#) (DATE)

**EMPLOYMENT VERIFICATION of Applicant**

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

Please respond by: \_\_\_\_\_

From: \_\_\_\_\_

Fax: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
\_\_\_\_\_

The above individual(s) applied for housing. We respectfully request your assistance in completing this form. Thank you for your prompt response in providing the information requested below. If we can assist you in the future on any applicants, please call or fax and we will respond promptly.

\_\_\_\_\_  
(Property Manager)

X  
\_\_\_\_\_  
(Signature of Applicant)

----- **TO BE COMPLETED BY EMPLOYER** -----

Name of Applicant: \_\_\_\_\_

Position held: \_\_\_\_\_

Rate of pay: \_\_\_\_\_

Hire date: \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(PHONE#)

\_\_\_\_\_  
(DATE)

***Thank You!***

