



## Tenant Application - Condo/Multi Family

*Congratulations* on the work you've done to get here. This tenant application is for a unit located in a property managed by E.T. Property Management, Inc. If you have any questions about the application process you can contact [info@teametbk.com](mailto:info@teametbk.com).

### Documents to submit with this form:

- Proof of identity - Photo ID (copy of passport, drivers license, etc)
- Proof of residency (cable bill, utility bill, etc)
- Proof of employment and income (3 recent paystubs or 2 years tax return)
- Reference from employment
- Personal reference
- Background screening form - [Download HERE](#)
- House Rules Acknowledgement - *Sign all pages of the association's house rules. Should be provided by the landlord.*
- Lease
- Application fee payment - *Sent via WAVE invoice once we receive your application*

***ETPM reserves the right to ask for additional documents should we deem necessary.***

### Fees associated with this application:

- \$160 per application which covers administrative handling and 1 (one) background/credit screening

*Co-applicants must complete a separate application and submit respective documents.*

**What's next?** Once a tenant application is submitted:

- ETPM will invoice the tenant for their application fees.
- Background screening on applicant[s] is submitted to third party vendor.
- Tenant's package is sent to the board for their review & acknowledgement.
- Board review is complete, follow up questions addressed.
- Acknowledgement for the rental is delivered to the leasing agent.
- Tenants notify management of their move-in date.
- Tenants provide management with moving company COI.
- New tenants are added to Buildium, and introduced to their buildings & management's processes.

[Moving Rules, Certificate of Insurance Requirements & Building Guidelines can be found HERE.](#)



## Tenant Application - Condo/Multi Family

Rental Property Address:

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### Tenant Details

First & Last Name:

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Email:

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Phone Number:

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Current Address:

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Rent       Own

Less than 5 years at current address?  Yes     No

Previous Address:

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### Tenant Employment & Income Details

Employer Name

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Employer Address

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Title

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Length of employment

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Current Income

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**If you have been employed with the above company for less than 5 years, include your previous employers' details below.**

Previous Employer Name

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Previous Employer Address

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Previous Title

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Length of Employment

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Previous Income

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**Other Income?**  Yes  No

**Other Income Details:**

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## Tenant Background Information

Ever filed for bankruptcy?  Yes  No

If yes, date filed?

Ever been served an eviction notice or been asked to vacate a property?  Yes  No

If yes, when?

Ever willfully or intentionally refused to pay rent/mortgage/common charges when due?  Yes  No

If yes, when?

Ever been sued for unlawful detainer?  Yes  No

If yes, when?

Ever been convicted of or committed a felony?  Yes  No

If yes, what?

Ever been charged or arrested for drug possession or sale?  Yes  No

The undersigned applicant certifies that all of the foregoing information is a complete and accurate statement of facts. It is understood that the Condominium Board or its designated representative will rely on the information furnished in reviewing this questionnaire along with a background screening obtained at the consent of the tenant. The undersigned authorizes the Condominium Board or its agents to contact any of the employers, landlords, etc. described herein for information bearing upon this application.

It is further understood that the Condominium Board or its designated representative may require additional information and may require a personal interview with the applicant.

It is also understood that in no event will the Corporation, its Condominium Board, or its agents be responsible for expenses or liabilities resulting from any delay in this review; and, further, in no event will the Corporation, its Board of Directors, or its agents be responsible for any liabilities or expenses incurred by an applicant whose submission is not accepted.

Tenant First & Last Name:

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Tenant Signature & Date:

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