



Apartment Tenant Screening of America, Inc.

Ph: 636-946-9200 Fax: 636-946-5400 Web: www.atsofamerica.org

Landlord Name:	Member #:	Phone:
Rental Amt: \$	Address:	

ATS Rental Application

Applicant Information (All Information MUST be completed to process application.)

Name			Marital Status: (PLEASE CHECK ONE) <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single		
Email: Last First Middle		How long?			
DOB:			SS #:		
Phone:			Cell:		
DL #:			Maiden:		
Current address:					
Street address:				Apt #:	
City:		State:		Zip Code:	
Own Rent (Please circle)		Amt: \$		How long?	
Landlord:		Phone:		Cell:	
Previous Address:					
Street address:				Apt #:	
City:		State:		Zip Code:	
Owned Rent (Please circle)		Amt: \$		How long?	
Landlord:		Phone:		Cell:	
Employment Information: (Please fax 2 recent pay stubs)					
Current employer:					
Address:		Start Date:		Time on job:	
City:		State:		Zip code:	
Position:		Hrly rate: \$		Annual rate \$:	
Supervisor name:		Ph:		FT or PT?	
Previous Employment or Second Job (Circle One)					
Employed by:					
Address:		Phone:		How long?	
City:		State:		Zip code:	
Position:		Hrly rate: \$		Annual rate: \$	
Supervisor Name:		Ph:		FT or PT	

Spouse:				<u>(NEED SEPARATE APPLICATION IF NOT MARRIED)</u>			
Name:			Marital Status: (Please check one)				
			<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single				
<u>Last</u>		<u>First</u>		<u>M.</u>		How long?	
DOB:			SS #:				
Phone:			Cell:				
DL #:			Maiden:				
Spouse Employment Information: (Please fax 2 recent pay stubs)							
Current employer:							
Address:				Phone:		How long?	
City:			State:		Zip code:		
Position:			Hrly rate: \$		Annual rate \$:		
Supervisor name:			Ph:			FT or PT?	
2 References:							
Name:		Address:			Phone:		
•							
•							
REASON FOR LEAVING:							
•							
List Children & Birthdates:							
•				•			
•				•			
<u>APPLICATION FEE IS NON-REFUNDABLE</u>							
<p>In signing this Application, the undersigned states all information is true and verifiable. You hereby authorize this establishment and ATS of America to run a credit report on all parties who signed and to verify the information that has been given on this application. Furthermore, all information will be verified for its truthfulness, validity, and a full report will be returned to the client (landlord) of ATS. The consumer may request a copy of this report by calling Experian at 888-397-3742 or log into www.freecreditreports.com and follow the prompts.</p>							
Print Name:							
Sign:				Date:			
Spouse Print Name:							
Sign:				Date:			

X

Landlord, Resident Manager or Authorized Agent

INSTRUCTION SHEET FOR THE APPLICANT

HOW TO FILL OUT THE APPLICATION

1. Use a Black Ink Pen to fill out Application,No pencils.
2. **ATS** will not locate phone numbers for you.
3. Answer "**Married**", "**Single**", "**Divorced**" and how long.
4. If married, your Credit Report will verify, so please give accurate status. If you've been married a short period of time, please give details.
5. If single and sharing the same space, you each will need to fill out an application.
6. Provide **driver license** and **social security card** and/or **birth certificate** for ID.
7. Enter the rental amount you have applied for at the top of the application.
8. All students must have a co-signer. Stipends are the decision of the landlord. **Foreign students or Foreign Nationalities must have proper ID, I9, VISA, SS#, I-94 with picture ID, Green card-Resident card.** Whatever is required for sufficient identification.
9. Provide present and previous landlord history and present and previous employer history.
10. If you receive income from **SSI, AFDC, TA, STATE CHILD SUPPORT, FOOD STAMPS, TIPS, COMMISSION, RETIREMENT**, put this information on the application.
11. If you are on any housing programs – **SECTION 8, VOUCHER, NECAC**, any type of Housing Assistance, please list it on the Application with Verification... You will need to provide the caseworker and phone number with their extension.
12. If further information is needed, **ATS** will call you. You must respond quickly as we have 48 hours from getting the application to respond back to the Landlord. Always **FAX** Pay stubs or Tax Statement if you are self-employed.