

A Division of Landmark Limited Inc.
2556 E. 55th Street
Indianapolis, IN 46220

Telephone 317-257-3061
Fax 317-257-5444

Qualifications to rent:

- #1. Someone on the lease needs to be employed fulltime for *at least 3 months with taxes taken out of their check* each pay period. If you have not been on your job 3 months you will need a co signor. (A co-signor has to be employed at least 6 months and have taxes taken out of their check each pay period. The co-signor must make over \$200.00 after taxes weekly). You will also need a co-signor if you are not employed, but you have income such as SSI, disability, child support or, unemployment.
- #2. We will need 1 piece of I.D. (with a picture on it)
- #3. 2 of your most current pay stubs showing income taxes taken out of your check each pay period.
- #4. Application fee: \$15.00 per applicant anyone over 18 years of age (nonrefundable)
Some companies charge a fee to verify employment if your employer requires a fee to verify you will have to pay this along with the \$15.00 application fee.

Rental Agreements:

- One year lease on all properties.
- We require 1 month rent and the \$100.00 deposit (IF RENT IS UNDER \$500), \$200.00 deposit(IF RENT IS \$500 OR MORE) when you move in. If you move in, in the middle of the month, we prorate the rent for the second month. (check for any specials going on for deposits)
- We do not hold any properties until the application is approved and a full deposit has been put down to hold it. The deposit is non-refundable if the applicant has been notified that they have been approved. We will hold the unit for 7 days, after the 7 days the rent starts. If you put your deposit down and are not approved you will get your deposit back. You will also get your deposit back if you fulfill the terms of the lease.
- Applications usually take 24-48 hours to process.
- We require every applicant to go look at the property before they rent the unit.
- We charge a \$20.00 deposit for a key to be taken out to look at a rental unit. When the key is returned, the deposit is refunded. Keys are given out between 9:00-3:00, Mon.-Fri.
**** Rent to own houses are seen by appointment only.

App Fee Pd _____
Deposit Pd _____
Approved _____
Move In Date _____

Landmark Realty Company
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Application for Rental Unit Located: _____

Applicant: _____

Social Security # _____ Birthdate _____ Age _____

Employer: _____ Hire Date: _____

Employer Address: _____ ZipCode _____

Employer Phone # _____ Hours Normally Worked _____

Income: _____ (Circle) WKLY, BI-WKLY, FULLTIME, PARTTIME, net or gross

Position: _____ Supervisor Name _____

Do you receive any other income? _____ Who from & how much? _____

Do you get child support income, if so how much? _____ (weekly or monthly)

Do you have garnishments/child support taken out of your check? _____ How Much _____

Have you ever filed bankruptcy? _____ if so when? _____

Present Address: _____ Rent Amount : _____

Present Phone #: _____ Cellular # _____

Email Address: _____

Present Landlord: _____ Phone _____

Landlord's Address: _____ Zip Code _____

Is Landlord a relative if so how are they related? _____

Are you being evicted? _____, if yes explain: _____

Lease expiration date: _____ Is your rent current? _____

Have you given present Landlord notice that you are planning on moving? _____

Previous Landlord: _____ Phone # _____

Previous Address: _____ ZipCode _____

When & How long were you residing at this address? _____

Were you renting from or living with a relative? _____

Do you have an account with a utility company? _____ Is it Current? _____

Do you have a bank account, who with? _____ Savings/Checking

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Co Applicant: _____

Co Applicants Social Security: _____, Birthdate: _____ Age: _____

Employer: _____ Hire Date: _____

Employers Address: _____ ZipCode: _____

Employers Phone# _____ Hours Normally worked _____

Income: _____ (Circle) Weekly, Bi-Weekly, Fulltime, Parttime, Net or Gross

Position: _____ Supervisors Name: _____

Do you receive any other income? _____ Who from & how much? _____

Do you get child support income, if so how much? _____ (weekly or monthly)

Do you have garnishments/child support taken out of your check? _____ How Much _____

Have you ever filed bankruptcy? _____ if so when? _____

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List Below, the names, ages, birthdates & relationships who will occupy the premises

Name: _____ . Relationship _____

Birthdate: _____, Age: _____ . Social Security: _____

Name: _____ . Relationship _____

Birthdate: _____, Age: _____ . Social Security: _____

Name: _____ . Relationship _____

Birthdate: _____, Age: _____ . Social Security: _____

Name: _____ . Relationship _____

Birthdate: _____, Age: _____ . Social Security: _____

Do you own any pets? _____ If so how many and breeds _____

.....

Vehicles that are owned by applicants or occupants

Make/model/color _____

Make/model/color _____

Make/model/color _____

It is a state law that all vehicles be operable and plated, any vehicle not in regulations will not be permitted on our properties.

For Emergency Purposes: Who do you want us to contact?

Nearest Relative not living with you _____

Relationship _____ Phone # _____

Address: _____

Alternate Relative/Friend: _____

Relationship _____ Phone# _____

Address: _____

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APPLICATION AGREEMENT

A \$15.00 per applicant non refundable fee has been paid for verification on applicants signed below. A reserve deposit of \$_____ has been made with the clear understanding that this Application is subject to approval. I clearly understand that at anytime I put a reserve deposit down and I/we decide against renting the unit the reserve deposit will not be refunded. I clearly understand that if I am not approved I will receive my reserve deposit back within 48 hours of denied notice from Landmark Realty Company. There will be no exceptions on reserve deposits being returned to any applicant that has been approved and already notified of the approval orally. I/we the undersigned applicant(s) certify all the information under penalty of perjury provided is true and accurate. Any misrepresentation will result in forfeiture of deposit and termination of the lease and possible prosecution. I authorize Lessor to verify all information given on the application that I/ we have filled out for the rental unit with Landmark Realty Company. I/we authorize a credit report to be ran at any time before, during or after the term of the lease (if tenant moves owing a past due balance). If an employer or landlord requires a signed authorization to verify the applicant (s) information that they have supplied to us the below signature(s) authorizes us to do so this signed day forward.

Applicant Sign Above and Print Name _____ Date _____

Co-Applicant Sign Above and Print Name _____ Date _____

Office Use:

When Does Applicant want to move in? _____

At this time does applicant have any money to reserve the unit? _____

Employment Verification: _____

Hire Date: _____

Landlord Verification: _____

Approved: _____ Date: _____

Denied: _____ Date: _____

Notified Applicant/s _____ Date/Time: _____

Have we received all id's and copies of income? _____

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Co-Signor Information

NAME: _____

PRESENT ADDRESS: _____

PRESENT PHONE # _____ CELLULAR# _____

SOCIAL SECURITY # _____ BIRTHDATE _____

EMPLOYER: _____

EMPLOYER ADDRESS: _____ ZIPCODE _____

EMPLOYER PHONE # _____

SUPERVISORS NAME: _____

POSITION _____ HIRE DATE: _____

INCOME: _____ (CIRCLE) WKLY, BI-WKLY, FULLTIME OR PARTTIME

DO YOU HAVE ANY GARNISHMENTS OR CHILD SUPPORT TAKEN OUT? _____

IF SO HOW MUCH ? _____

DO YOU HAVE A CHECKING OR SAVING ACCOUNT? IF SO WITH WHOM? _____

RELATIONSHIP TO APPLICANT OR CO APPLICANT _____

COSIGNOR REPRESENTS THAT ALL OF THE INFORMATION ABOVE ARE TRUE AND COMPLETE, AND HEREBY AUTHORIZES VERIFICATION OF THE INFORMATION BY EMPLOYER(S) . COSIGNOR CLEARLY ACKNOWLEDGES THAT A CREDIT REPORT MAY BE RAN BEFORE, DURING OR AFTER THE TERM OF THE LEASE IF NEEDED TO COLLECT. COSIGNOR CLEARLY UNDERSTANDS THAT HE/SHE WILL BE COSIGNING FOR THE RESIDENTIAL LEASE OF A UNIT WITH LANDMARK REALTY COMPANY FOR THE APPLICANT OR CO APPLICANTS. THE COSIGNOR UNDERSTANDS THAT IF THE APPLICATION IS APPROVED AND COSIGNS ON THE RESIDENTIAL LEASE THAT I MAY BE REQUIRED TO PAY FOR RENT, CLEANING CHARGES OR DAMAGE ASSESSMENTS IN SUCH AMOUNTS THAT ARE INCURRED BY THE TENANTS UNDER THE TERMS OF THE RESIDENTIAL LEASE, IF AND ONLY IF THE TENANTS DO NOT PAY THESE BALANCES OWED WITHIN THE ALLOTTED DUE DATES. I WILL SUPPLY LANDMARK REALTY COMPANY WITH ANY CHANGE OF ADDRESS OR PHONE NUMBERS TO CONTACT ME. LANDMARK REALTY WILL SUPPLY ANY PAST DUE CHARGES OR DAMAGE AMOUNTS TO COSIGNOR IF BALANCES GET OVER 30 DAYS DELINQUENT. COSIGNOR SIGNATURE BELOWS WILL ACT AS AUTHORIZATION FOR ANY INFORMATION REQUESTED TO BE IN WRITING BY LANDMARK REALTY COMPANY.

CO-SIGNOR SIGNATURE & DATE