

Date: \_\_\_\_\_ Property of Interest: \_\_\_\_\_

LEASE APPLICATION

The application fee is \$35.00 per application. The application fee is non-refundable whether the application is approved or denied. Applicants must provide a copy of a valid state or federally issued photo id (driver's license, passport, etc.)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

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

Co-Applicant's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Co-App.'s Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Other Phone: \_\_\_\_\_

**Present Address:** \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

Current Rental Payment: \$ \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

Current Rental Payment: \$ \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

Present Employer \_\_\_\_\_ Phone \_\_\_\_\_

Employer's Address \_\_\_\_\_ Your Job Title \_\_\_\_\_

Length of Time Employed \_\_\_\_\_ years, \_\_\_\_\_ months

Approximate Monthly Income \_\_\_\_\_

Co-Applicant's Employer \_\_\_\_\_ Phone \_\_\_\_\_

Employer's Address \_\_\_\_\_ Position \_\_\_\_\_

Length of Time Employed \_\_\_\_\_ years, \_\_\_\_\_ months

Approximate Monthly Income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Spouses Job Title \_\_\_\_\_

Length of Time Employed \_\_\_\_\_ years, \_\_\_\_\_ months

Approximate Monthly Income \_\_\_\_\_

Applicant's initials \_\_\_\_\_

Co-Applicant's Initials \_\_\_\_\_

Phone: 765-378-0043

Fax: 765-378-0448

Email: [Info@skelpropertygroup.com](mailto:Info@skelpropertygroup.com)

SKEL Property Group, LLC

33 E. Main St. Chesterfield, IN 46017

Banking References:

Bank Name (Checking Acct) \_\_\_\_\_ Phone \_\_\_\_\_ Acct # (Last 4 digits only) \_\_\_\_\_

Bank Name (Savings Acct) \_\_\_\_\_ Phone \_\_\_\_\_ Acct # (Last 4 digits only) \_\_\_\_\_

Personal References (Not Related to Applicants):

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

In Case Of Emergency, Notify:

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Relationship: \_\_\_\_\_

Persons who will occupy the Premises:

Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Number of children occupying property: \_\_\_\_\_ Ages: \_\_\_\_\_

Vehicles You Will Keep On Property:

Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License # & State: \_\_\_\_\_

Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License # & State: \_\_\_\_\_

Other Vehicles: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Co-Applicant's Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

It is understood that this application is subject to approval by SKEL Property Group, LLC and, if the application is not approved, any deposits paid will be returned to the Applicant. The Application fee however, is non-refundable. If the Application is approved, Applicant has 24 hours to pay in the Security Deposit and/or other monies requested by Agent. If Applicant fails to post the Security Deposit within the allotted 24 hours, Agent shall thereafter be free to rent the Premises to other Applicants.

After the Applicant pays a deposit to hold the Property and it is removed from the market, the related funds are at risk of forfeiture. If Applicant fails to sign the lease and pay the first month's rent within 2 weeks of approval, SKEL Property Group, LLC shall retain all moneys received as liquidated damages for lost rentals and expenses incurred. If the Premises become unavailable, after approval of the Application, the Agent shall refund all monies paid to the Applicant. This Application becomes part of the Rental Agreement when Applicant is approved by SKEL Property Group, LLC. The undersigned warrants that the foregoing information and representations are true and correct.

SKEL Property Group, LLC is hereby authorized to verify credit, rent history, employment and income with third parties and all third parties are hereby authorized to release such information.

Applicant's initials \_\_\_\_\_

Co-Applicant's Initials \_\_\_\_\_

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SKEL Property Group, LLC

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Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Address of Property: \_\_\_\_\_

Sec. Dep. Due: \$ \_\_\_\_\_ Collected: \$ \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Monthly Rental Amount: \$ \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Lease Expiry Date: \_\_\_\_\_

Application Approved On \_\_\_\_\_ Application Approved by: \_\_\_\_\_

Application Denied On: \_\_\_\_\_ Application Denied by: \_\_\_\_\_

Applicant Notified Of Approval/Denial On \_\_\_\_\_ Application Fee Received: \$ \_\_\_\_\_

Comments - Include Detailed Explanation of Denials and Special Agreements (Must be approved by Owner):

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

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CREDIT & LEASING POLICY

SKEL Property Group, LLC has established the following policies for approval of its Lease Applications:

We must obtain a favorable credit report. This report must be substantially free of bad debts, liens, collections, or chronic past due reports. Some leeway may be allowed on medical and certain other accounts.

SKEL Property Group, LLC declines to lease to persons who have collections from or unpaid debts to landlords, management companies, and/or amounts related to prior tenancies. Other housing related collections or debts to utility, telephone, or cable companies may also be grounds for declining an Application, but may be approved if the related debt is paid off and proof of payment is provided to SKEL Property Group. Additional security deposits may also be required.

We must have at least 6 months' verifiable rental or mortgage payment history and the reports from the previous landlord or mortgagee must be favorable. Late payments or returned checks are grounds for denial.

We usually require least 6 months' verifiable continuous employment and the reports from the employer, or documents supporting income, must confirm that the Applicants' income is at least three (3) times the monthly rental expense (this is the "Income Requirement" - see NOTE below).

OTHER CONSIDERATIONS:

In certain circumstances, we will make an accommodation to applicants who meet most, but not all, credit standards. Such arrangements usually require additional security deposits of one or more months' rent or the guarantee of co-signers, or both.

For co-signers to be acceptable, they must, without exception, meet the standards of our Credit Policy, as set out above, they must sign the lease, and they must live in Indiana. Regardless of the co-signers' credit worthiness, it is the resident who must meet the Income Requirement.

NOTE: Houses are assigned to the first *approved* applicant who posts the security deposit with SKEL Property Group, LLC. Applications are not approved until credit, rental history, and the "Income Requirement" are all verified.

NOTICE

**It is the policy of this Company to obey the spirit and the letter of all non-discrimination laws including the Federal Fair Housing Law (Title VIII of the Civil Rights Act of 1968) and the local Fair Housing Ordinance. Any employee of this company who discriminates against any applicant for housing on the basis of race, color, religion, sex, handicap, familial status, or national origin will, upon investigation, be dismissed.**

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Applicants initials: \_\_\_\_\_

Co-Applicant's initials: \_\_\_\_\_