

# Barzell

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## Application for Occupancy

*Please print clearly. Each person over the age of 18 years must fill out a separate application and provide valid photo identification. Guarantors must fill out a separate application and be willing to cosign on the lease. **Every applicant/guarantor must fill out and sign their own application and provide proof of income.** All applications for an apartment must be submitted (roommates and guarantors included) and all application fees must be paid before any applications will be processed.*

***An incomplete application may be denied.***

Property applied for: \_\_\_\_\_

Today's date: \_\_\_\_\_ Desired date of occupancy: \_\_\_\_\_ No. of occupants: \_\_\_\_\_

### Personal Information

Full legal name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

**Your daytime phone #:** \_\_\_\_\_

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

List names of ALL occupants **over 18 years old** who will reside at this property, their relationship to you, and their date of birth:

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

List names of ALL occupants **under 18 years old** who will reside at this property, their relationship to you, and their date of birth:

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

### Emergency Contact Information

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address (street, city, state and zip): \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

### Vehicle Information (Tenants Only)

No. of vehicles you own: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_

License plate: \_\_\_\_\_ State: \_\_\_\_\_ Color: \_\_\_\_\_

Make/Model(2<sup>nd</sup> vehicle): \_\_\_\_\_ Year: \_\_\_\_\_

License plate: \_\_\_\_\_ State: \_\_\_\_\_ Color: \_\_\_\_\_

Parking pass availability and rules vary by location. Parking passes do not guarantee parking availability.

## Residential History

**Current** Address (street, city, state and zip): \_\_\_\_\_  
Current Landlord Name/Agency: \_\_\_\_\_  
Landlord Phone: \_\_\_\_\_ Move-in date: \_\_\_\_\_ Move-out date: \_\_\_\_\_

**Previous** Address (street, city, state and zip): \_\_\_\_\_  
Previous Landlord Name/Agency: \_\_\_\_\_  
Landlord Phone: \_\_\_\_\_ Move-in date: \_\_\_\_\_ Move-out date: \_\_\_\_\_

**Previous** Address (street, city, state and zip): \_\_\_\_\_  
Previous Landlord Name/Agency: \_\_\_\_\_  
Landlord Phone: \_\_\_\_\_ Move-in date: \_\_\_\_\_ Move-out date: \_\_\_\_\_

## Bank Reference

Bank name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Do you have a (circle one):      checking      savings      both

## Employment References

**Current** Employer: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Start Date: \_\_\_\_\_ Position: \_\_\_\_\_  
Approx. Monthly Income: \_\_\_\_\_

**Previous** Employer: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Position: \_\_\_\_\_  
Approx. Monthly Income: \_\_\_\_\_

**Other income** (please attach documentation): \_\_\_\_\_

## Credit References

Reference 1 (name): \_\_\_\_\_ Phone: \_\_\_\_\_  
Reference 2 (name): \_\_\_\_\_ Phone: \_\_\_\_\_

## Character References

Reference 1 (name): \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_  
Reference 2 (name): \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

## For Students Only

School or University: \_\_\_\_\_ Program/Area of Study: \_\_\_\_\_  
Years Completed: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Parent Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Parent Address (street, city, state, zip): \_\_\_\_\_

**Marketing Survey** (optional): How did you find out about Barzell? \_\_\_\_\_

A signed application must be received for all adults who will occupy the apartment before it can be considered by Landlord. Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until approved by Landlord in writing. If approved, all monies deposited with this application will be held as a reservation deposit to be either returned to applicant, or credited toward any deposit which may be required of applicant at the time a rental agreement is executed.

**CONSENT TO DISCLOSURE OF INFORMATION:** I hereby grant permission to investigate my educational background, residential history, criminal history, employment and bank references, and credit and character references. I release all persons who furnish such information from all liability and damages. I acknowledge and understand that I have hereby received notice in compliance with the Fair Credit Reporting Act that the Company may seek to obtain investigative consumer reports regarding my character, general reputation, personal characteristics or mode of living from a consumer reporting agency. I understand that upon my written request, as required by law, complete and accurate disclosure of the nature and scope of such investigation will be made. By signing, the applicant recognizes that the Landlord or their agent may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Landlord.

**WATER BEDS AND/OR PETS ARE NOT ALLOWED AT ANY TIME.**

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

Print Name \_\_\_\_\_

***Don't forget!*** Your application cannot be processed until we receive all necessary supporting documents from all applicants for the apartment.

Before sending in your application, please remember to include or attach...

- Copy of your photo ID
- Proof of income (like a recent paystub or letter from an employer, university, or government)
  - People applying alone must show they earn at least three times (3x) the monthly rent
  - People applying jointly must each show they each earn two times (2x) the monthly rent
  - You will need a guarantor if you cannot meet these requirements; guarantors must show that they earn at least four times (4x) the monthly rent and submit their own completed application and fee.
- \$25 fee per application (must be paid with cash in office or check made out "Barzell")
- Completed application form, including your signature and Social Security Number – this is necessary for a credit and criminal background check.
- Completed application forms from all potential roommates (over age 18) and guarantors – all adults who want to live in the apartment must submit applications and sign the lease.

The Missouri Broker Disclosure Form attached to this application is for your information. Please keep it for your records. There is no need to return the disclosure form to Barzell.

# MISSOURI BROKER DISCLOSURE FORM



This disclosure is to enable you, a prospective buyer, seller, tenant or landlord of real estate, to make an informed choice BEFORE working with a real estate licensee.

Missouri law allows licensees to work for the interest of one or both of the parties to the transaction. The law also allows the licensee to work in a neutral position. How the licensee works depends on the type of brokerage service agreements involved. Since the sale or lease of real estate can involve several licensees it is important that you understand what options are available to you regarding representation and to understand the relationships among the parties to any transaction in which you are involved.

Missouri laws require that if you want representation, you must enter into a written agreement. This may or may not require you to pay a commission. You do not need to enter into a written agreement with a transaction broker unless you intend to compensate this licensee. These agreements vary and you may also want to consider an exclusive or nonexclusive type of relationship.

If you choose not to be represented by an agent, the licensee working with you may be working for the other party to the transaction.

## CHOICES AVAILABLE TO YOU IN MISSOURI

### **Seller's or Landlord's Limited Agent**

Duty to perform the terms of the written agreement made with the seller or landlord, **to exercise reasonable skill and care for the seller or landlord, and to promote the interests of the seller or landlord** with the utmost good faith, loyalty and fidelity in the sale, lease, or management of property.

Information given by the buyer/tenant to a licensee acting as a Seller's or Landlord's Limited Agent will be disclosed to the seller/landlord.

### **Buyer's or Tenant's Limited Agent**

Duty to perform the terms of the written agreement made with the buyer or tenant, **to exercise reasonable skill and care for the buyer or tenant and to promote the interests of the buyer or tenant** with the utmost good faith, loyalty and fidelity in the purchase or lease of property.

Information given by the seller/landlord to a licensee acting as a Buyer's or Tenant's Limited Agent will be disclosed to the buyer/tenant.

### **Sub-Agent (Agent of the Agent)**

Owes the same obligations and responsibilities as the Seller's or Landlord's Limited Agent, or Buyer's or Tenant's Limited Agent.

### **Disclosed Dual Agent**

With the written consent of all parties, represents both the seller and the buyer or the landlord and the tenant.

**A Disclosed Dual Agent may disclose any information to either party that the licensee gains that is material to the transaction.**

A dual agent may not disclose information that is considered confidential, such as:

- Buyer/Tenant will pay more than the purchase price or lease rate
- Seller/Landlord will accept less than the asking price or lease rate

- Either party will agree to financing terms other than those offered
- Motivating factors for any person buying, selling or leasing the property
- Terms of any prior offers or counter offers made by any party.

## Designated Agent

Acts as your specific agent, whether you are a buyer or tenant, or seller or landlord. When the broker makes this appointment, the other real estate licensees in the company do not represent you.

There are two exceptions with both resulting in dual agency or transaction brokerage:

1. The agent representing you as a buyer or tenant is also the agent who listed the property you may want to buy or lease.
2. The supervising broker of two designated agents becomes involved in the transaction.

## Transaction Broker

Does not represent either party, therefore, does not advocate the interest of either party.

A transaction broker is responsible for performing the following:

- Protect the confidences of both parties
- Exercise reasonable skill and care
- Present all written offers in a timely manner
- Keep the parties fully informed
- Account for all money and property received
- Assist the parties in complying with the terms and conditions of the contract
- Disclose to each party of the transaction any adverse material facts known by the licensee
- Suggest that the parties obtain expert advice.

A transaction broker shall not disclose:

- Buyer/Tenant will pay more than the purchase or lease price
- Seller/Landlord will accept less than the asking or lease price
- Motivating factors of the parties
- Seller/Buyer will accept financing terms other than those offered.

A transaction broker has no duty to:

- Conduct an independent inspection of, or discover any defects in, the property for the benefit of either party
- Conduct an independent investigation of the buyer's financial condition.

## Other Agency Relationships

Missouri law does not prohibit written agency agreements which provide for duties exceeding that of a limited agent described in this pamphlet.

This brokerage authorizes the following relationships:

- Seller's Limited Agent
- Landlord's Limited Agent
- Buyer's Limited Agent
- Tenant's Limited Agent
- Sub-Agent
- Disclosed Dual Agent
- Designated Agent
- Transaction Broker
- Other Agency Relationship

Broker or Entity Name and Address



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