

**Oklahoma Property Network, LLC**  
P.O. Box 272035  
Oklahoma City, OK 73137  
1-888-439-4242  
www.okpn.com



Thank you for your interest in our rental property. We are Oklahoma owned and operated and are proud to offer quality housing at an affordable price.

### **Getting Started**

This Rental Application is the first step in renting a home from Oklahoma Property Network. We request that you fill this form out completely, accurately and truthfully. Each adult living in the household should fill out a separate application. If you need additional applications you may copy this one or contact us for additional copies.

### **Submitting Your Application**

When you have completed your application, please contact us so that we may schedule a meeting to collect your application. Please bring the following to the meeting:

- Completed application
- Driver license or other government issued ID (photocopy appreciated)
- Verification of the last 2 months income (photocopy appreciated)
- Application fee (\$20)

Your application will not be considered complete unless all information is provided.

### **Response**

Once we receive your application, we will start processing. We typically complete this process within 3 business days. If we receive multiple applications we will process them in the order received.

If you are approved, you will be contacted and offered a chance to accept. To confirm your acceptance you must do the following within 5 days:

- Provide first months rent
- Provide security deposit
- Sign a rental agreement starting immediately

If you are declined we will contact you and let you know. In some cases when you do not meet our minimum requirements we may offer you an approval on an alternate property, approval with a higher deposit, or approval with a higher rental rate.

If you are declined or do not accept an offer to rent then we will file your application and process the next application that was received.

## Frequently Asked Questions

### **What if I have bad credit?**

*We do not expect your credit report to be perfect.* We use your credit report to provide information about your financial history and to verify the information in your application. We look at many factors when evaluating you as a prospective tenant.

### **Will you approve my application?**

Our criteria for each rental property vary. Generally we are looking for tenants who are responsible, will pay rent on time and will take care of the rental property. In return we look forward to providing quality housing in good repair that you would be proud to call home.

Following are some items that we will consider when reviewing your application:

- Ability to pay rent
- Income stability
- Rental history
- Employment history
- Personal references
- Accuracy, completeness and truthfulness of application

We do not pick and choose applicants. We accept the first applicant that meets our minimum criteria. *The sooner you apply the better your chances are of being accepted.*

### **Why is there an application fee?**

Each application we receive requires a \$20 processing fee. This fee is used to cover the costs of verifying the application and obtaining credit reports. Besides covering our costs of processing, this fee shows that you are seriously interested in our rental property.

### **Is the application fee refundable?**

In the event we approve another applicant and rent the property that you have applied for before your application is processed, we will provide a refund of the application fee. Once we start processing your application this fee is non-refundable.

### **Do you allow pets?**

We do allow pets in most of our rental properties with written permission. Pets may be subject to additional security deposits. Please ask your Oklahoma Property Network representative for more information.

### **Do you provide appliances?**

We generally provide a stove and refrigerator if needed. These appliances are provided as a convenience and not included in rent. In some cases we may offer appliance upgrades. Of course you can provide your own appliances including washer and dryer where applicable. Please ask your Oklahoma Property Network representative for more information.

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## RENTAL APPLICATION

All information should be provided. If the information does not apply then enter "N/A" in the appropriate blank. If more room is required use a separate piece of paper or the back of this form.

### Occupancy Information

Address of rental property \_\_\_\_\_

Desired date of occupancy \_\_\_\_\_ Desired length of occupancy \_\_\_\_\_

### Personal Information

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

Previous Names/Aliases: \_\_\_\_\_

Mobile Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Do you want to receive texts?  Yes  No

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

Will anyone else be living with you  Yes  No If Yes, please complete:

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

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

Do you have any pets?  Yes  No If Yes, please complete:

Name \_\_\_\_\_  Indoor  Outdoor

Type:  Dog  Cat  Bird  Other \_\_\_\_\_ Size \_\_\_\_\_ Breed \_\_\_\_\_

Name \_\_\_\_\_  Indoor  Outdoor

Type:  Dog  Cat  Bird  Other \_\_\_\_\_ Size \_\_\_\_\_ Breed \_\_\_\_\_

### Residential History

Provide last five years residential history (including apartment numbers and zip codes):

Current Address \_\_\_\_\_

How Long at this Address \_\_\_\_\_  Rent  Own Monthly Payment \$ \_\_\_\_\_

Owner/Agent Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Date Moving Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Previous Address \_\_\_\_\_

How Long at this Address \_\_\_\_\_  Rent  Own Monthly Payment \$ \_\_\_\_\_

Owner/Agent Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Date Moved Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Previous Address \_\_\_\_\_

How Long at this Address \_\_\_\_\_  Rent  Own Monthly Payment \$ \_\_\_\_\_

Owner/Agent Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Date Moved Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

## Employment History

Provide information on your last **five years** of employment:

Current Employer \_\_\_\_\_  Full Time  Part Time

Supervisor Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Hire Date \_\_\_\_\_ Position \_\_\_\_\_

Date Left \_\_\_\_\_ Reason \_\_\_\_\_

Take home pay \$ \_\_\_\_\_ per \_\_\_\_\_

Employer \_\_\_\_\_  Full Time  Part Time

Supervisor Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Hire Date \_\_\_\_\_ Position \_\_\_\_\_

Date Left \_\_\_\_\_ Reason \_\_\_\_\_

Take home pay \$ \_\_\_\_\_ per \_\_\_\_\_

Employer \_\_\_\_\_  Full Time  Part Time

Supervisor Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Hire Date \_\_\_\_\_ Position \_\_\_\_\_

Date Left \_\_\_\_\_ Reason \_\_\_\_\_

Take home pay \$ \_\_\_\_\_ per \_\_\_\_\_

## Financial Information

Have you declared bankruptcy in the past seven years?

Yes  No

Please provide information on your bank accounts:

Bank Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Account Number \_\_\_\_\_ Balance \_\_\_\_\_

Checking  Savings  Other \_\_\_\_\_

Bank Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Account Number \_\_\_\_\_ Balance \_\_\_\_\_

Checking  Savings  Other \_\_\_\_\_

Please list all credit cards:

Bank Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Credit Limit \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Bank Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Credit Limit \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Bank Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Credit Limit \_\_\_\_\_ Monthly Payment \_\_\_\_\_

If you have other sources of income that you would like us to consider, please list income and source. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

## Vehicles

List all vehicles that will be kept at property:

Make \_\_\_\_\_ Model \_\_\_\_\_ License \_\_\_\_\_ State \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ License \_\_\_\_\_ State \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ License \_\_\_\_\_ State \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

## Personal References

Please list at least three personal references that have known you for 2 or more years. This should not be someone related to you or your employer. **Please include full mailing address.**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

## Emergency Contacts

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

## Miscellaneous

Do you smoke?  Yes  No

Have you been charged with a felony?  Yes  No

Have you had an eviction (forcible entry and detainer) filed against you?  Yes  No

Have you had two or more late rental payments in the past 12 months?  Yes  No

Have you ever willfully or intentionally refused to pay rent when due?  Yes  No

## Additional Information

Please list any additional information that might help the management evaluate this application?

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I understand that this application must also be accompanied by an application fee of \$20.00 and once this application has started being processed the fee will be non refundable. This fee is used to cover the cost of researching credit information and verifying the information provided.

I hereby certify that the information I have given in this application are true and correct to the best of my knowledge. I understand that any false information made by me will be sufficient grounds for eviction and loss of any security deposit.

I hereby consent to and authorize agents of Oklahoma Property Network, to contact all references named in this application, and to conduct a credit review, including obtaining my credit report from any authorized credit reporting agency.

I hereby consent to and authorize my current employer, past employers, current landlord and past landlords to release any and all information requested by Oklahoma Property Network to be used for verifying the information in this application.

**Applicant Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **SSN** \_\_\_\_\_

\_\_\_\_\_  
**Date**                      **Applicant's Signature**

It is against the law to discriminate against tenants on the basis of race, religion, national origin, age, or neighborhood racial makeup.

OKPN Use Only

Cash    Check    M.O.

ID verified

DL # verified                      Date Received \_\_\_\_\_ by \_\_\_\_\_