

Instructions

Ginger Le Geis Property Management, LLC
Rental Application – WORD version
70 America St. #A, Providence, RI 02903
Text: (617) 338 3838 Fax: (401) 455 3838

Please follow the important instructions to complete a full rental application:

Please complete the electronic **application form** in full using N/A if information is not applicable.

Please submit the following additional materials via email to Rose02903@gmail.com using SUBJECT LINE: Apt. _____ Your Name or it can be dropped off, or snail/priority/express mailed to (**waive any signature requirement**) no later than 3 days after submitting your electronic application to our office:

Ginger Le Geis Property Mgmt.
70 America St
Mailbox #A
Providence, RI 02903

1) Your recent **credit report/score**. Please pull your own FICO Credit score with history. Everyone is entitled to a free credit report each year from each of the 3 major credit agencies: TransUnion, Equifax and Experian, that way we do not need to charge an application fee, or ding your credit.

3) **Proof of income**. Examples: Last two pay stubs (if working), or a New Hire letter on employer's letterhead, or 12 months' worth bank statements or investments letter (in between jobs, to show you have sufficient assets saved), or w2/tax return (if self-employed), or an education stipend showing additional monies in excess of tuition for living expenses (graduate students), International Graduate students/researchers need to submit a copy of your I-20 form. We need proof you have sufficient income to cover your living expenses. We use Federal guidelines to determine affordability. If you are in school, or have insufficient income on your own, please have your responsible party submit a completed and notarized copy of the guarantor's form (contact us for the form).

4) **Copy of your photo ID**. Acceptable types: State ID Card, Driver's License, Passport, or REAL ID card.

5) **Your deposit check** equal to one month's rent (upon approval, this check will become your security deposit). Mailed to Ginger Le Geis Property Mgmt., 70 America St., Mailbox #A, Providence, RI 02903

Note that each individual 18 years of age and over must submit a separate filled out rental application and the additional documentation listed above.

Upon receipt of all completed application materials, we will reserve the space for you pending reference checks.

Once approved, your check will be deposited and we can set up a time to meet and go over the lease. If you are living out of state, we will mail the new lease out to you in advance if time permits.

If for some reason you are not approved, we will void your check and text an image of the voided check back to you. And if we have trouble reaching any of your references, we'll let you know immediately, so that you can provide an alternate contact number if necessary, or tell them to respond. If you are in the area and plan to drop it off, **Mailbox #A is the black mailbox to the right of the front door.**

Our apartments are pet friendly but we cannot accept aggressive animals or breeds prohibited by the insurance company:

Cane Corso	Chow Chow	Dingo	Doberman
German Shepherd	Huskies	Korean Jindo	Mastiff
Pinscher	Pitbull	Presa Canario	Rottweiler
St. Frances Terrier	Staffordshire Terrier	Wolf breeds	Wolf hybrids
Pet Vermin	Reptiles		

We cannot accept mixed breeds that include the above. Thank you for your interest in that fabulous place. I look forward to meeting you soon. Have a great day! Rose, property manager

Rental Application Form

Apartment #:

Ginger Le Geis Management, LLC
Rental Application
70 America St. #A, Providence, RI 02903
Text: (617) 338 3838 Fax: (401) 455 3838

Please complete this form fully by including all phone numbers, addresses (including city, state, and zip codes):

Your Name _____ Phone _____

Social Security Number _____ Email _____

Current Address _____

Present Landlord _____ Telephone _____

Length of Tenancy _____ Current Monthly Rent _____

Former Address _____

Former Landlord _____ Telephone _____

Length of Tenancy _____ Former Monthly Rent _____

Current Employer _____ Telephone _____

Address _____ Annual Salary _____

Position _____ Length of Employment _____

Former Employer _____ Telephone _____

Address _____ Annual Salary _____

Position _____ Length of Employment _____

Secondary Source of Income _____

Contact Person to Verify _____ Telephone _____

Personal Reference _____ Telephone _____

Names of all Co-Tenants _____

Smoking Declaration – Do you smoke?

Do you have a dog, cat, or any other domestic pet?

It is pet friendly but we cannot consider any aggressive animals or any animals on the homeowner's insurance policy's prohibited breeds list. Small pet fees apply: \$150 one-time non-refundable animal fee and \$15/animal/month animal rent.

Type of pet: _____ Size: _____ If canine, breed? _____ Pet's name: _____

IMPORTANT - PLEASE READ THE FOLLOWING INFORMATION

The undersigned agrees to submit, with this application, a security deposit due and payable to Ginger Le Geis Mgt, LLC. and a legible copy of their drivers license or other state ID. Deposit shall equal one months rent. The undersigned warrants that all statements herein are true and agrees to execute, upon verbal or written acceptance by lessor, a fixed term lease. Should the undersigned not be accepted the deposit will be returned minus \$30 to cover cost of credit check. The undersigned is aware that submitting this application and deposit removes the unit from the rental market and they have 24 hours to inform Ginger Le Geis Mgt, LLC if they change their mind about renting the unit; beyond 24 hours the undersigned hereby acknowledges that they have caused financial harm and agree to forfeit the deposit in full should they not execute a lease. Pursuant to Rhode Island law, neither lessor or lessor's agent shall make my inquiry concerning the race, religion, national origin, sex, ancestry, marital status, or sexual orientation of the applicant or concerning the fact that applicant is a veteran or member of the Armed Forces or is blind. The renting agent is an independent contractor and has no authority to make any representation concerning the premises; the agent is authorized only to show the apartment for rent and to assist in screening of applicants. The undersigned hereby authorizes Ginger Le Geis Mgt, LLC to check credit, employment, and landlord references. The undersigned understands and agrees that the results of said reference checks will be provided to the owner of the apartment for which the application is submitted for examination, consideration and final decision. The undersigned agrees to pursue any credit discrepancies directly with the credit bureau issuing the report.

I have read the above information and understand and agree to the terms of this application:

Signed: _____ Date: _____ Time: _____