



# Goebel Commercial Realty

Office: (812) 422-9054 Fax: (812) 422-4840

728 N. Cross Pointe Blvd.  
Evansville, IN 47715

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

Rent: \_\_\_\_\_

Deposit: \_\_\_\_\_

**Thank you for choosing to lease your home with us!**

***Below is a list of items you will need to turn in with your application to submit for review.***

- Application Fee (\$25.00 for each person 18+ years, or \$35 for 2 people with the same last name). ***Cashier's Check or Money Order only.***
- Deposit Check (refunded if application is denied, NOT refunded if you change your mind). ***Cashier's Check or Money Order only. Please make funds separate from application fees.***
- Last 4 weeks' worth of paystubs for current employment or other proof of income. If on current job less than 6 months, please provide 4 weeks of pay stubs from previous job.
- Copy of state issued ID or driver's license for each applicant
- If bringing a pet at a pet-approved home, please provide vet records showing breed, weight, and vaccinations that are up to date.

***Once your application is approved, prior to move-in, you will need:***

- Set a time and date for move-in. This will take about 2 hours total, and everyone on the lease must be present at the same time.
- Utility services (CenterPoint Energy: 1-800-227-1376) & water must be turned on in your name prior to lease signing (if not included in the rent).
- You must have renter's insurance binder showing \$500,000 of liability insurance with us (see above) listed as additional insured.
- You will need to pay rent and, if applicable, pet fees on move-in day. Be sure to call ahead for the amount!



## RENTAL REQUIREMENTS & INFORMATION

1. **EQUAL OPPORTUNITY HOUSING** – All units are available to any and all qualified persons of legal age, regardless of familial status, handicap, race, color, sex, religion or national origin.
2. **SUBMITTING APPLICATION** – Applications for reservation of any property/unit will be taken on a first come, first serve basis subject to availability of property/unit requested. All applications are subject to approval and may be denied for failure to meet one or more of our rental criteria. Cash is not accepted at any time.
  - a. **A valid photo ID** is required for all applicants and guarantors. Any applicant who does not have a social security number must be able to verify passport, immigration status, or other means affirming their residential status in the United States.
  - b. **Deposit is due at time of application** to hold an available unit until approval process is complete. Any deposit made to hold a unit will not be refunded if applicant decides not to move in. Deposit will be refunded if application is denied.
  - c. **Non-refundable application fee** of \$\_\_\_\_ per person, or \$\_\_\_\_ for two applicants with same surname.
  - d. **Verifiable proof of income** required in the form of paycheck stubs, W2's, or written verification from employer.
3. **QUALIFYING- \*until further notice** currently excluding medical accounts.
  - a. **Rental History** – Applicant must have one year good, continuous rental history or mortgage history. If none, must have qualified guarantor. Prior unsatisfactory rental history and/or lease violations may result in automatic denial.
  - b. **Income** – Gross monthly income must equal at least three times (3x) the rental rate of the unit.
  - c. **Credit History\*** – credit history established in the past two years must have a positive rating. Satisfied/Unsatisfied evictions, foreclosures, bankruptcies, judgments, tax liens, or repossessions may result in automatic denial.
  - d. **Criminal Background** – Criminal background check will be conducted by management. Any problems with drugs, violence, and/or any criminal activity that could impact our property or other residents may automatically disqualify application.
4. **UTILITIES** – If not included with chosen unit, services must be in resident's name on or before move-in date.
5. **RENTERS INSURANCE** – We require all residents to have renters insurance. **Proof of Policy** is required on date of move-in. Minimum liability in the amount of \$500,000.00 is required. Policy must show Goebel Commercial Realty, Inc., 728 N. Cross Pointe Blvd., IN 47715 as the additional insured.
6. **PETS** – Prior approval by management will be required for types and breeds of all animals. A limit restriction of \_\_\_ pet(s) applies. Weight restriction is \_\_\_ lbs. Non-refundable pet fee of \$\_\_\_\_ due upon move-in, and \$\_\_\_\_ per month required. Applicant must provide veterinarian records showing breed, weight, age, and vaccination records, before being allowed to bring pet onto property.
7. **STUDENT APPLICANTS** – Not all properties accept full time student applicants. For those who do, a guarantor who meets all rental criteria is required.
8. **RENTAL PAYMENTS** – Your initial payment may be prorated and is due at the time of your lease signing. If 2 returned checks are ever received on your account, all future payments must be in the form of certified funds.

*Some employees of Goebel Commercial Realty hold a Professional Indiana Real Estate License.*

*Revised on 06/15/2020*

## PRE-LEASE AGREEMENT

THIS AGREEMENT, entered into by and between Goebel Commercial Realty, Inc., as LANDLORD, and \_\_\_\_\_, as Resident,

### WITNESSETH:

WHEREAS, the Landlord is currently leasing to perspective residents at

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WHEREAS, the Landlord is willing to reserve such unit to be rented by the Resident provided that the Resident provides adequate assurances to the Landlord that the Resident will undertake to lease said unit and provided that he Resident compensates the Landlord for taking such unit off the rental market for the benefit of the Resident,

NOW THEREFORE, for and in consideration of the promises and agreements contained herein the parties agree as follows:

The Resident now pays to the Landlord the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) as a Pre-Lease Deposit to reserve the unit at \_\_\_\_\_. Resident further agrees to sign a \_\_\_\_\_ month lease for such unit with the term of such lease to begin on \_\_\_\_\_.

1. In consideration of such deposit, the Landlord will not lease or rent such apartment unit to any other persons prior to the commencement of the lease being executed by the Resident as herein provided, nor will the Landlord market or offer said unit for rent holding such apartment unit for the Resident.
2. Landlord agrees that the deposit paid by the Resident pursuant to this Pre-Lease Agreement shall be transferred to and become the security deposit required of the Resident pursuant to the Resident's lease of such unit upon the execution of such lease by the Resident, the payment of the first month's rent, and the Resident actually taking possession of such unit.
3. The resident agrees that in the event that the Resident does not lease such apartment unit as herein agreed, that the Pre-Lease Deposit shall not be refunded by the Landlord, but shall be retained by the Landlord as consideration for the Landlord holding said unit off the market for the benefit of the Resident and for Landlord's agreement to not market or offer for rent such apartment unit during there term hereof.
4. The term of this Pre-Lease Agreement shall begin upon the execution hereof and shall end on the date specified for the execution of the lease by the Resident unless the Resident should earlier notify the Landlord that the Resident will not execute such lease. In the event of such a notification, the term of this Pre-Lease Agreement will end upon the date that the Resident notifies the Landlord that the lease will not be executed.
5. In the event that preparing the unit is not completed by the date specified herein for the execution of the lease, the term of the Pre-lease Agreement and the obligation of the Resident to sign the lease shall be continued for up to **3** additional days after said date.

6. If the Landlord is unable to deliver to the Resident the unit being held for the Resident ready for occupancy by \_\_\_\_\_ then the Landlord, upon written request by the Resident, shall refund the Pre-Lease Deposit posted pursuant to this Agreement and the obligation of the Resident to execute the contemplated lease shall terminate.
7. The Resident acknowledges that (a) it is valuable to the Resident to be able to pre-select a unit, (b) that the Landlord might miss the opportunity to rent such unit to another prospective resident by reason of holding such unit for the benefit of the Resident and (c) the Landlord runs the risk of losing rental income if such unit is not promptly rented to others upon its completion should the Resident not lease it as agreed.

This Agreement is executed at Evansville, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Resident

Goebel Commercial Realty, Inc.

By: \_\_\_\_\_  
Landlord

**Rental Application**



**Goebel Commercial Realty, Inc.**

728 N. Cross Pointe Blvd.

Evansville, IN 47715

Ph. (812) 422-9054 FAX (812) 422-4840

Professionally managed by:



**Goebel**  
Commercial Realty, Inc.

**Personal Information**

Title	First	Middle	Last	Suffix	Applying As (Check One): Lessee Guarantor	
					Address Applying For:	
Current Address			City	State	Zip	Date apartment/home needed
Drivers License Number		State	Mother's Maiden Name		Social Security Number	
Home Phone		Work Phone		Ext	Cell Phone	
How Long at Current Address		E-Mail			Date of Birth	
Landlord		Landlord Phone		Pets	Pet Weight	

**Current Employment & Salary**

Employed Y / N	If Not Employed, Please Describe			Company Name	Position
How Long	Address	City	St	Phone	Gross Monthly Income

**List All Other Co-Applicants and Occupants Below**

Name	Social Security Number	Date of Birth	Employer	Gross Monthly Income
Name	Social Security Number	Date of Birth	Employer	Gross Monthly Income
Name	Social Security Number	Date of Birth	Employer	Gross Monthly Income
Name	Social Security Number	Date of Birth	Employer	Gross Monthly Income

**Previous Employment & Salary**

Company Name		Address	City	St	Position
How Long	Phone	FAX		Gross Monthly Income	
Other sources of income you would like us to consider?			Amount	Source	Net Worth

**Prior Residence Information**

Prior 1 Address	City	St	Zip	Moved In	Moved Out	Reason For Leaving	Landlord Name	Phone
Prior 2 Address	City	St	Zip	Moved In	Moved Out	Reason For Leaving	Landlord Name	Phone

**Credit Information**

Creditor Name		City	St	Account Number	
Creditor Name		City	St	Account Number	
Ever Filed Bankruptcy? Y / N	Ever Evicted? Y / N	Refused to Pay Rent? Y / N	Has Anyone Listed Above Ever Been Convicted of a Felony? Y / N		If YES to any of these, please explain on reverse side.

**Personal References**

Name	Address	City	St	Zip	Phone	How Long?	Relationship
Name	Address	City	St	Zip	Phone	How Long?	Relationship

**Emergency Contact**

Contact Name	Address	City	St	Zip	Relationship
Home Phone	Cell Phone	Work Phone	Ext	Other	

**Vehicle Information**

Primary Vehicle Make / Model	Year	Color	Tag Number	State
Primary Vehicle Make / Model	Year	Color	Tag Number	State

In compliance with the fair credit reporting act, this is to inform you that a credit investigation involving the statements made on your rental application for tenancy at the above mentioned apartment community/home is being initiated. I/We certify that to the best of my/our knowledge all statements are true and complete. I/We further authorize you to obtain credit reports, character reports, criminal background, employment information and verify rental history as necessary to verify all information put forth in the above referenced application for tenancy. I/We realize any false information will disqualify the rental application and will cancel any lease agreement at the sole discretion of the lessor. We further understand that application fees are non-refundable.

Signed	Signed
Applicant	Applicant
Dated	Dated