



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 (\$35.00 for each person 18+ years)
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

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 the 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

<div>Rental Application</div> <div> EQUAL HOUSING OPPORTUNITY</div>	<div>Goebel Commercial Realty, Inc.</div> <div>728 N. Cross Pointe Blvd.</div> <div>Evansville, IN 47715</div> <div>Ph. (812) 422-9054 FAX (812) 422-4840</div>	<div>Professionally managed by:</div> <div> Goebel Commercial Realty, Inc.</div>					
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		
<p>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.</p>							
Signed			Signed				
Applicant			Applicant				
Dated			Dated				