

Jordan Creeks Center  
8800 Glacier Highway Suite 219, Juneau, AK 99801  
907 790-6655  
[www.jre-realestate.com](http://www.jre-realestate.com)



Dear Apartment Applicant:

We take pride in our management and in our apartment communities. We actively seek good tenants to make their homes with us, and strive to provide the best service we possibly can while they live in the communities we manage.

We screen our applicants very carefully, and we completely verify all information provided to us on the rental application you compete, and from other sources available to us. We require a credit report, verify employment, check previous rental history and, through Courtview look, at background history.

There is a non-refundable processing fee of \$25.00 for each applicant. The application fee will be collected, at the point of interest and prior to full screening process.

The screening and verification process is used for every applicant the same way—fairly, consistently and uniformly. We work very diligently to observe both the spirit and the letter of the fair housing laws—not just because they are the laws of the land, but because we sincerely believe, personally and as a company, in the fair housing act and equal opportunity in fair housing for everyone.

An applicant who passes the screening criteria is offered an apartment when a suitable apartment is available. An applicant who does not satisfy the screening criteria is not accepted as a tenant

By applying for an apartment in one of our communities, you acknowledge that these checks and verifications will be done, and give your permission for us to do so.

**Please completely fill in your application, we also need a copy of all applicants' driver's license(s). If you provide us with complete information, we will be able to process your application successfully. Please sign and date this letter and include with your application.**

**If there is any item on the application you do not understand, please ask for assistance. We will do our best to process your application as quickly as possible, and give you an answer within a reasonable time.**

Sincerely,  
Christina Reid/Property Manager

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



TENANT APPLICATION

NAME \_\_\_\_\_  
First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Jr./Sr. \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_/\_\_\_\_/\_\_\_\_  
Drivers Lic # \_\_\_\_\_ Plate# \_\_\_\_\_

Reason for Leaving Current Residence \_\_\_\_\_

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

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

City/State/Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

Dates of Occupancy \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Dates of Occupancy \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

EMPLOYMENT / INCOME:

Employer \_\_\_\_\_

Position in Company \_\_\_\_\_

Length in Company \_\_\_\_\_

Address of Company \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Monthly Gross Income \_\_\_\_\_

If the above is less than three years

Previous Employer \_\_\_\_\_

Position in Company \_\_\_\_\_

Length in Company \_\_\_\_\_

Address of Company \_\_\_\_\_

Monthly Gross Income \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

If unemployed, list sources of income or how  
you intend to pay for rent.

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Monthly Gross Income \_\_\_\_\_

Source \_\_\_\_\_

Contact # for verification \_\_\_\_\_

Savings amount \_\_\_\_\_

(Copy of bank statement is needed)

Bank Name \_\_\_\_\_

Account# \_\_\_\_\_

EMERGENCY CONTACT NAMES:

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

PERSONAL REFERENCES:

Personal Reference Name \_\_\_\_\_

Phone Hm \_\_\_\_\_ Wk \_\_\_\_\_

Personal Reference Name \_\_\_\_\_

Phone Hm \_\_\_\_\_ Wk \_\_\_\_\_

Personal Reference Name \_\_\_\_\_

Phone Hm \_\_\_\_\_ Wk \_\_\_\_\_

Have you ever filed a petition for bankruptcy? \_\_\_\_\_

Have you ever been evicted from any tenancy? \_\_\_\_\_

Have you ever refused to pay any rent when due? \_\_\_\_\_

If the answer to any of these questions is yes, please explain briefly on the reverse of this application.

I understand that a nonrefundable fee of \$ \_\_\_\_\_ is required for processing costs and credit checks.

Have you ever been convicted of any violent or sexual crime against anyone? \_\_\_\_\_

Have you ever been convicted of extortion? \_\_\_\_\_

Have you ever been convicted of burglary or theft? \_\_\_\_\_

Have you ever been convicted of any other type of felony? \_\_\_\_\_

Have you ever been arrested for any type of illegal drug activity? \_\_\_\_\_

If the answer to any of these questions is yes, please explain briefly on the reverse of this application.

INITIALS \_\_\_\_\_

By My/Our initials, I/We acknowledge our awareness that JRE Real Estate has an agency relationship with the Landlord or the property for which this application is made, and that the Broker and Agents of JRE Real Estate owe their allegiance to the Landlord. The Realtor Code of Ethics, to which JRE Real Estate adheres, required that all parties in a transaction be given fair treatment. In addition JRE complies with the Alaska Landlord Tenant Act and the Federal Fair Housing Act with regard to real estate transactions. INITIALS \_\_\_\_\_

I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom I may be acquainted, and from a credit report which I hereby authorize. This inquiry includes information as to my character, general reputation and personal characteristics. Permission is hereby granted to the credit bureau to verify and information obtained from any source named herein. I hereby authorize any present or former landlord to give any information he or she may have regarding me/us in his or her capacity as Landlord. Further, I hereby release such Landlord or former Landlord and his or her company or representative therefore from any and all liability for any damage or injury whatsoever caused for issuing the same.

INITIALS \_\_\_\_\_

I/we acknowledge that keys and access to a property will be given upon signing of all Rental/Lease Documents, payment of all rents/deposits due and evidence is received by JRE Real Estate that utilities have been transferred into tenant's name(s). I/we further acknowledge JRE Real Estate or owner may terminate any tenancy entered into based on inaccurate/untrue/withheld information contained therein.

INITIALS \_\_\_\_\_

Do you have pets? YES \_\_\_\_\_ NO \_\_\_\_\_

What Breed?

INITIALS \_\_\_\_\_

ALL APPLICATIONS SUBJECT TO OWNER'S APPROVAL

The above information, to the best of my knowledge, is true and correct

Tenant

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE