



REGO REALTY

15 Webster St. | Hartford | CT | 06114
Phone 860.525.4442 | Fax 860.525.4499

Screening Form

Prospective Resident Information

*All areas must be completed.

*Full Name: _____ *Date: _____
First M.I. Last

Former Name: _____
First MI Last

*Current Address: _____
Street Address Apartment/Unit #

City State ZIP Code

*Phone: _____ Email _____

*Date of Birth: _____ *Social Security No.: _____ *ID /Driver's Lic. No./State: _____

How did you hear about us?: _____

Were you referred? YES NO If yes, who referred you? _____

*Total # of Occupants? _____ Co-prospective Resident Name, if applicable _____

All prospective resident over the age of 18 must submit a separate resident screening form.

*Minor Occupants, if applicable

Occupant Name: _____ Occupant Relationship.: _____ Occupant Birth Date: _____

Occupant Name _____ Occupant Relationship.: _____ Occupant Birth Date _____

Occupant Name _____ Occupant Relationship.: _____ Occupant Birth Date _____

Occupant Name _____ Occupant Relationship.: _____ Occupant Birth Date _____

Occupant Name _____ Occupant Relationship.: _____ Occupant Birth Date _____

Property Information

*Rental Address of Interest _____ *Desired Move-In Date: _____

Rental History

			*Have you ever owed money to a landlord? If so, how much money is/was owed? _____	YES	NO
*Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO		YES	NO
*Do you have pets?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	*Have you ever been evicted?	YES	NO
*Have you ever broken a rental agreement or lease?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	*Have you ever been sued for damages to a rental property? Or charged for damages?	YES	NO
*Have your ever been asked to move-out?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	*Have you declared bankruptcy in the past 7 years?	YES	NO
Were you ever served a pretermination notice or KAPA notice?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	*Have you ever been convicted on a felony?	YES	NO
Did you ever receive a Notice to Quit for Nonpayment of Rent?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	Has a rental property account ever been placed in collections?	YES	NO
Did you ever receive a Notice to Quit for other reasons?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	Did you provide proper notice to your current landlord?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

*Current Address: _____

*Monthly Rent: _____ *Utilities Included: _____ *Reason for leaving: _____

*Rental Dates _____ *Landlord Name _____

*Landlord Phone _____ *Landlord Email _____

*Previous Address: _____

*Monthly Rent: _____ *Utilities Included: _____ *Reason for leaving: _____

*Rental Dates _____ *Landlord Name _____

*Landlord Phone _____ *Landlord Email _____

References

Please list two references.

*Full Name: _____ *Relationship: _____

*Company, if applicable: _____ *Phone: _____

*Email: _____

Full Name: _____ Relationship: _____

Company, if applicable: _____ Phone: _____

Email: _____

Employment

*Company: _____ *Phone: _____

*Address: _____ *Supervisor: _____

*Job Title: _____ *Monthly Gross Salary: \$ _____

*From: _____ To: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Monthly Gross Salary: \$ _____

From: _____ To: _____



Other Income

*Other Income Source:	*Monthly Gross Amount:
Other Income Source:	Monthly Gross Amount:
Other Income Source:	Monthly Gross Amount:

Additional Information

***Emergency Contact**

Contact Name	Relationship
Phone	Email
Address	

Car Information

Make/Model	Year	Total # of Cars:
Tag No./State	Color	
Make/Model	Year	
Tag No./State	Color	

Pet Information

If you have a pet, emotional support animal or service animal, please submit an screening form at the following link:

<https://regorealty.petscreening.com>

The pet/ESA/SA screening fee is \$20, unless you are applying to screen an emotional support or service animal in which case the screening fee is waived. Rego Realty Corp. will use the information provided by this third-party to evaluate the suitability of your pet for the property we manage as well as assessing the need for additional deposit/fees to mitigate risk. Pet fee in the of \$50/monthly for dogs or \$30/monthly for cats will be assessed for each pet that resides in the apartment.

I have a pet, emotional support animal, or service animal YES NO If yes, how many? _____

Disclaimer and Signature

I understand that this is a routine screening process to establish credit, character, employment, and rental history. I also understand that this is not an agreement to rent, and that screening report must be approved. I authorize verification of references given. I desire that the statements above are true and correct, and I agree that the landlord may terminate my agreement entered in reliance on any misstatement made above. I understand that I am paying a \$50 screening fee (per screening for paper screening forms) now and, if approved, will pay the request security deposit plus first month's rent and any additional first month fees before I move in. Screening fees are non-refundable. I have read the "Qualification Guidelines" provided and agree to abide by all terms stated therein. I also understand that all resident of the properties managed by Rego Realty Corp. are required to acquire and provide proof of liability insurance coverage equal to or greater than \$100,00 prior to moving in the property. To simplify this task, our software provided Appfolio has arranged a coverage option of \$9,50, which can be purchased directly through the resident portal once your lease has been signed. Details of their liability and personal property coverage policy are contained the PDF attached.

I certify that I will either opt in for the coverage provided by Appfolio or acquire my own coverage elsewhere. I authorize Rego Realty Corp. to contact previous landlord(s), credit, and personal references that I have given in this screening form. I also authorize Rego Realty Corp to obtain my consumer credit report, rental/landlord, eviction report, and criminal/background report.

Signature: _____ Date: _____

Print Name: _____