

Date:



LTS Application



Pg. 1

Fill out this application thoroughly and return to landlord.

| | | |
|---|---|-------------|
| Landlord: CTS Professional Mgmt. | Email: info@CTSpn.com | Rent: \$ |
| LL ID #: 2124-CTS | Fax: (314) 414-2020 (Same as phone number) | Deposit: \$ |
| Phone: (314) 414-2020 | Address of Property: | |

How did you hear about this property?

Desired move in date:

We accept all major credit cards, debit cards and PayPal payments. The application fee is \$50 per person or \$60 for a married couple. You must be married at least one year. Married couples that do not share the same last name will need to complete a separate application. To pay using PayPal; go to www.LTservices.us and click "pay now". Your application will not be processed until payment is received. All application fees are non-refundable.

Do you give LTS permission to process your card for payment? Yes ☐ No ☐

Name of Card Holder:

Signature (REQUIRED):

Card Number:

Exp Date:

Billing Address:

City:

State:

Security Code (Three digits on back of card):

Zip Code (Billing Statement):

APPLICANT INFORMATION:

Name:

Last

First

Middle

Maiden Name:

SSN:

DOB:

Drivers Lic #:

Marital Status: Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ How Long?

Cell Number:

Home Number:

Email:

Preferred Contact Method: Cell ☐ Home ☐ Email ☐

SPOUSE INFORMATION: If you are married and do not have the same last name we need a separate application.

Name:

Last

First

Middle

Maiden Name:

SSN:

DOB:

Drivers Lic #:

Marital Status: Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ How Long?

Cell Number:

Home Number:

Email:

Preferred Contact Method: Cell ☐ Home ☐ Email ☐

CURRENT ADDRESS:

Street:

Apt #:

City:

State:

Zip:

Name of Complex:

Landlord Name:

Phone:

Rental Amt. \$

Move In Date:

Lease Term Date:

Family ☐ Friend ☐ Rent ☐ Own ☐

Mortgage Lender:

Payment Amt. \$

Why are you moving?

PREVIOUS ADDRESS:

Street:

Apt #:

City:

State:

Zip:

Name of Complex:

Landlord Name:

Phone:

Rental Amt. \$

Move In Date:

Lease Term Date:

Family ☐ Friend ☐ Rent ☐ Own ☐

Mortgage Lender:

Payment Amt. \$

Reason for moving:

PREVIOUS ADDRESS:**Pg. 2**

| | | |
|--|------------------|------------------|
| Street: | Apt #: | |
| City: | State: | Zip: |
| Name of Complex: | Landlord Name: | Phone: |
| Rental Amt. \$ | Move In Date: | Lease Term Date: |
| Family <input type="checkbox"/> Friend <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> | Mortgage Lender: | Payment Amt. \$ |
| Reason for moving: | | |

EMPLOYMENT INFORMATION: (Last two paycheck stubs required.)

| | | |
|--------------|------------|---|
| Employer: | Address: | |
| Position: | Hire Date: | Term Date: |
| Hourly Rate: | Annual: \$ | FT <input type="checkbox"/> PT <input type="checkbox"/> |
| Supervisor: | Phone: | Paid How Often: |

PREVIOUS EMPLOYMENT or JOB #2: (Please specify)

| | | |
|--------------|------------|---|
| Employer: | Address: | |
| Position: | Hire Date: | Term Date: |
| Hourly Rate: | Annual: \$ | FT <input type="checkbox"/> PT <input type="checkbox"/> |
| Supervisor: | Phone: | Paid How Often: |

SPOUSE INFORMATION: If you are married and do not have the same last name we need a separate application.

| | | |
|--------------|------------|---|
| Employer: | Address: | |
| Position: | Hire Date: | Term Date: |
| Hourly Rate: | Annual: \$ | FT <input type="checkbox"/> PT <input type="checkbox"/> |
| Supervisor: | Phone: | Paid How Often: |

ADDITIONAL INCOME: Example: SSI, SS, Child Support, Alimony, Food Stamps, Student Loans, etc.

| | | |
|--------------------|--|---|
| Source: | Amt: \$ | How Often: |
| Source: | Amt: \$ | How Often: |
| Are you a student? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Full time or part time? Full <input type="checkbox"/> Part <input type="checkbox"/> |

CHILDREN'S NAME/S and Date of Birth:

| | | | |
|-----|------|-----|------|
| 1.) | DOB: | 3.) | DOB: |
| 2.) | DOB: | 4.) | DOB: |

PETS:

| | | | |
|--|------|--------|---------|
| How Many? Dog <input type="checkbox"/> Cat <input type="checkbox"/> Bird <input type="checkbox"/> Other <input type="checkbox"/> | Age: | Breed: | Weight: |
| Dog <input type="checkbox"/> Cat <input type="checkbox"/> Bird <input type="checkbox"/> Other <input type="checkbox"/> | Age: | Breed: | Weight: |

AUTOMOBILES:

| | | | | |
|-------|-------|--------|------------------|-----------|
| Year: | Make: | Model: | License plate #: | Payments: |
| 1.) | | | | \$ |
| 2.) | | | | \$ |

REFERENCES:

| | | | |
|-------|----------|---------------|--------|
| Name: | Address: | Relationship: | Phone: |
| 1.) | | | |
| 2.) | | | |

Name: _____ Address: _____ Relationship: _____ Phone: _____

3.)

4.)

Our turnaround time is 48-72 hours for our members. LTS may need to contact you directly requesting additional information to complete the screening process. Upon completion, LTS will provide our member with a recommendation. We are under no obligation to the applicant. We work for members only!

Provide a copy of your Drivers License or State ID and Social Security card along with the application.

| Checklist: <input checked="" type="checkbox"/> | | Verification needed for processing. |
|---|-------------------------------------|---|
| All Applicants: | <input checked="" type="checkbox"/> | Drivers License/State ID and Social Security Card |
| Employed | <input type="checkbox"/> | Paycheck Stubs (Two most recent for each job. No cell phone pictures accepted). |
| Self-Emp/Contractor | <input type="checkbox"/> | Tax Statement & Bank Statements (Two months.) |
| Military | <input type="checkbox"/> | Leave & Earning Statement (LES) |
| SSDI or SSI | <input type="checkbox"/> | Award Letter or Bank Statement (If you have direct deposit.) |
| Pension | <input type="checkbox"/> | Award Letter or Bank Statement (If you have direct deposit.) |
| Child Support | <input type="checkbox"/> | Provide your payment ledger. |
| Maintenance (Alimony) | <input type="checkbox"/> | Provide your payment ledger. |
| Food Stamps/Cash Asst. | <input type="checkbox"/> | Letter from Department of Social Services or DHS. |
| Section 8/HUD | <input type="checkbox"/> | Voucher with expiration date and unit size. Name and number for your case worker. |

Pre-Qualify Questions/Criteria:

| | | | | |
|--|------------------------------|-----------------------------|------------------------------------|--|
| Do you bring three times the rental amount into your household each month? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| Is this verifiable income? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are you paid with cash? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever been evicted? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Have you ever been asked to move? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever broke a lease? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Have you ever damaged property? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever filed bankruptcy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are you currently in a bankruptcy? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever been arrested? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | When? | Where? |
| Do you have a criminal record? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | When? | Where? |
| Have you been charged with a felony? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | When? | Where? |

Comments:

Applicant(s) now certifies that the information provided on this application is accurate and truthful. Applicant/s understands Landlord Tenant Services and its subsidiaries will obtain a credit report, personal profile, and criminal background history. LTS is a third-party screening company that processes applications for members only. By signing this application, I authorize my Employer, Past Employer, Landlord, Previous Landlord, Mortgage Lender, Bank, Financial Institution, Credit Union and Personal References to release any information requested. Also, I give LTS permission to process my credit card or debit card for the non-refundable application fee I provided on the top of the first page.

SIGNATURES:

| | | | | | |
|--------------------|-------|--------|--|---------------------|------|
| Applicant (Print): | | | | | |
| Last | First | Middle | | Applicant Signature | Date |
| Spouse (Print): | | | | | |
| Last | First | Middle | | Applicant Signature | Date |

Landlord or Authorized Agent Signature:

Print Name:

Signature:

How To Fill Out The Application (Quick Screening Process)

LTS has provided clear instruction through out the application for your convenience.

- ▶ Use black or dark blue ink only.
- ▶ Fax or email the application to the landlord, not LTS.
- ▶ Fill out the application completely with phone numbers and any requested information to ensure a quick turnaround time.
- ▶ Provide current and previous employment information with phone numbers.
- ▶ Provide current and previous landlord information with phone numbers.
- ▶ If your last name does not match you will be required to fill out a separate application (no exceptions).
- ▶ Payment is due at the time the application is submitted by credit, debit card, or PayPal. LTS does not accept any payments over the phone. LTS will not start the screening process without payment.
- ▶ Make sure you sign the application. LTS cannot process the application without written consent signed by you.
- ▶ Make sure the rental amount is on the application.

LTS Criteria

- ▶ LTS will not process any application(s) without a social security number and date of birth (no exceptions).
- ▶ Must be at least 18 years old.
- ▶ Provide valid drivers license or ID card, and social security card. (Make a copy and fax or email it with application.)
- ▶ No evictions.
- ▶ You need at least three times the rental amount per month (gross).
- ▶ Reasonable credit.
- ▶ Most students will need a co-signer.

EVERYONE MUST FOLLOW THE FEDERAL FAIR HOUSING LAWS AND CANNOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, MILITARY, HANDICAP, FAMILIAR STATUSOR, OR NATIONAL ORIGIN. LTS IS A THIRD PARTY SCREENING COMPANY. WE ARE NOT THE FINAL DECISION MAKER. THE PERSON(S) YOU APPLIED WITH IS. WE ONLY PROVIDE A RECOMMENDATION.

LTS does not accept phone pictures. We cannot open them. You can use a free app on your smart phone called "Tiny Scanner" to help you convert the JPEG format to PDF. LTS gathers our facts from the information you put on the application and several other resources. LTS will obtain a credit report and personal profile. We will research any address you have resided at. Be honest when filling out the application to avoid being denied. If we find any discrepancies on the application, you will not be recommended. Upon completion, send the application to the member that is provided on top of the 1st page. If you email it you can copy LTS in. The landlord you applied with must have a copy of the application(s) before we can start the screening process.

LTS will not return phone calls or emails to a third party.

IMPORTANT: DO NOT Fax or Email directly to LTservices.

Email or Fax Completed Applications to CTS Professional Management for preliminary review.

Email to: Info@CTSpmp.com -- Fax to: (314) 414-2020