



Instructions for completing applications with Home In Laramie:

There is a \$35.00 non-refundable application fee for each application. If renting a unit with more than one tenant, each individual must submit their own application along with a \$35.00 fee for each application. Units rented by families may submit only one application for the family, but names of all family members must be included in the application. The fee pays for processing and ensures that applicants are serious about wanting to rent the property in question and not just “fishing” to see what they’ll be approved for.

Applications will not be processed unless it is accompanied by the application fee. Application fees can be paid by cash, check, money order, or online at HomeInLaramie.com under Tenant Resources > Pay Rent Online. Sign up for a free PayLease account and type “Application” in the address field.

Fill out the application completely; incomplete applications may be denied. If you have questions or are unsure about any portion of the application, please ask one of our agents.

References: In order to expedite processing your application we recommend that you contact your references and let them know that an agent from Home In Laramie will be calling.

Students: When listing character references (pg. 3) please *do not* list your best friends. I need instructors, employers or former employers, etc. Please provide daytime phone numbers for your references as your application will be processed quicker if we can reach your references easily.

For those with little to no verifiable income, one parent must sign on the lease as a guarantor with each student. This may be done via fax, e-sign, or in person. If you provide information (pay stub, etc.) showing that you have the means to secure your own rent, this policy may be waived.

PLEASE NOTE:

- All leases end at the end of a month. While move-ins may be pro-rated if a lease begins partway through a month, all leases end at the end of a month and no rent will be pro-rated for the end of the lease.
- Upon signing a lease, you will be required to pay a security deposit equal to the cost of one month’s rent, plus the first month’s rent.
- Please remember that the security deposit is a security for damages to the property, it is not last month’s rent and cannot be used as a substitute for the final month’s rent.
- Security deposits will be returned at the termination of your lease once keys have been returned, the unit has been inspected, carpets have been professionally cleaned, and any necessary repairs above and beyond normal wear and tear have been addressed.

Again, if you have any questions, don’t hesitate to ask.

Thanks!

IMPORTANT NOTICE

Home In Laramie Real Estate

REAL ESTATE DISCLOSURE FOR LANDLORDS OR TENANTS

When you select a Real Estate Broker to assist you in a real estate transaction, the Broker may do so in one of several capacities. In accordance with Wyoming's Brokerage Relationships Act, this notice discloses the types of working relationships that are available to you.

Wyoming Statute 33-28-111 provides that a Broker will work for the Landlord as an agent or an intermediary and with the Tenant as a customer unless otherwise provided for in writing between the parties. However, the Broker may assist you in one of several other capacities. This notice discloses the type of working relationships that are available to you.

Landlord's Agent. (No written agreement with Tenant; requires written agreement with Landlord)

When a Landlord signs a written agency agreement with a Broker, the Broker is an agent for the Landlord. As an agent for the Landlord, the Broker represents the Landlord and owes the Landlord a duty of utmost good faith, loyalty, and fidelity, in addition to the **obligations** enumerated below for Intermediaries. The Landlord may be vicariously liable for the acts of the Landlord's Agent or Landlord's Subagent that are approved, directed or ratified by the Landlord.

Broker may work with the Tenant in renting property even though Broker is an agent of the Landlord. In that event, Broker will not have a written agreement with the Tenant. The Tenant is not legally responsible for Broker's actions. Even though Broker does not represent the Tenant, Broker will assist the Tenant as Broker's customer and is obligated to deal fairly and honestly with the Tenant, to answer the Tenant's questions accurately concerning facts Broker knows about the property, and to disclose any adverse material facts Broker knows about the property. As a Landlord's agent, Broker has duties to disclose to the Landlord certain information; therefore, the Tenant, as Broker's customer, should not tell the Broker any information which the Tenant does not want shared with the Landlord.

Customer. (no written agreement with consumer)

A customer is a party to a real estate transaction who has established no intermediary or agency relationship with any Broker in that transaction. A Broker may work either as an agent for the Landlord treating the Tenant as a customer or as an agent for the Tenant treating the Landlord as a customer. Also when a Tenant or Landlord is represented by another Broker, a Broker may work with the other Tenant or Landlord as a customer, having no written agreement, agency or intermediary relationship with either party. A Broker working with a customer shall owe no duty of confidentiality to that customer. Any information shared with Broker may be shared with the other party to the transaction at customer's risk. The customer should not tell the Broker any information which the customer does not want shared with the other party to the transaction. The Broker must treat the customer honestly and with fairness disclosing all material matters actually known by the Broker.

Tenant's Agent. (Requires written agreement with Tenant)

Intermediary. (Requires written agreement with Landlord and Tenant; or Tenant)

Designated Agent. (requires a Designation by the brokerage firm and acknowledgement by the Landlord or Tenant)

You have been provided a copy of this Important Notice. If you have any questions, please speak to one of our Agents.

To see full description of all of the working relationships available to you, (Tenant's Agent, Intermediary, Designated Agent, etc.) please talk to any of the agents at Home In Laramie Real Estate.

Rental Application:

Rental Property Desired: _____
Application Fee Collected: \$35.00 Cash Check # _____ Other _____

Personal Information

Name (Please Print) DOB SSN

Permanent Home Address (not the rental unit you are applying for) City, State, ZIP

Phone: Cell Home Work Email

License Plate (State & Number) Driver's License (State & Number) Bank

Are you a Student? Yes No Number to occupy premises: _____
If Yes, Where? _____ Date to begin renting: _____

Employment History Please list 2 most recent employers, starting with the last one first

Employers Name: _____ Phone: _____
Direct Supervisor: _____ City & State : _____
Date (month and year) From: _____ To: _____

Employers Name: _____ Phone: _____
Direct Supervisor: _____ City & State : _____
Date (month and year) From: _____ To: _____

Most Recent Landlord

Name: _____ Phone: _____
Rental Address: _____ Dates Rented: _____

Character References (other than family members)

Name: _____ Years known? _____
Home Phone: _____ Work Phone: _____ City, State _____

Name: _____ Years known? _____
Home Phone: _____ Work Phone: _____ City, State _____

Name: _____ Years known? _____
Home Phone: _____ Work Phone: _____ City, State _____

Additional Information:

Do you currently or have you ever engaged in the sale or use of illegal drugs? _____

If yes, please explain: _____

Have you ever been convicted of any drug or alcohol related activity? _____

If yes, please explain: _____

Have you ever declared bankruptcy? _____ If yes, please explain: _____

Are there any monetary judgments pending against you? _____ If yes, please explain: _____

Will anyone occupying the property use tobacco products? _____ If yes, what type? _____

Do you have any animals which will occupy the property? _____

What kind and how many? _____

Pet Reference

Name: _____ How long known? _____

Home Phone: _____ Work Phone: _____ City, State _____

Students: Parent/Guardian Information

Name: _____ Phone: _____

Address (city, state, zip) _____

Relationship: _____

Name: _____ Phone: _____

Address (city, state, zip) _____

Relationship: _____

I acknowledge that there is a non-refundable \$35.00 application fee and I hereby authorize Home In Laramie and its brokers/agents to make a thorough investigation of all statements contained in this application, my past employment, education, and other activities, and I release from all liability all persons, companies, and corporations supplying such information. I grant Home In Laramie and its brokers/agents permission to make a full credit check and understand that any expenses incurred in connection with this credit check will be paid by me. I indemnify Home In Laramie and its brokers/agents against any liability that might result from making such investigations.

Signature: _____ Date: _____