

# **MELODY I. FARMS, INC.**

**P.O. Box 1057  
Barboursville, WV 25504  
(304) 736-2345**

## **Application Process**

1. Fill out application completely
2. A \$25 application fee and the damage deposit are required with your application. The application fee is non-refundable, however if you are approved and sign a lease with us we will be apply the \$25 towards your first month's rent.
3. If there are two individuals applying make sure and include a present address for both individuals.
4. Bring completed application and damage deposit to our office at 6090 East Pea Ridge Rd – Out of town applicants may fax the application to 304-736-4312 or email it to [info@melodytfarms.com](mailto:info@melodytfarms.com). We will start processing the application once we have received the application fee and damage deposit.
5. Make sure you supply a phone number such as a mobile phone where you can be easily reached for questions.
6. Once we have received both the application and deposit we will process your application and give you a response within a few days.



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## RENTAL APPLICATION

The undersigned hereby applies for a lease on the dwelling known as \_\_\_\_\_  
at the monthly rental of \$ \_\_\_\_\_ payable on the 1st day of every month, and requests  
occupancy as of \_\_\_\_\_ RENT STARTS ON THIS DATE. UTILITIES MUST BE IN  
TENANT'S NAME BY THIS DATE. To induce our company to accept this application, the following  
representations are made:

Full Name	Home Phone	Business Phone
Social Security Number	Date of Birth	Age
In an Emergency, please contact...	Address	Phone
Present Address (be complete)	City	State Zip Code
How Long at This Address?	Monthly Payment	Landlord's Phone
Current Landlord's Name	Landlord's Address	
Previous Address (be complete)	City	State Zip Code
How Long at This Address?	Monthly Payment	Landlord's Phone
Previous Landlord's Name	Landlord's Address	
Current Employer	Position	How long employed?
Supervisor Name	Supervisor's Phone	Salary
Business Address		Business Phone
Previous Employer	How long employed?	Business Phone

*General Information:*

Other source(s) of Income	Amount
Bank at which you do business	Location
	Phone

*Personal References:*

Name and Address	Phone
Name and Address	Phone

*Spouse/Roommate:*

Full Name	Home Phone	Business Phone
Social Security Number	Date of Birth	Age
In case of Emergency, please contact...	Address	Phone
Present Address <i>(be complete)</i>	City	State      Zip Code
How Long at This Address?	Monthly Payment	Landlord's Phone
Current Landlord's Name	Landlord's Address	
Previous Address <i>(be complete)</i>	City	State      Zip Code
How Long at This Address?	Monthly Payment	Landlord's Phone
Previous Landlord's Name	Landlord's Address	

*Spouse/Roommate Employment:*

Current Employer	Position	How long employed?
Supervisor Name	Supervisor's Phone	Salary
Business Address		Business Phone
Previous Employer	Phone	How long employed?

*Spouse/Roommate General Information:*

Other source(s) of Income	Amount	
Bank at which you do business	Location	Phone

*Spouse/Roommate Personal References:*

Name and Address	Phone
Name and Address	Phone

*Other people to occupy this dwelling:*

Full Name	SS#	Relationship	Age
Full Name	SS#	Relationship	Age

Do you have a pet? \_\_\_\_\_

Application hereby grants permission to verify information contained herein. Lessor agrees to accept or reject this application within ten (10) days from date received. Applicant understands that if once this application is filled out and their credit is checked and approved, that his/her deposit of \$ \_\_\_\_\_ will be forfeited if applicant decides not to lease said residence. Each adult must sign here in order for us to start processing this application:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application taken by

\_\_\_\_\_  
Date

## Consent to Background and Reference Check

I authorize Melody T. Farms, Inc. to obtain information about me from my credit sources, current and previous landlords, employers, and personal references, to enable Melody T. farms, Inc. to evaluate my rental application. I authorize my credit sources, credit bureaus, current and previous landlords and employers, and personal references to disclose to Melody T. Farms, Inc. information about me that is relevant to Melody T. Farms, Inc.'s decisions regarding my application and tenancy. This permission will survive the expiration of my tenancy, when accessed for a legitimate business purpose related to my tenancy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant