

APPLICATION FOR RESIDENTIAL LEASE
ALL INFORMATION MUST BE COMPLETE
PLEASE PRINT LEGIBLY IN BLACK INK

Property Address: _____ Move In Date: _____

Name: _____

(Check 1): Married; Divorced; Separated; Single

Phone Numbers: Home _____ Cell _____

Work _____ E-mail Address: _____

Date of Birth: _____ Social Security #: _____

Co-Occupant(s) or Spouse Name: _____

Phone Numbers: Cell _____ Work _____

E-mail Address _____ Date of Birth: _____

Social Security #: _____

Other persons to occupy-children (names and ages): _____

Local Emergency Contact: _____ Relationship: _____

Address: _____ Phone: _____

Part I-Residence History

GIVE A TWO YEAR HISTORY

Present Address: _____

Time period there: _____ Monthly rent: _____

Present Landlord's Name: _____ Phone: _____

Email: _____ Fax: _____

Previous Address: _____

Time Period there: _____ Monthly rent: _____

Previous Landlord's Name: _____ Phone: _____

Email: _____ Fax: _____

PART II - EMPLOYMENT & INCOME

GIVE A TWO YEAR HISTORY

Present Employment: _____ Phone: _____

Email: _____ Fax: _____

Supervisor: _____ Gross Monthly Income: _____

Address: _____ Time Period There: _____

Previous Employment: _____ Phone: _____

Supervisor: _____ Time Period There: _____

Spouse Present Employment: _____ Phone: _____

Email: _____ Fax: _____

Supervisor: _____ Gross Monthly Income: _____

Address: _____ Time Period There: _____

Other Income: _____ Source: _____

PART III - CREDIT & CHARACTER REFERENCES

CREDIT REFERENCES (credit cards, car loans, etc.):

1. _____

2. _____

3. _____

CHARACTER REFERENCES (Not Friends or Relatives):

1. _____ Phone: _____

How long known: _____ Relationship: _____

2. _____ Phone: _____

How long known: _____ Relationship: _____

PART IV - VEHICLES AT RESIDENCE

NUMBER OF CARS TO BE PARKED AT UNIT: _____

Driver's License # & State: _____

Make: _____ Year: _____ Model: _____ Tag#: _____

Driver's License# & State: _____

Make: _____ Year: _____ Model: _____ Tag#: _____

PART V – APPLICATION PROCEDURE

1. There is an Application Fee of \$50.00 per person or married couple. This is to be a Cashier's Check or Money Order. This is Non-refundable.
2. The Application Process includes but is not limited to a credit report, rental history, and verification of employment and income.
3. You must submit a copy of your driver's license with your application.
4. The Application must be totally filled out and all Applicants must sign and date the application before submitting it. If Applicants are not married, there must be individual Applications and Fees of \$50.00 per person.

THE UNDERSIGNED REPRESENTS THAT ALL FACTS AND STATEMENTS PRESENTED HEREIN ARE TRUE AND FOR THE PURPOSE OF OBTAINING A CREDIT REPORT. VERIFICATION MAY BE OBTAINED FORM ANY SOURCE NAMED IN THIS APPLICATION OR A RECOGNIZED CREDIT REPORTING SERVICE. THE DECISION TO GRANT OR DENY THIS APPLICATION IS AT THE SOLE DISCRETION OF THE AGENT/LANDLORD.

APPLICANT: _____ (signature) DATE: _____

_____ (print)

APPLICANT: _____ (signature) DATE: _____

_____ (print)

AGENT: _____ DATE: _____

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RESIDENT SELECTION CRITERIA

1. All adult applicants 18 or older must submit a fully completed, dated, and signed residency application and fee. Applicant must provide proof of identity. A nonrefundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a cosigner or a guarantor. A minimum of 2 years' residential rental history is required. Cosigner or guarantor must complete a lease application.
3. Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collection accounts, liens, or bankruptcy within the past 5 years. Credit score shall be a minimum of 600.
4. Self-employed applicants may be required to produce upon request 2 years of tax returns or 1099s. Non-employed individuals must provide verifiable proof of income (bank or investment account). All others shall submit the last 2 months of pay stubs.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or batter, drugs, firearms; felonies within the past 7 years, and no sexual offenses ever. In the event a record comes back "adjudication withheld," "nolle prosequere," or "adjudication deferred," further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets for the benefit of the occupant(s) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning, and rekeying. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying, etc., may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, rekeying, etc., that exceed this non-refundable property preparation fee or minimum fees.
10. Applicants will be required to pay a security deposit at the time of application approval in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and/or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied-for unit.
12. We may require a holding or good-faith deposit to be collected to hold a property off the market. In the event the application is approved, and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required.
14. Our company policy is to report all non-compliances with terms of your rental agreement, failure to pay rent, or any amounts owed to the credit bureaus and/or a collection agency, and if the amount is disputed, it shall be reported as disputed in accordance with law.