

**APPLICATION FOR RESIDENTIAL LEASE**  
**ALL INFORMATION MUST BE COMPLETE**

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 (must include) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

Local Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Address: \_\_\_\_\_

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

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**PART I – RESIDENTIAL HISTORY - GIVE A TWO YEAR HISTORY**

Present Full Address: \_\_\_\_\_

Dates there : \_\_\_\_\_ Monthly rent: \_\_\_\_\_

Present Landlord's Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Previous Full Address: \_\_\_\_\_

Dates there: \_\_\_\_\_ Monthly rent: \_\_\_\_\_

Previous Landlord's Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**PART II - EMPLOYMENT & INCOME**

**GIVE A TWO-YEAR HISTORY**

**1. Present Employment:** \_\_\_\_\_ **Gross Monthly Income:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Supervisor Phone:** \_\_\_\_\_

**Supervisor Email:** \_\_\_\_\_ **Dates there:** \_\_\_\_\_

**2. Past Employment:** \_\_\_\_\_ **Gross Monthly Income:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Supervisor Phone:** \_\_\_\_\_

**Dates there:** \_\_\_\_\_

**3. Other Applicant Present Employment:** \_\_\_\_\_ **Gross Monthly Income:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Supervisor Phone:** \_\_\_\_\_

**Supervisor Email:** \_\_\_\_\_ **Dates there:** \_\_\_\_\_

**4. Other Income (retirement, alimony, child support, etc.):**

\_\_\_\_\_ **Gross Monthly Income:** \_\_\_\_\_

**PART III - CREDIT & CHARACTER REFERENCES**

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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**CHARACTER REFERENCES**

Not acceptable: friends, co-workers, relatives. Acceptable: Supervisors, teachers, ministers, employers.

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:** \_\_\_\_\_

**Car Driver #1 :** \_\_\_\_\_ **Driver's License # & State:** \_\_\_\_\_

**Make:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Tag#:** \_\_\_\_\_

Car Driver #2: \_\_\_\_\_ Driver's License# & State: \_\_\_\_\_  
 Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Tag#: \_\_\_\_\_

**PART V – APPLICATION PROCEDURE**

1. There is an Application Fee of \$75.00 per person or \$75.00 per married couple. This is to be a Cashier's Check or Money Order. This is Non-refundable.
2. You must submit a legible copy of your Driver's License. Text a good flat clear color photo.
3. The Application Process includes but is not limited to a credit report, rental history, and verification of employment and income.
4. See attached pages 4 and 5 for more important information!

**Failure to complete this Lease Application will result in denial.**  
**All prospective tenants over 18 years old must apply and**  
**sign the Lease Package.**

**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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## **Tips for your Rental Application:**

1. Be sure that you fill out the application **completely**. Please **write legibly**. If these two requirements are not met, your application may be denied.
2. “Local Emergency Contact” – must be **local**. If you are new to the area, perhaps your new employer, minister, or a colleague could be your contact.
3. Present and Previous Residential History-
  - a. Need your complete address including city, state and zip code.
  - b. Need the landlord’s complete name, phone, email address. We need a contact person (a real person).
4. Employment and Income-
  - a. Need your employer’s/supervisor’s full name, phone number and email address; your gross monthly income and beginning dates (and ending on the previous job).
  - b. Other Income- describe and gross monthly income.
  - c. You can use the **last two months** of pay stubs to verify your income.
5. Your **income to rent ratio** is that your income should be three (3) times the rent.
6. Credit References- just the names of loans, credit card companies—no card numbers.
7. Character References- Needs to be employers or supervisors, teachers, ministers, etc. Not friends, co-workers, relatives, etc.
8. The Applicants have to have a minimum of a **600 credit score**.
9. Application Procedures- need your \$75.00 Application Fee for each single person or \$75.00 Application Fee per married couple. This needs to be a Cashier’s Check or Money Order (Publix and some drug stores offers Money Orders).
10. Text a good color copy of your Driver’s License. Needs to be a flat clear color photo. If more than one tenant application, text the drivers’ licenses separately.
11. Need to sign and print legibly your name on the Application.
12. Need to review Page 5 Resident Selection Criteria.

**Joan H. Raley, REALTOR®, Property Manager**  
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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 prosee," 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.