

SAMPLE



SAMPLE

13510 C Hutchison Blvd.
 Panama City Beach, FL 32407
 850/215-RENT (7368) - FAX 850/249-2363
 SMITHRENT@GMAIL.COM
 SMITHRENTSBAYCOUNTY.COM

ALL APPLICANTS MUST VIEW PROPERTY PRIOR TO SUBMITTING AN APPLICATION

ALL APPLICANTS MUST PREVIEW THE SAMPLE LEASE AND TENANT HANDBOOK PRIOR TO SUBMITTING APPLICATION

APPLICATION FOR RESIDENCY
(All sections must be completed)

Property Address: _____ Unit # _____

Requested Date to Start Lease/Rental: ____/____/____

Applicant(s) represents that all the statements on the application for rental are true and correct and hereby authorizes verification of any and all information relating to residential history (rental or mortgage), employment history, criminal history records, court records and credit reports.

Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of occupancy and/or forfeiture of fees or deposit and may constitute a criminal offense under the laws of this State. I/We hereby release Smith & Associates Property Management of Bay County, Inc. and First Advantage from liability and responsibility arising from their doing so. Facsimiles of this authorization may be used to facilitate multiple inquiries. In the event you receive a facsimile of this authorization it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

 Applicant Signature

 Date

Have you ever had an eviction filed against you? Yes _____ No _____

Have you ever left owing money to any owner or landlord? Yes _____ No _____

Have you been convicted of a felony in the past 7 years? Yes _____ No _____ (Review #4 on page 2)

Are you subject to any pending bankruptcy proceedings? Yes _____ No _____

(If your answer was yes to any of the above questions, please explain in detail the circumstances regarding the situation on a separate sheet of paper.)

This application is for qualification purposes only and does not in any way guarantee the applicant that he/she will be offered this property. The processing fee of \$75 per applicant over the age of 18 is non-refundable. Applicant understands that Smith & Associates Property Management of Bay County, Inc. can and will accept more than one application on this rental property and Smith & Associates Property Management of Bay County, Inc. in its sole discretion will select the best-qualified tenant. **Any incomplete application will not be processed.** Upon approval of this application, applicant agrees to remit in the form of a cashier check or money order the security deposit and a one-time lease preparation fee of \$75 to cover administrative costs and preparation of your lease by an attorney. If security deposit is not received within 24 hours, any pending applications will be processed. Applicant also agrees to sign a lease agreement within 48 hours of approval. If applicant does not take possession of the property, the security deposit shall be forfeited.

Smith & Associates Property Management of Bay County, Inc. and Owners offers accommodations to all prospects without regard to color, race, religion, sex familial status, physical handicaps, national origin or any unlawful discrimination, and including all other statutes applicable to equal opportunities.

Rental Application Criteria and Disclosures

1. All adult applicants over the age of 18 excluding dependent children must submit a fully completed, dated and signed residency application and fee. A non-refundable application fee of \$75 is due for each applicant or guarantor who is to be a party to the lease. In the event applicant is renting a unit governed by a condominium homeowner's association, the applicant may be required to submit a separate application, pay a separate application fee and pay any additional security deposit. Application fees and all money due before move-in must be paid by Cashier's Check, Certified Check or Money Order.
2. Total gross income must be at least (3) three times the monthly rent. A minimum of (3) year's residential history is required. Credit History and Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the last (5) five years. All bankruptcies must be fully discharged. We will not provide you with the credit report or tell you of its contents. See Disclosure 1 below.
3. Self-employed applicants are required to produce upon request, (2) two years of tax returns or 1099's. Non-employed individuals must provide proof of income. All sources of other income must be verifiable, if needed to qualify for a rental unit.
4. Criminal records must contain no convictions for felonies within the past 7 years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.
5. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbance or illegal activities, no NSF checks and no damage to unit or failure to leave the property clean and without damage at the end of lease.
6. No pets (with the exception of service animals and companion animals) of any kind are permitted without specific written permission of landlord in the lease document. A non-refundable pet fee, an additional pet deposit or pet rent may be required. Letter from a health professional is required for companion animals. The following breeds of dogs will not be accepted due to insurance liability: Rottweiler's, Dobermans, Pit Bulls (AKA Stafford Terriers), Bull Terriers, Wolf Hybrids, German Shepards and Chows or any dog banned by the Landlord's insurance company. No puppies (under 1 year old).
7. We reserve the right to determine the amount the Tenant(s) will be required to pay as security deposit and additional prepaid rent depending on the results of this report. **NOTE:** Any request for exceptions to these criteria must be submitted in writing to the rental associate for presentation to the landlord for consideration. If approval is then given for such exceptions, we reserve the right to require additional security, a guarantor or co-signer, or additional advance rent payments or any combination of the above.
8. Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than (2) two unrelated adults to reside in a single family dwelling unit. Consequently, Smith & Associates Property Management of Bay County, Inc. will allow no more than (2) two unrelated persons per dwelling.
9. It is the Landlord's right under the lease to report all non-compliance with terms of your lease agreement of failure to pay rent or other charges to the credit bureau.
10. The following advance payments are commonly due before move-in: security deposit and /or any prorated rent for a partial month as required by the lease document. Additionally, if you have pets, you can expect one or all of the requirements listed in paragraph 6.
11. Applicant affirms that they have seen the interior of the property and accept the property in as-is condition.

DISCLOSURE 1: Pursuant to Federal Fair Credit Reporting Act, 15,U.S.C. Section 1681, et seq., as amended by the Consumer Credit Reporting Reform Act of 1996, if the Owner denies you residency or asks for additional security deposit, advance rent or a co-signer based on the information obtained from this application you may request a copy of your credit report from the credit reporting agency within 60 days of your denied application for residency. You may contact the service we use for additional information at 800-888-5773.. The credit reporting service only provided information to us; it did not participate in the decision to accept or deny your application.

DISCLOSURE 2: Pursuant to Florida law, The Department of Law Enforcement (FDLE) is required to maintain a list of sexual predators and sex offenders to enable the public to request information about these individuals living in their communities. Tenants who deem this information material should contact FDLE toll free at 1-888-357-7332, via e-mail at sxpred@fdle.state.fl.us or www.fdle.state.fl.us

DISCLOSURE 3: School Districts. Due to school overcrowding in certain areas, school boundaries are subject to change. As a result, the information available to the Owner and the Realtor may not be accurate or current, even though it appears to be from a reliable source. If this information is important to you, contact the local school directly to verify the correct school boundaries for the particular property you are intending to rent prior to signing a lease.

Smith & Associates Property Management of Bay County, Inc. and Landlords offer accommodations to all prospects without regard to color, race, religion, sex, familial status, physical handicaps, national origin or any unlawful discrimination, and including all other statutes applicable to equal opportunities.

I affirm that I have read & understand the Rental Application Criteria and give Smith & Associates Property Management of Bay County, Inc. permission to process my Application for Rental Property. I understand that my approval for rental property will be based upon this criteria. Any exception to these criteria will need to be submitted in writing to Smith & Associates Property Management of Bay County, Inc. for consideration. If approval is then given for such exceptions by Landlord, additional security deposit, co-signers and/or additional "higher" rent may be required.

_____ Applicant's Signature

_____ Date

Name: _____ Initial: _____ Last Name: _____

Social Security #: _____ Driver's License #: _____ State _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____ Date of Birth: ____/____/____

Email Address: _____

Present Address: _____ City: _____ State: _____ Zip _____

Dates: From ____/____/____ To ____/____/____ Rental Payment: \$ _____

Owner/Manager: _____ Owner/Manager Phone # _____

Reason for Moving: _____

Previous Address: _____

City: _____ State: _____ Zip Code: _____

Dates: From ____/____/____ To ____/____/____ Rental Payment \$ _____

Owner/Manager: _____ Owner/Manager Phone # _____

Reason for Moving: _____

Additional persons residing at property: (List only if under 18)

EMPLOYMENT

Current Monthly Gross Income: \$ _____ Present Occupation: _____

Employment Dates: From ____/____/____ To ____/____/____

Employer/Company: _____ Supervisor _____

Address: _____ Supervisor Contact # _____

(If employment is less than 2 years please provide the following)

Past Monthly Gross Income: \$ _____ Past Occupation: _____

Employment Dates: From ____/____/____ To ____/____/____

Employer/Company: _____ Supervisor _____

Address: _____ Supervisor Contact # _____

If Military-What rank? _____

Automobile: Make _____ Model _____ Year _____ License # _____

Make _____ Model _____ Year _____ License # _____

Other Vehicles (Motorcycles, boats, RVs, Etc) _____

Pets? Yes _____ No _____ Describe: _____

Liquid Filled Furniture? Yes _____ No _____ Describe: _____

Personal Reference: _____ Address: _____

Phone #: _____

In Case of Emergency Contact: _____

Address: _____ Phone #: _____

OFFICE USE:

APPROVED DATE: ___/___/___

DISSAPROVED DATE: ___/___/___

DATE ADVERSE ACTION LETTER MAILED: ___/___/___

APPLICATION FEE \$ 75.00 **DATE PAID:** ___/___/___

RENT: FIRST'S MONTH \$ _____ **DATE PAID:** ___/___/___

PRORATED \$ _____ **DATE PAID:** ___/___/___

FROM: ___/___/___ **TO:** ___/___/___

SECURITY DEPOSIT \$ _____ **DATE PAID:** ___/___/___

PET DEPOSIT \$ _____ **DATE PAID:** ___/___/___

PET PRIVLEDGE FEE \$ 50.00 per pet **DATE PAID:** ___/___/___

SHOWING AGENT: _____