



# Rental Application Instructions and Qualifying Criteria

Applicants should review lease prior to signing application. Should there be any concerns, they should be addressed PRIOR to signing application and paying fee. Lease copies are available from this Property Management Company.

**Application Fee.** There is a non-refundable application fee due with each application for a credit and background check in the amount of **\$50.00** payable only in cash or money order. Application fees are NON-REFUNDABLE whether approved or denied.

**Move-in payments.** A full month of rent plus Security Deposit are required in two(2) separate checks prior to move-in and must be made in cashiers checks or money orders. Two (2) are required as they will be deposited in separate accounts.

**HOAs.** Applicants who apply for properties located in a condominium community may be required to also apply with the community management company. The community may require application fees in addition to the fees paid with this application. Approvals with this Landlord, Owner, Agent or Management Company will not necessarily mean the condominium management company will approve the Applicant. Some community management company may take up to 30 days for processing and approving applications.

**Application must be fully completed with true and verifiable information, dated and signed.** Two (2) copies of identification are required, one must be a Driver's License or a Government issued Photo ID card.

**Applicant must be employed or have verification of income.** A Combined monthly gross income of at least three (3) times the monthly rental rate of the unit is required. Self-employment will require the applicant's previous year's tax return as income verification. An applicant that is not currently employed must provide proof of funds (current bank statement), which will equal the full term of the lease agreement. If employed, Applicants must have at least six (6) months on the job.

**Applicant must have verifiable rental history.** Verifiable rental history with a minimum of two (2) years, in which all the lease terms have been satisfactorily fulfilled, is required without any negative rental history. Eviction, or outstanding monies owed to a previous landlord are unacceptable. If applicant owned a home, applicant must furnish all mortgage information. If applicant has no prior verifiable rental history an additional security deposit up to a full month's rent will be required.

**Applicant must physically reside in the rental unit for which they are applying.** Applicant must also disclose all persons that will be occupying the unit. All persons eighteen (18) years of age or older must be a leaseholder and qualify for the unit with the applicant. Maximum number of persons allowed is as follows with no more than three unrelated adults per apartment, condo or duplex in either a two or three bedroom floor plan: Studio/Efficiency- no more than 2 persons, One Bedroom- no more than 2 persons, Two Bedroom - no more than 4 persons, Three Bedroom- no more than 6 persons

**Renter's insurance.** Applicant(s) must obtain a renter's insurance policy to cover damage or loss of personal possessions, as well as losses resulting from Renter's negligence.

**Pet policies vary from home to home.** No puppies or kittens. An additional pet fee and agreement may be required saying you will be responsible for your pets and any damage that they cause. Keeping of pets may require Owner's approval.

**Credit history for a two-year period prior to this application will be evaluated.** Applicants may be denied occupancy if they had a Joint bankruptcy or personal bankruptcy within the past two (2) years or a bankruptcy that has not been discharged. You cannot have filed bankruptcy in the last eighteen (18) months, and the bankruptcy has to have been discharged at least one (1) year ago, from the date of application for a unit. Your credit history from the date of bankruptcy has to be perfect.

**A criminal background check will be done on all applicants and/or occupant eighteen (18) years of age or older.** No felony convictions within the past seven (7) years will be accepted. Applicants may be denied occupancy if there is a history of drug-related activity by any of the applicant's household members. Applicants may be denied occupancy if they have a history of violence to persons or property within the last five (5) years, if there is a history of unruly or destructive behavior by resident or a member of the resident's household or if there is a history of poor or unsanitary housekeeping. No citation or convictions in the last seven (7) years for such crimes as Possession of Drugs, Rape, Assault with a Deadly Weapon, Child Molestation, Burglary, Arson or Murder. No misdemeanor convictions against persons or property, prostitution, sexual predator, or sexual offender will be accepted.

**Landlord reserves the right to ask for a security deposit equal to one month's rent or more and first and last month's rent in advance.** Any exceptions to these criteria must be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required. We do business in accordance with the Federal Fair Housing Law. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin.



# Rental Application (cont'd)

If accepted, this application becomes part of the lease. Each adult, 18 years of age or older, must be included on the lease and **each adult must fill out a separate application**. This application may be delayed or denied if any information is missing or if writing is not legible.

Property located at: \_\_\_\_\_

Occupancy to commence on: \_\_\_\_\_ and terminate on: \_\_\_\_\_  
 Rent Rate \$ \_\_\_\_\_

## PERSONAL INFORMATION

Applicant Last Name		First Name		Social Security #		Date of Birth	
Driver's License Number,		State,		Expiration		Copy of Driver's License(s) / Other Gov't Photo ID incl'd: Yes _____ No _____	
E-Mail Address				Cell Phone #		Home Phone #	
Property to be occupied by # Adults _____ # Children _____		Occupant(s)' Full Name(s)		Age(s)		Date of Birth	
Do you have Pets? Yes _____ No _____ How Many? _____ Have any of your current pets ever been known to bite anyone? Yes _____ No _____ Caused property damage? Yes _____ No _____		Type	Breed			Size/ Weight	
Are you a smoker? Yes _____ No _____		Are you interested in buying a home? Yes _____ No _____					
Reference Name #1:						Phone	
Reference Name #2:						Phone	
Reference Name #3:						Phone	
Person to call in an emergency		Relationship	Address		City	State	Zip
Phone							
<b>Current Address</b>		City	State	Zip	Period Occupied From: To:	<input type="checkbox"/> Rent <input type="checkbox"/> Own	Monthly Rent Payment:
Current Landlord or Mortgage Co Name				Landlord/Mrtg Co Address		Landlord/Mrtg Co Phone	
Reason for Moving:							
<b>Previous Address</b>		City	State	Zip	Period Occupied From: To:	<input type="checkbox"/> Rent <input type="checkbox"/> Own	Monthly Rent Payment:
Previous Landlord or Mortgage Co Name				Landlord/Mrtg Co Address		Landlord/Mrtg Co Phone	
Reason for Moving:							

**EMPLOYMENT HISTORY**

<b>Present Employer Name</b>				HR Dept contact or Supervisor Name	Work Period From: To:	
Present Employer Address	City	State	Zip	HR Dept Phone or Supervisor Phone	Position / Occupation	Salary per month \$
<b>Previous Employer Name</b>				HR Dept contact or Supervisor Name	Work Period From: To:	
Previous Employer Address	City	State	Zip	HR Dept Phone or Supervisor Phone	Position / Occupation	Salary per month \$

**ADDITIONAL INCOME / BANK REFERENCE(S)**

Other income Source(s)				Total Amount \$	Per	
Bank Name(s)	Address	City	State Zip	Phone	Account No	Type

*Please List Any Additional Income such as bonuses, child support, alimony, or separate maintenance. Additional Income need not be disclosed, unless it is to be included for qualification hereunder.*

**LOANS AND CREDIT OBLIGATION(S)**

(including Car loans, Credit Cards, Department Stores, Child support, Alimony, Other Loans, etc.)

Loan Type	Owed to	Address	City	State	Zip	Account No	Total Debt \$	Pymt/mo \$

**VEHICLES OWNED**

Year	Make(s) and Model(s)	Color	License Plate No	State	To park on property? (Y/N)

**Do any of these vehicles leak any fluids?** Yes \_\_\_\_\_ No \_\_\_\_\_

**OTHER INFORMATION**

**YES NO**

**EXPLANATIONS**

Have you ever filed for bankruptcy or planning to file for bankruptcy within the next year?			If yes, when?:
Have you been served an eviction notice or been asked to vacate a rental property?			
Have you ever been sued for damage to rental property?			
Have you ever willfully or intentionally refused to pay rent when due?			If yes, when?:
Have you had property foreclosed upon or given title or deed in lieu thereof in the past seven (7) years?			If Yes, give Date of Discharge:
Is there anything to prevent you from placing utilities in your name?			
Do you know of anything that may interrupt your ability to pay rent?			
Are you party to a lawsuit?			
Are you obligated to pay alimony, child support, or separate maintenance?			
Are you a co-maker or endorser on a note?			
Are you or any other occupants who will be living in the residence, a registered sex offender?			
Have you or any other occupants who will be living in the residence, ever been arrested or convicted of a crime or felony?			
Have you ever engaged in or convicted of anything associated with illegal drug use, manufacture or sale?			

*Please provide explanations if you answer yes to any of the questions above. You can attach another page if you need more space.*

**AUTHORIZATION AND PROPERTY USE**

APPLICANT REPRESENTS THAT THE INFORMATION SET FORTH ON THIS APPLICATION IS TRUE AND COMPLETE. Applicant represents that the premises shall not be used for any illegal or restricted purpose(s). Applicant has read and understands the qualifying criteria. **Applicant hereby authorizes verification of any and all information set forth on this Application**, including release of information by any bank or savings and loan, credit reporting agencies, employer (present and former) and any Lender. Applicant hereby specifically authorizes Management to perform a credit check and criminal background check to verify information on this Application. All such information hereon, and released as authorized above, will be kept confidential. Copies of the credit check or any other documents produced during this search will not be provided to anyone including the Applicant. Material misrepresentations on the Application will constitute a default under the Lease or Rental Agreement between the parties.

**APPLICATION FEE**

Applicant hereby agree to pay a non-refundable application fee in the amount of **\$ 50.00 payable in cash or money order** for each occupant 18 years of age or older, which is a **NON REFUNDABLE** payment for a credit and background check and processing charge, receipt of which is acknowledged by Landlord, Owner, Agent or Management Company. This non-refundable application fee is not a rental payment or deposit amount. This application fee is refundable only if the Landlord, Owner, Agent or Management Company elects not to process the Application. Please make money order payable to: **Advantage Avenue Real Estate**

**APARTMENT DEPOSITS**

Applicant has deposited an **"APARTMENT DEPOSIT"** of \$ \_\_\_\_\_ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord, Owner, Agent or Management Company and the lease is entered into and possession of the apartment is taken **the "APARTMENT DEPOSIT" shall be applied toward the security/damage deposit.** If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the **FULL "APARTMENT DEPOSIT"** shall be forfeited to the Landlord, Owner, Agent or Management Company in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The **"APARTMENT DEPOSIT"** shall be refunded only if applicant is not approved. Applicant may cancel this application by written notice to: **PO Box 20451, Tampa FL, 33622-0451** and receive a full refund of this deposit within 30 days of the cancellation. If Applicant cancels after 72 hours or refuse to occupy the premises for what ever reason on the agreed upon date, this deposit will become NON REFUNDABLE.

**KEYS**

Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

**TIME TO PROCESS / NON-ACCEPTANCE**

It takes approximately 24-48 business hours after an application is turned in with all the applicable fees but may be up to five (5) working days until an application is approved or denied. It is agreed that other applications may have already been and will continue to be accepted. The Applicant hereby waives any claim for damages by reason of non-acceptance of this application which the Landlord, Owner, Agent or Management Company may reject. This application must be signed before it can be processed.

**EQUAL HOUSING OPPORTUNITY**

Applicant should understand that **Advantage Avenue Real Estate** or its Agents may represent the Landlord and or Owner and not the Applicant. Rental properties are offered without regard to the Applicant's race, color, religion, national origin, sex, handicap or familial status.

\_\_\_\_\_  
Applicant Name / Signature

\_\_\_\_\_  
Date