



Felicia Velez / Broker

407-595-0355

APPLICATION TO RENT

(All co-residents must submit a separate application except married couples.)

Courtesy Management

PROPERTY ADDRESS APPLIED FOR:

APPLICANT FULL LEGAL NAME		Social Sec. No.	Date of Birth	Phone No.
Name of Spouse Widow		Social Sec. No.	Date of Birth	Phone No.
E-Mail Address		List all other persons to occupy premises		
Present Address		City	State	Zip
Present Landlord/Apartment Community/ Mortgage Co.		Monthly Rent/Mortgage	Phone	
Previous Address		City	State	Zip
Previous Landlord/Apartment Community/ Mortgage Co.		Monthly Rent/Mortgage	Phone	
Make/Year of Car (1)	License No.	State	Applicant's Driver's License No.	State
Make/Year of Car (2)	License No.	State	Applicant's Driver's License No.	State
Other Vehicles/Vans/trucks/Boats		Pet Type(s) None	Weight(s)	
Employment References Employer (applicant)		Address:	Phone:	
Position/Type of Work:		How Long?	Monthly Income:	
Previous Employer:		Address:	Phone:	
Position/Type of Work:		How Long?	Monthly Income:	
Employer (spouse)		Address:	Phone:	
Position/Type of Work:		How Long?	Monthly Income:	
Previous Employer:		Address:	Phone:	
Position/Type of Work:		How Long?	Monthly Income:	
OTHER INCOME/ALIMONY/CHILD SUPPORT			Amount Paid or received:	
BANK: Account No.		Address:	Phone:	
PERSONAL REFERENCE Name:		Address:	Phone:	
In emergency, notify:	Relationship:	Address:	Phone:	

Why are you leaving present residence? _____
 Have you ever been evicted? _____ Have you ever broken a lease agreement? _____ If so, why? _____
 Have you ever been sued for non-payment of rent or damages to rental property? _____ Have you ever been convicted of a felony? NO
 HOW WERE YOU REFERRED TO US? _____

VELEZ COURTESY MANAGEMENT as a Registered Real Estate Broker, is acting as the Owner's agent and representative. Pursuant to Florida Administrative code Rule 213.003 (2) you are advised that **VELEZ COURTESY MANAGEMENT** as owner's agent, is being paid a commission by the owner for renting these premises. Should you desire you are entitled to your own representation. (____) (____)

AUTHORIZATION TO VERIFY INFORMATION: Applicant(s) represent that the above statements are true and complete and hereby authorize verification of any and all information including release of information by any financial institution, employer (present and former) and landlord (present and former). Applicant(s) acknowledge that false information herein may constitute grounds for rejection of this application, termination of the right of occupancy and/or forfeiture of deposits and may constitute a criminal offense under state law.

APPLICATION DEPOSIT AGREEMENT: Applicant(s) have tendered a good faith deposit (hereinafter referred to as "Holding Deposit") in the amount of \$ 0 in consideration of Owner taking the dwelling off the market while considering approval of this Application. If Applicant(s) are approved, the Holding Deposit paid shall be credited to the security deposit and applicant(s) must make arrangements within 48 hours to sign the lease agreement and other documents. **If Applicant(s) are approved and fail to promptly enter into a Lease Agreement for the property, the Holding Deposit will be retained by Property Manager & Owner and considered forfeited.** The Holding Deposit will be refunded only if the Applicant is not approved. Unless the Holding Deposit is made in the form of a money order or local cashier's check, the Holding Deposit will not be refunded until the check has cleared. KEYS WILL BE FURNISHED only after the Lease Agreement and other rental documents have been properly executed by all parties and all applicable rent/security/pet/last month rent deposit payments have been made.

APPLICATION FEE: Applicant(s) acknowledge that the \$60.00 Application Fee is not refundable. It is also understood that this Application is preliminary only and does not obligate Owner or Owner's Agent to execute a Lease or deliver possession of the premises. **The Application fee is \$60.00 per person regardless of marital status, roommates, Etc.**

I acknowledge reading the Resident Selection Criteria on the back of this form.

DATE: _____

Applicant

Anticipated Move-In: _____

Lease Term: _____

Applicant/Spouse

DUE ON OR BEFORE OCCUPANCY:

Application Fee (\$60 per adult): \$ _____
 1ST Month Rent: \$ _____
 + Security/Pet/Last Month: \$ _____
 Less Holding Deposit: \$ _____
 TOTAL: \$ _____

Approved By: _____

Property Manager (Date applicant notified: _____)

Separate checks required for application fee(s) and holding deposit.

Tenant Selection Criteria:

1. All Adult applicants over the age of 18 must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. **A Non refundable Application fee is \$60.00 for the initial application and \$60.00 for each additional adult who may co-sign and/or plans to occupy the rental property.**
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a cosigner. A minimum of two years residential history is required.
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years. We will not provide you with the credit report or tell you of its contents but will provide you with the name of the credit reporting agency so you may receive a free copy.
4. Self-employed applicants may be required to produce upon request 2 years of tax returns or 1099s.
5. Non-employed individuals must provide proof of income.
6. All sources of other income must be verifiable if needed to qualify for a rental unit.
7. Criminal records must contain no convictions for felonies within the past seven years and no sexual offenses.
8. 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 NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
9. No pets (with the exception of medically necessary pets) 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.
10. Resident(s) will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent unless otherwise stated or offered. We reserve the right to require a higher security deposit and or additional prepaid rent. Non-United States citizens will be required to pay additional deposits.
11. Current occupancy standards are a maximum of 2 persons per bedroom except for infants under 2 years of age.
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 these 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, co-signers, and/or additional advance rent payments may be required.
14. Our company policy is to report all non-compliance's with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.