



## **RENTAL APPLICATION AND RESIDENT QUALIFICATION CRITERIA**

**THE TEAM REAL ESTATE GROUP, INC. DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED BASIS. THE TEAM REAL ESTATE GROUP, INC. IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR ASSOCIATION OR OWNER'S PREFERENCE.**

1. All applicants 18 or older must submit a fully completed, dated and signed residency application; Applicant must provide proof of identity. A Non-refundable application fee of \$65 will be required for each application. 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. Application fees are to be paid by money order or cashier's check only or you can pay online if an online application is submitted.
2. Applicants ideally have a combined net income of at least three times the monthly rent, we reserve the right to require a co-signer. A minimum of two years verifiable residential rental history is required. Six (6) months or more of verifiable work history required and if transferred from outside area, a letter of transfer on company letterhead may be required.
3. Credit history and/or Civil Court Records must contain favorable history. Late payments, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years may result in application being declined. In case of bankruptcy, bankruptcy must be discharged. In Owner/Landlord's sole discretion, a higher security deposit, additional pre-paid rent and/or guarantors may be accepted in lieu of acceptable credit or landlord history. A guarantor must complete an application packet and be qualified in order to be a guarantor. Guarantor must provide proof of income and show income is sufficient to cover their personal financial obligations and expenses of the rental property being applied for.
4. Income will be verified from copies of the prior month's paystubs provided with the application, self-employed applicants may be required to produce upon request 2 years of tax returns and 3 months bank deposits, non-employed individual must provide verifiable proof of income. Student loans and or monies received from grants is not considered income.
5. Criminal records showing felonies of illegal manufacture or distribution of a controlled substance within the last 7 years, felonies resulting in bodily harm or intentional damage or destruction of property for example "arson", within the last 7 years. Sexual related offenses for any period of time could result in application being declined.
6. 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. Any history of eviction actions against applicant is cause for rental application to be declined.
7. Pets are permitted only on certain properties at the sole discretion and approval of the owner/landlord. Only small to medium sized, non-violent, common domesticated animals will be allowed on any property that permits pets. Rottweiler's, American Staffordshire Terriers (pit bulls), Dobermans, German Shepherds, Chows, Huskies, Alaskan Malamutes, Great Danes, St. Bernard's, Mastiffs, Presa Canarios, Wolf Hybrids, and mixed breeds including any of the above mentioned will not be approved. If a pet is approved, a pet fee of \$300 is required for each pet (\$150 is Refundable and \$150 is Non-Refundable).
8. The number of occupants must be in compliance with the United States Department of Housing & Urban Development (HUD).
9. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

**Applicant's Signature:** \_\_\_\_\_

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

10. If approved, the applicant must sign a holding fee agreement and pay a holding fee no less than equal to one month's rental amount within 24 hours of approval. Rent, Holding Fee, Security Deposit, Lease Closing Fee, Pet Fees, etc. must be paid in full with certified funds (cashier's check or money order) at the time of lease closing and prior to taking possession of the premises. Rent and Security Deposit must be paid with separate funds. No property will be held for longer than two weeks without owner approval. In the event the applicant fails to enter into a Lease Agreement by the date stipulated on this application, the applicant shall forfeit the Holding fee. In the event the applicant fails to sign a Lease Agreement or submit a Holding Agreement within 1 business day after approval, it will be assumed that the applicant has withdrawn and the property will be offered to others. When lease is fully executed and all monies paid, all Holding fees become security deposit per the Lease Agreement.
11. Applicant acknowledges that the Landlord is not obligated by receipt of a deposit or holding fee to lease to applicant, but that a decision will be made within 2 business days based on the verification of the information given and to which applicant so agrees. The application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession. Applicant acknowledges that The Team Real Estate Group, Inc. is agents of the owner and will be paid by the owner. Proof of Insurance must be provided for any water-filled furniture at lease signing

**If your application is denied you will be sent an adverse letter by U.S. Mail or Email    Applicant Initial (\_\_\_\_\_)**

**If you are a successful leasing candidate, there is a lease closing fee of \$75    Applicant Initial (\_\_\_\_\_)**  
**Hours of lease signing are Monday to Friday 9:00 to 5:00 p.m.**

**If applicable Lead base paint disclosure has been given if the property is built prior to 1978    Applicant Initial (\_\_\_\_\_)**

**Applicant has been provided a sample lease    Applicant Initial (\_\_\_\_\_)**

**Work requested prior to move in (If left blank, Applicant accepts property as shown) \_\_\_\_\_**

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The Team Real Estate Group, Inc. may receive multiple applicants on the same property at approximately the same time. All applicants will be processed for consideration. In such cases, more than one applicant may be approvable; however, only one can be approved. Owner, Landlord and or Agent, we will accept the best most qualified applicant. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have without payment of an application fee.

**AUTHORIZATION OF RELEASE OF INFORMATION:** Applicant represents that all of the above information and statements on the application for rental are **true and complete**, and hereby **authorizes** an investigative consumer report including, but not limited to, residential history, employment history, criminal history, court and credit records. Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this state.

**Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Office Use Only**

Property Address: \_\_\_\_\_

Rent \_\_\_\_\_ Deposit \_\_\_\_\_ Move In Date \_\_\_\_\_

# of Occ. \_\_\_\_\_ Pet Fee \_\_\_\_\_ Pet Description \_\_\_\_\_

Paid W/Application \_\_\_\_\_ Garage Remote# \_\_\_\_\_ Gate Remote # \_\_\_\_\_ Pool Key \_\_\_\_\_ Clubhouse Key \_\_\_\_\_

Electric \_\_\_ Water \_\_\_ Gas \_\_\_ Septic \_\_\_ Lead \_\_\_ Lawn \_\_\_ Pool \_\_\_ Fridge \_\_\_ Range \_\_\_ Micro \_\_\_ DW \_\_\_ WD \_\_\_



## APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY – THANK YOU

**All Adult Applicants Who Will Be Residing in the Property Must Complete an Application**

<b>Applicant</b>				Last		First		Middle		Maiden		Date of Birth		Social Security #							
												Driver's License #		Driver's License State:							
<b>Cell Phone Number</b>				<b>Home Phone Number</b>				<b>APPLICANT'S EMAIL ADDRESS</b>													
Have you ever had an eviction filed against you? If Yes, when?										Yes		No		PETS (Keeping of pets requires a pet deposit and owner's consent)							
Have you ever been Foreclosed on or in the Process of Being Foreclosed on?										Yes		No		How Many Pets?		Breed		Age		Weight	
<b>Present Address</b>		Street #		Name		Apt. #		City		State		Zip		Rent/Mortgage Pymt		Own <input type="checkbox"/>		Since / /			
<b>Reason for Moving?</b>		Have you given notice to move?										Rent <input type="checkbox"/>									
<b>Landlord Mtg. Co.</b>		Name		Address		City		State		Zip				Phone No. ( )							
<b>Previous Address</b>		Street #		Name		Apt. #		City		State		Zip		Rent/Mortgage Pymt		Own <input type="checkbox"/>		Since / /			
<b>Was Proper Notice Given?</b>		Yes _____		No _____																	
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense?										Yes _____		No _____		If yes, please indicate when and explain:							
Misdemeanor involving sexual misconduct; whether or not resulting in a conviction?										Yes _____		No _____									
Have you ever been denied renewal of a rental agreement?										Yes _____		No _____									
Have you ever filed Bankruptcy?										Yes _____		No _____									

**Please Tell Us about Your Job – Please provide proof of additional income if needed to qualify for rental unit.**

<b>Present Employer</b>		Name		Business Address		City		State		Phone No. ( )	
Position		Supervisor		Monthly Income		From / /		to / /			
<b>Previous Employer</b>		Name		Business Address		City		State		Phone No. ( )	
Position		Supervisor		Monthly Income		From / /		to / /			

**Please Give Us the Following Information**

<b>Emergency Contact</b>		Name		Full Address						Relation			
										Phone No. ( )			
<b>Automobile 1<sup>st</sup> Car</b>		Year		Make		Model		Color		Tag #			
TYPE OF VEHICLE (circle one): SEDAN(4 door) COUPE (s door) SUV TRUCK RV BOAT TRAILER MOTORCYCLE VAN OTHER IF OTHER, EXPLAIN:													
IS THIS A COMMERCIAL VEHICLE? _____													
<b>Automobile 2<sup>nd</sup> Car</b>		Year		Make		Model		Color		Tag #			
TYPE OF VEHICLE (circle one): SEDAN(4 door) COUPE (s door) SUV TRUCK RV BOAT TRAILER MOTORCYCLE VAN OTHER IF OTHER, EXPLAIN:													
IS THIS A COMMERCIAL VEHICLE? _____													
<b>Children Occupying</b>		Name		Age		Name		Age		Name		Age	
Have you ever paid rent late or beyond your grace period?						Do you have any outstanding balances with a current or prior landlord? If yes to any of the above questions, please write in or attach a written explanation?							
Have you moved before your rental agreement was complete?													
Have you ever defaulted on a rental agreement?													
Move in date:						How many people will be occupying the property?							
Property Applying for:						Will you have a waterbed?							
						How did you learn of this property?							
						Agent who showed you the property?							

**Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**