

Rental Application

THIS APPLICATION MUST BE FILLED OUT COMPLETELY TO BE PROCESSED

Please Print Clearly and Neatly. If We Can Not Read or Understand Your Writing, This Application May Be Delayed or Denied.

Application & Application Fees may be mailed to: James MacKay PO Box 831 Lithia, FL 33547 **OR** Dropped off at Signature Realty 2234 Lithia Center Lane Valrico, FL 33596

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 Non refundable 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 co signer.
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.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
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 battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle proesse", 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, re keying 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 lease execution in a minimum amount of one months 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 first full month's rent.
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, co signers, 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 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.

We do business in accordance with the Federal Fair Housing Law. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status or disability.

X _____ \$ _____ X _____
 ADDRESS OF THE HOME YOU ARE APPLYING FOR MONTHLY RENT EXPECTED MOVE IN DATE

I / We have read and understand the above Resident Selection Criteria

X _____ X _____ X _____
 APPLICANT #1 SIGNATURE APPLICANT #2 SIGNATURE TODAYS DATE

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Applicant #1 Information

NOTE: We require a State Photo ID or Drivers License of all Applicants / Occupants 18 years of age or older to be submitted with this application.

First name: _____ Middle _____ Last _____

Birth Date: ___/___/___ Drivers License # _____ State: _____

Social Security Number: _____ - _____ - _____ Phone # (____) _____ Cell # (____) _____

Your Email address: _____

Emergency Contact: Name, Address & Phone # of nearest relative who **Will Not Be Occupying** the home you are applying for:

Applicant #1 Employment

NOTE: When using applicant to qualify under this application. We require one of the following to be part of and accompany this application.

1. Applicants last months, Year To Date pay stub. 2. A commitment letter from a new employer, on the new employers letter head, stating your position and income. 3. If you are self employed we require a copy of your latest tax return.

Employed By _____

Address _____

City _____ State _____ Zip _____

Employers Area Code & Phone Number _____ Your Position / Occupation _____

How long? Years _____ Months _____ Salary / Income: \$ _____ Per: (Circle One) Week Month Year

Supervisors Name _____ Supervisors Area Code and Phone Number: (____) _____

Applicant #1 Please List Any Additional Income

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

Source _____ Amount \$ _____ Per: (Circle One) Week Month Year

Source _____ Amount \$ _____ Per: (Circle One) Week Month Year

Applicant #1 Please List Any Additional Bills Or Credit Obligations - Credit cards, child support, alimony, medical, loans, etc.) with minimum monthly payments:

Total Car Payment(s) \$ _____ Total Credit Card(s) \$ _____ Total Loans / Notes \$ _____

Child Support \$ _____ Alimony \$ _____ Medical \$ _____ Other _____ \$ _____

Applicant #1 Financial / Credit Information

#1. Bank / Financial Institution Name: _____

Current Balances: Savings \$ _____ Checking \$ _____ Other _____ \$ _____

Applicant #1 Residence History

Present Address: _____

City / State / Zip _____

Former Address (If present is less than a year): _____

City / State / Zip _____

How Long? _____ Did You: Rent ___ Own ___ **What was / is, your monthly rent?** \$ _____

Landlords Name _____ Address _____ City _____

State _____ Zip _____ Landlords Area Code and Phone Number: (____) _____

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Applicant #2 Information

NOTE: We require a State Photo ID or Drivers License of all Applicants / Occupants 18 years of age or older to be submitted with this application.

First name: _____ Middle _____ Last _____

Birth Date: ____ / ____ / ____ Drivers License # _____ State: _____

Social Security Number: _____ - _____ - _____ Phone # (____) _____ Cell # (____) _____

Email Address: _____

Emergency Contact: Name, Address & Phone # of nearest relative who **Will Not Be Occupying** the home you are applying for:

Applicant #2 Employment

NOTE: When using applicant to qualify under this application. We require one of the following to be part of and accompany this application.

1. Applicants last months, Year To Date pay stub. 2. A commitment letter from a new employer, on the new employers letter head, stating your position and income. 3. If you are self employed we require a copy of your latest tax return.

Employed By _____

Address _____

City _____ State _____ Zip _____

Employers Area Code & Phone Number _____ Your Position / Occupation _____

How long? _____ Years _____ Months Salary: \$ _____ Per: (Circle One) Week Month Year

Supervisors Name _____ Supervisors Area Code and Phone Number (____) _____

Applicant #2 Please List Any Additional Income

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

Source _____ Amount \$ _____ Per: (Circle One) Week Month Year

Source _____ Amount \$ _____ Per: (Circle One) Week Month Year

Applicant #2 Please List Any Additional Bills Or Credit Obligations - Credit cards, child support, alimony, medical, loans, etc.) with minimum monthly payments: (If Joint With Applicant #1 Please Put Same As Applicant #1)

Total Car Payment(s) \$ _____ Total Credit Card(s) \$ _____ Total Loans / Notes \$ _____

Child Support \$ _____ Alimony \$ _____ Medical \$ _____ Other _____ \$ _____

Applicant #2 Financial / Credit Information (If Joint With Applicant #1 Please Put Same As Applicant #1)

#1. Bank / Financial Institution Name: _____

Current Balances: Savings \$ _____ Checking \$ _____ Other _____ \$ _____

Applicant #2 Residence History (If Joint With Applicant #1 Please Put Same As Applicant #1)

Present Address: _____

City / State / Zip _____

Former Address (If present is less than a year): _____

City / State / Zip _____

How Long? _____ Did You: Rent ___ Own ___ What was / is, your monthly rent? \$ _____

Landlords Name _____ Address _____ City _____

State _____ Zip _____ Landlords Area Code and Phone Number: (____) _____

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Home to Be Occupied By _____ # of Adults (18 years or older) _____ # of Children (17 years of age or younger)

Children's First & Last Names & DOB That Will Be Residing In Home: _____

Note: Any Occupant 18 Years Of Age Or Older Must Be A Signer On The Lease Agreement & Submit An Application & An Application Fee Of \$75.00

Do You Have Any Type Of Pets? Y / N **How Many?** _____ **#1 Type:** _____ **Breed:** _____ **Weight** _____
#2 Type: _____ **Breed:** _____ **Weight** _____ **#3 Other** _____

If your pet is a mixed dog ? Please tell us what kind of breeds. _____ **and** _____ **Weight** _____

Have any of these animals ever bitten anyone? Y / N **If Yes Which Animal** _____ **Are these pets spayed or neutered?** Y / N

NOTE: KEEPING OF PETS MAY REQUIRE AN ADDITIONAL PET FEE, A PET DEPOSIT, OWNERS & HOA APPROVAL

Have Any Applicants Ever Filed For Bankruptcy? Y / N **If Yes, When?** ____ / ____ / ____

Are Any Applicants Planning To File Or Are Presently Filing For Bankruptcy. Y / N

Have Any Applicants Ever Been Evicted, Or Are In The Process Of An Eviction? Y / N

Have Any Applicants Or Occupants Who Will Be Living In The Residence, Ever Been arrested for a crime? Y / N
Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle proesse", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.

If You Answered Yes, To Any Questions Above, Please Explain: _____

How Many Vehicles Will Be Parked At The Residence? Cars? _____ **Trucks?** _____ **Do Any Of These Vehicles Leak Any Fluids?** Y / N

#1 Make _____ **Model** _____ **Year** _____, **Tag #** _____ **#2 Make** _____ **Model** _____ **Year** _____, **Tag #** _____

#3 Make _____ **Model** _____ **Year** _____, **Tag #** _____ **OTHER** _____

Note: Community Deed Restrictions / HOA Rules & Regulations Or Owner Restrictions May Not Allow Certain Types Of Cars, Trucks or Other Motorized Vehicles. Commercial or Personal Advertising On Any Vehicle May Also Be Restricted.

Please Read and Sign

1. 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), Landlords (present and former) and any Lender. Applicant(s) hereby specifically authorizes Broker: Signature Realty Associates / Agent: James MacKay or any of Brokers / Agents representatives to verify information on this Application. All such information hereon, and released as authorized above, will be kept confidential and you are notified that you are entitled to know the name and address of such reporting organization upon request including all other rights under the Fair Credit Reporting Act.

2. **APPLICANT REPRESENTS THAT THE INFORMATION SET FORTH ON THIS APPLICATION IS TRUE AND COMPLETE.** Material misrepresentations on the Application will constitute a default under the Lease or Rental Agreement between the parties.

3. **DEPOSITS RECEIPTS** - Receipt of the sum of \$ _____ is hereby acknowledged as a non-interest bearing sum, which shall be part of the security deposit or first months rent if a lease agreement for the property is executed. In the event this application is not approved by Owner, Broker, Agent or any of their representatives herein, the deposit shall be promptly refunded in full. In the event applicant(s) is notified that this application is approved, and applicant(s) refuses for any reason to enter into Owners standard lease Broker, Agent or Owner may retain any deposit or rental monies collected to cover costs expended herein.

4. **A NON-REFUNDABLE** application processing fee of **\$75.00 Per Married Couple (Same last name), \$50.00 For Each Occupant 18 Years Of Age Or Older** will be retained by The Listing Agent.

THE APPLICATION FEE(S) SHOULD BE IN THE FORM OF A CASHIERS CHECK OR MONEY ORDER, MADE PAYABLE TO: JAMES MACKAY
THIS APPLICATION & APPLICATION FEE MAY BE DROPPED OFF TO: SIGNATURE REALTY ASSOCIATES AT 2234 LITHIA CENTER LANE VALRICO, FL. 33596

OR MAILED TO JAMES MACKAY PO BOX 813 LITHIA, FL. 33547

I /We have read, understand and agree with the above.

Applicant #1 Signature _____ **Date** _____

Applicant #2 Signature _____ **Date** _____

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RENTAL APPLICATION CHECK LIST

1. Resident Selection (Page 1) Criteria filled out and signed by all applicants. Completed _____
 2. Application filled out completely. (Pages 2-4) Completed _____
 3. Application signed by all applicants. (Page 4) Completed _____
 4. Photo ID of all applicants and occupants 18 years of age or older. Completed _____
 5. Proof of Income: Last Pay stub, Housing allowance, Bank Statement, 2 Years Of Tax Statements if Self Employed, 1099. If you are not currently employed please provide a Financial Statement showing available funds for a full years rent. Completed _____
 6. \$75.00 Per Married Couple (With same last name) \$50.00 Application fee for each applicant 18 years of age or older made payable to James MacKay **in the form of a cashiers check or money order. (Cash Is Not Accepted)** Completed _____
 7. Application submitted to listing agent or dropped off to listing agent's office. Signature Realty Associates 2234 Lithia Center Lane Valrico Fl. 33596 Completed _____
- OR
8. Application mailed to listing agent at po box 831 Lithia, Fl. 33547 Completed _____