

User ID:

RENTAL APPLICATION INSTRUCTIONS AND INFORMATION:

- **No personal or business checks will be accepted for initial payments of the following: Application fee, Security Deposit, Pet Deposit or First Month's rent. CASH OR CERTIFIED FUNDS ONLY!**
- **Application fee is non-refundable. \$50 for single applicant or married couple. \$80 for 2 applicants.**
- **Everyone over the age of 18 must fill out an application.**
- **Fill out the application to its entirety. If you have not physically seen the property please be sure to sign the "Sight Unseen Agreement"**
- **Please provide a copy of driver's license for each applicant and any occupant over the age of 18.**
- **Please provide a current pay stub or 3 month's of bank statements for proof of income.**
- **Please provide current vet records for any animals noted on application.**
- **Credit, criminal, employment and pedophile checks will be completed.**
- **If you are aware of any potential issues, please put into writing the details of the situation.**
- **Owners are contacted for final approval on all applications.**
- **If and when an application is approved, the Security Deposit must be paid to secure the property.**
- **Keys will not be given before the lease start date. Possession of keys constitutes occupancy. Prior occupancy to lease start date must be approved and tenant must pay rent for any days they have possession.**
- **Prior to move in, lease must be signed, all funds must be paid in full and \$50 lease prep fee must be paid.**
- **If an application is approved and applicant fails to sign a lease, applicant understands that the security deposit will be forfeited.**

Tenant

Date

Tenant

Date

User ID:

TENANT SCREENING

DATE: _____ ADDRESS OF UNIT: _____

MOVE-IN DATE: _____ AGENT NAME: _____

AGENT COMPANY AND PHONE: _____

TENANT INFORMATION:

First Name: _____ Last Name: _____

Are you a U.S. Citizen: _____ Visa Type/Information: _____

Middle Initial: _____ Date of Birth: ____/____/____ SSN: _____ - _____ - _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Employer: _____ How Many Years: _____

Job Title: _____ Income PER MONTH: _____

Supervisor: _____ Phone #: _____

Email address if applicable: _____

(PLEASE PROVIDE A CURRENT PAY STUB OR 3 MONTHS OF BANK STATEMENTS FOR INCOME VERIFICATION)

Is your current residence a rental? _____

Landlord: _____ Phone #: _____

Have you ever been evicted? YES / NO. If 'Yes', explain: _____

Have you ever filed Bankruptcy? YES/NO. If 'Yes', explain: _____

Have you ever been convicted of a felony? YES / NO If 'Yes', explain: _____

Do you own a boat/trailer/RV? YES / NO. If 'Yes', explain: _____

Do you have Renter's Insurance? YES/NO _____

Please list names, age & relationship of all persons to occupy the unit: _____

Description of Pets: _____ Weight: _____

(PLEASE PROVIDE A CURRENT VET CERTIFICATE FOR ANY ANIMAL, STATING BREED, WEIGHT AND VACCINATIONS)

User ID:

Auto #1; Make/Model _____ Color: _____ Tag #: _____

Auto #2; Make/Model _____ Color: _____ Tag #: _____

The applicant gives to Hartung Real Estate the right to obtain credit information and verify references

_____	_____	_____	_____
Tenant	Date	Tenant	Date
_____	_____	_____	_____
Owner	Date	Board Member (if required)	Date

I understand that there is a **\$50.00 application fee for an individual or married couple (\$80.00 for 2 applicants) cash non-refundable credit check fee** required to be paid with this application. No applications can be run without this fee. Upon approval of this application, the security deposit must be paid. If applicant is approved and fails to enter into a lease, the applicant will forfeit the deposit. Prospective tenant is hereby given notice that **HARTUNG REAL ESTATE** is the agent for the landlord and is paid by the same. The above signed acknowledges that this written notice was received prior to the above signed receiving a contractual offer or rental agreement in compliance with F.S. 475.25 and Rule 21v-10.033 Fla.Admin.code.

No personal or business checks will be accepted for initial payments of the following: Application Fee, Security Deposit, Pet Deposit or First Months Rent; Cash or Certified Funds only. Thank you!

Hartung Real Estate

Tenant Selection Criteria

(General basis for application approval. Each situation differs.)

- Credit History
- Rental History
- Copy of Drivers License or I.D. for all members of household over the age of 18
- An application may be denied tenancy for any of the following reasons:
 - * Falsification of application
 - * Incomplete application
 - * Poor rental history profile
 - * Non-payment of rent
 - * Eviction
 - * History of violence to persons or property
 - * History of repeated failure to comply w/ conditions of the lease
 - * History of unruly or destructive behavior
 - * Poor personal references
 - * Documented felony record
 - * Unacceptable report from any Credit Bureau

APPLICANTS ACKNOWLEDGEMENT

I have read and understand the Resident Selection Criteria policy as outlined above and understand that I may be denied residency for any of the reasons stated above.

Applicant's Signature

Date