



PROPERTY MANAGEMENT SPECIALISTS

"We MANAGE To Please"

PLEASE PRINT

Property Address: _____

Date: _____ Desired date of occupancy: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Marital Status: () Married Spouse's Name: _____

() Single Co-Applicant Name: _____

Names of Children: _____

Number of vehicles: _____ Make _____ Model _____ Make _____ Model _____

Number of pets: _____ Description: _____

Present address: _____

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

Cell phone: _____ E-mail: _____

Name of Landlord/Mortgage Co.: _____ Phone: _____

Rent Amount: _____ Length of Stay: _____

Previous Address: _____

Name of Landlord/Mortgage Co.: _____ Phone: _____

Rent Amount: _____ Length of Stay: _____

In case of emergency notify: _____ Phone: _____

Address: _____

APPLICANT	CO-APPLICANT
Date of birth:	Date of birth:
Driver's License #:	Driver's License #:
Social Security #:	Social Security #:
Employer:	Employer:
How long:	How long:
Employer Address:	Employer Address:
Employer Phone:	Employer Phone:
Title:	Title:
Annual income:	Annual Income:
Smokers: Yes No	Smokers: Yes No

REFERENCES

Name: _____ Relationship: _____

Address: _____ Phone: _____

The Criteria for Rental Applications:

In order for an application to be considered you must fill the following requirements:

1. **All applicants over the age of 18** must submit a completed, dated and signed application and application fee. Provide a valid current photo documentation (driver’s license, military ID or state ID) is required. **Application fee is \$60.00 per person. ALL** adults must be listed on the lease. Please allow 48 hours for processing an application.
2. **Sufficient Income** – Three times the rental amount per month. Income may combine two applicants. Income may be verified by pay stubs, bank statements, court decree on child support or alimony. Applicants using 1099 income must have two (2) years of financial history. Co-signors are accepted at the Manager’s discretion only, they must meet all requirements, and live in the State of Florida. Self-employed applicants may be required to produce, upon request two (2) years of tax returns of 1099’s.
3. **Verifiable good credit** – Credit references will be checked with a national credit bureau. Items containing slow pays, judgements, eviction filing, collections, liens or bankruptcy within the past five (5) years will be considered as bad credit.
4. **Verify previous rental history** – We verify rental history with two (2) or more previous landlords. You must provide names and telephone numbers of prior landlords. We check for timely payments, sufficient notice of intent to vacate, failure to leave the property clean and without damage at item of lease termination.
5. All applicants **Must see the interior** of the property before an application can be submitted. The property must be accepted in an AS IS condition before application can be accepted, except where there is written agreement for repairs. Verbal representations are not binding.
6. **If application is approved**, we must **immediately** have a portion of the security deposit (at least ½) to hold the property off the market and then set up an appointment to sign a lease as soon as possible. If an applicant fails to complete the lease and provide the necessary security deposit – the applicant will be rejected and the property is returned back on market. If the applicant attempts to terminate the lease prior to occupying the property – the holding deposits will be forfeited as liquidated damages for the owner.
7. **Keys** will be released on the first (1st) day of occupancy.
8. **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, an additional pet deposit acceptable to landlord.

All information collected for the approval or denial of this application is considered confidential in nature and for Property Management Specialists use only.

Normally, applications will be processed on a “first come – first served basis”; however, due to our fiduciary relationship with the owner, if more than one (1) application is submitted before approval can be achieved then, we are required to select the highest rated application for placement. In this situation only, those applicants not approved will be refunded their application fees.

NOTE: ALL MOVE IN FUNDS ARE TO BE PAID IN THE FORM OF CASHIER’S CHECK OR MONEY ORDER. Two are required, one for 1st month’s rent and 2nd for Security Deposit.

AUTHORIZATION OF RELEASE OF INFORMATION – Applicant(s) represents that all the above information for rental are true and complete, and hereby authorized verification of any and all information related to the residential history (rent or mortgage); employment history, criminal history records, court records, and credit reports. 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.

The Holding Deposit – Applicant has paid a Holding Deposit of \$ _____ in consideration of taking the dwelling unit off the market while considering approval of this application. If applicant(s) is approved the contemplated lease is entered into, then on the day of move in the Holding Deposit will be credited towards payment of the Security Deposit. If the applicant(s) is approved but fails to promptly enter into the contemplated lease or fails to move-in on the agreed upon date, the holding deposit will be retained by owner as liquidated damages. The Holding Deposit will only be refunded if application is not approved; refunds will be sent via mail within 30 days of cancellation. This application is preliminary only and does not obligate owner or owner’s agent to execute a lease of deliver possession of the proposed premises.

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DEAL SHEET

DATE: _____

PROPERTY ADDRESS: _____

NAME OF PROSPECT(S): _____

HOME PHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

QUOTED RENT: \$ _____ OFFER: \$ _____

DEPOSIT: \$ _____ REFUNDABLE SEC. DEP.: \$ _____

PET DEPOSIT: \$ _____ REFUNDABLE? YES _____ NO _____

WILL LAST MONTH RENT BE COLLECTED? AMOUNT: \$ _____ YES _____ NO _____

DESIRED MOVE DATE: _____ LEASE START DATE: _____

TERM OF LEASE: _____ PRORATED RENT: \$ _____

SPECIAL CLAUSES: _____

CONTINGENCIES: _____

IF APPLICATION IS APPROVED, we must immediately have a portion of the security deposit (at least 1/2) to hold the property off the market and then set up an appointment to sign a lease as soon as possible. If an applicant fails to complete the lease and provide the necessary security deposit – the applicant will be rejected and the property is returned back on the market. If the applicant attempts to terminate the lease prior to occupying the property – the holding deposit will be forfeited as liquidated damages for the owner.

NOTE: ALL MOVE IN FUNDS ARE TO BE PAID IN THE FORM OF CASHIER'S CHECK OR MONEY ORDER. Two are required, one for the 1st month's rent and 2nd for Security Deposit.

\$60.00 Cash Non-Refundable Application Fee per applicant: \$ _____

SIGNATURE OF PROSPECT(S): _____

SIGNATURE OF PROSPECT(S): _____