

CHERYL SMITH REALTY, INC. RENTAL APPLICATION INSTRUCTIONS

APPLICATION:

- *Each adult over the age of 18 must complete an application. The application fee is \$60 each applicant. The fee is to be paid in cash or a money order. **Application fees are non-refundable.**
- *Applicant must write the move in date they are requesting on the application.
- *A copy of a photo ID and proof of income must be provided with each application.
- *If another Realtor showed the home to the applicant, the Realtors name, office name and phone number must be written on the application OR a business card provided.
- *Applicant must sign the rental reference form and provide a fax number or email where it should be sent. If the verification must be done over the phone, provide a name and phone number of the landlord. If it does not apply, provide an explanation.
- *Applicant must provide a vet certificate showing the breed, weight and current vaccination record for each pet. No "dangerous" breeds will be accepted.

QUALIFICATION:

- *Applicants must show gross income three times the monthly rent amount. Example: If the rent amount is \$1,500- must show income of \$4,500.
- *We will also check the past rental history-**NO EVICTIONS IN THE PAST 5 YEARS OR RENTAL COLLECTIONS ALLOWED.**
- *A credit report will also be acquired for each applicant.

The owner reserves the right to require last month rent or additional security deposit. The owner also reserves the right to deny the application based on any of the above items. The decision is at the owners sole discretion. **NO** refunds will be given on any application fees if the application is denied.

APPROVAL:

- *Once the application is approved, a \$500 non-refundable hold deposit will be requested if the agreed upon move in date is more than a week away. The \$500 hold deposit will be credited towards the move in funds if the tenants complete the lease process for move in. If the tenants cancel, the deposit will be retained and given to the owner.
- *All move in funds must be provided as money orders or cashiers checks. **NO** personal checks.
- *If lease date is other than the first of the month, the rent will be prorated. A full first month rent must be collected at the time of move in. The prorated amount may also be paid at move in or at the first of the following month. Security deposit, pet deposit and last month rent (if required) is due at the time of the lease signing unless other arrangements are made ahead of time.

APPLICANTS HEREBY ACKNOWLEDGE THEY HAVE REVIEWED AND AGREE WITH THE ABOVE.

Applicant Date

APPLICATION FEE RECEIVED ____ / ____ / ____ AMOUNT \$ _____

CASH ___ MONEY ORDER ___ PAYPAL ___ BY: _____

CHERYL SMITH REALTY, INC
738 MALABAR RD. SE
PALM BAY, FL 32907
(2 BLOCKS WEST OF EMERSON)
(321) 951-0322
CHERYL@LOTLADY.COM

APPLICATION FEE:
\$60.00 FOR ANY APPLICANTS 18 YEARS
OF AGE OR OLDER.
CASH OR MONEY ORDER ONLY

APPLICATION FOR RENTAL

NOTICE: ALL ADULTS (18 YEARS OR OLDER) MUST COMPLETE A SEPARATE APPLICATION FOR RENTAL

ALL SPACES MUST BE COMPLETED IF NOT APPLICABLE FILL IN N/A

PROPERTY ADDRESS: _____ MOVE-IN DATE: _____

APPLICANT INFORMATION

LAST NAME: _____ FIRST NAME: _____ M.I. _____

SSN: _____ BIRTH DATE: _____ DRIVER'S LICENSE #: _____

CELL PHONE: _____ WORK PHONE: _____ EMAIL: _____

CURRENT ADDRESS

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DATE IN: _____ DATE OUT: _____ LANDLORD NAME: _____ LANDLORD PHONE: _____

MONTHLY RENT: _____ REASON FOR LEAVING: _____

PREVIOUS ADDRESS

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DATE IN: _____ DATE OUT: _____ LANDLORD NAME: _____ LANDLORD PHONE: _____

MONTHLY RENT: _____ REASON FOR LEAVING: _____

CURRENT EMPLOYMENT

OCCUPATION: _____ EMPLOYER/COMPANY: _____

SUPERVISOR NAME: _____ PHONE: _____

MONTHLY GROSS SALARY: _____ START DATE: _____

PREVIOUS EMPLOYMENT & OTHER INCOME

OCCUPATION: _____ EMPLOYER/COMPANY: _____

SUPERVISOR NAME: _____ PHONE: _____

MONTHLY GROSS SALARY: _____ START DATE: _____ END DATE: _____

OTHER INCOME DESCRIPTION: _____ MONTHLY INCOME: _____

OTHER INCOME DESCRIPTION: _____ MONTHLY INCOME: _____

PETS

WILL THERE BE PETS? _____ IF SO, HOW MANY _____ WHAT TYPE? _____

*** CURRENT VET RECORDS AND PHOTO WILL BE REQUIRED WITH APPLICATION***

EMERGENCY CONTACT

NAME: _____ ADDRESS _____

PHONE: _____ RELATIONSHIP: _____

NAME: _____ ADDRESS _____

PHONE: _____ RELATIONSHIP: _____

NAME: _____ ADDRESS _____

PHONE: _____ RELATIONSHIP: _____

PERSONAL REFERENCES

NAME: _____ ADDRESS _____

PHONE: _____ RELATIONSHIP: _____

NAME: _____ ADDRESS _____

PHONE: _____ RELATIONSHIP: _____

NAME: _____ ADDRESS _____

PHONE: _____ RELATIONSHIP: _____

BACKGROUND INFORMATION

HAVE YOU EVER FILED FOR BANKRUPTCY? _____ IF SO, WHEN? _____

HAVE YOU EVER BEEN EVICTED? _____ IF YES, PLEASE PROVIDE ADDRESS, LANDLORD NAME AND NUMBER

LANDLORD NAME: _____ PHONE: _____

HAVE YOU EVER WILLFULLY OR INTENTIONALLY REFUSED TO PAY RENT WHEN DUE? _____

HAVE YOU EVER BROKEN A LEASE? _____ IF YES, PLEASE LIST WHEN AND WHY: _____

VEHICLE INFORMATION

MAKE & MODEL: _____ YEAR: _____ LICENSE NUMBER & STATE: _____

MAKE & MODEL: _____ YEAR: _____ LICENSE NUMBER & STATE: _____

MAKE & MODEL: _____ YEAR: _____ LICENSE NUMBER & STATE: _____

OTHER VEHICLES: _____

PLEASE LIST NAME AND DATE OF BIRTH OF ALL OTHER OCCUPANTS THAT WILL BE RESIDING AT THE PROPERTY

NAME: _____ BIRTH DATE: _____
NAME: _____ BIRTH DATE: _____
NAME: _____ BIRTH DATE: _____
NAME: _____ BIRTH DATE: _____
NAME: _____ BIRTH DATE: _____

OTHER INFORMATION

HOW DID YOU HEAR ABOUT THIS PROPERTY? _____

PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUTE THIS APPLICATION

**BY SIGNING BELOW I HEREBY AUTHORIZE CHERYL SMITH REALTY, INC. TO PULL MY CREDIT REPORT,
BACKGROUND CHECK AND CONTACT ANYONE ON THIS APPLICATION FOR INFORMATION NEEDED.**

APPLICANT SIGNATURE

DATE

WHO SHOWED YOU THE PROPERTY?

AGENT NAME : _____

OFFICE NAME : _____

AGENT PHONE NUMBER : _____

PLEASE HAVE PROOF OF INCOME, A COPY OF VET RECORDS FOR ALL PETS, A PHOTO OF PET, A COPY OF I.D. FOR EVERYONE THAT IS GOING TO BE LIVING IN THE HOME THAT IS 18 YEARS OF AGE OR OLDER. ALSO CASH OR MONEY ORDER MADE OUT TO CHERYL SMITH REALTY FOR THE APPLICATION FEE AT THE TIME THAT YOU ARE TURNING IN THE APPLICATIONS.

Tenant/Lease Applicant Disclosure and Release Form

As part of the application process for Tenant Rental/Leasing purposes from Cheryl Smith Realty, Inc, I understand that they and/or its agents may conduct an investigation of my personal information. The investigation might include, but is not limited to names and dates of previous/current addresses and/or employment, database search, criminal history records from state, federal and other agencies, bankruptcy records and credit history. I understand that these records may be used for the eligibility of my Tenant/Lease application. I authorize without reservation the full release of these records for AppFolio and Cheryl Smith Realty, Inc and/or its agents to obtain information.

I also release and discharge AppFolio and Cheryl Smith Realty, Inc and all of its agents and associates, any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also authorize the full release of the information described above, without any reservation on behalf of this application for Tenant/Lease verification purpose. I also certify that all information provided is correct on the application to the best of the knowledge. Any false statements provided will be considered just cause for cancellation of the Rental/Lease application.

AppFolio will upon request, supply a copy of the credit report and my rights under the Fair Credit Reporting Act. AppFolio can be reached at (866) 359-3630.

Credit/Criminal/Verification Release Authorization

I hereby authorize AppFolio to obtain a credit report in connection with my application at _____

I understand that my credit report and the information therein shall be used in compliance with the Fair Credit Reporting Act or appropriate regulations. I also understand that I have a right to obtain a copy of my own credit report and can dispute any information.

I, _____ hereby authorize, without any reservation, any database/bureau contacted by AppFolio to obtain the above credit/other report type information.

PLEASE PRINT:

Signature (Applicant)

Date