



## RENTAL PROCESS AND APPLICATION DISCLOSURE

In order to process your application for residency quickly and to provide you with an answer, we need your assistance. Please complete the application and sign where noted on each page. Missing or inaccurate information will slow down the processing of the application, and may result in denial of tenancy. There is a \$75 per adult (i.e., 18 or older residing at the rental property) application fee that is non-refundable. Application will not be processed until the application fees are received. To expedite payment, please utilize Venmo and send to @SheSellsTampa or Zelle to edrina@me.com.

**Application fees are non-refundable.**

**APPLICATION PROCESSING:** Processing an application normally takes between 1-3 business days. In some cases, approval of Homeowner Associations, Condominium Associations, homeowners or unforeseen circumstances may require some applications to take longer. You will be notified immediately upon determination of approval or denial. All adult applicants, over the age of 18, must submit a fully completed, dated and signed rental application, along with the appropriate application fee. Some Homeowner and Condominium Associations may require a separate application **and fee**. If so, you must also apply separately to such association and pay any association application or other fees they may require. Approval by the homeowners or condo association is a necessary to the approval of your application.

**APPLICATION SCREENING:** Upon receipt of your application and application fee, you can expect and hereby authorize us to (1) check your credit report; (2) check for any past evictions; (3) verify your employment, if applicable; (4) verify that you have income (you must earn 3 times the monthly rent) or assets sufficient to pay the rent; (5) verify your previous landlord references; and (6) perform a criminal background screening.

**INCOMPLETE APPLICATIONS:** Incomplete applications or applications submitted without the proper application fees will not be considered. Application fees will not be refunded for incomplete or inaccurate applications.

**MULTIPLE APPLICATIONS:** It is possible that we may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what the owner(s) deem the best applications, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications, it is necessary to expend time and cost in credit reports, criminal reports, and other administrative cost, hence our policy that the application fee is non-refundable. 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 additional application fee.

**APPLICATION APPROVAL AND FUNDS REQUIRED TO TAKE THE PROPERTY OFF THE**

**MARKET:** Once you have been notified of the approval of your application, you must place the holding deposit using a cashier's check, money order, ACH or wire transfer (no personal checks or cash). The holding deposit is usually equal to one month's rent and shall be applied to the security deposit once the lease is entered into and possession of the property is taken. **Even if you have been approved, the property is available for rent until the holding deposit has been received.** In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied for beginning rental date, you shall forfeit the holding deposit funds as liquidated damages.

Your application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and Landlord unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits and advance rent.

**NON-SMOKING PROPERTIES:** All properties are non-smoking, meaning smoking is not allowed inside the building. Smoking outside and on porches and lanais is allowed unless in conflict with community rules and regulations.

**SCHOOL DISTRICTS:** Applicants understands that verification of school districts and enrollment is applicant's responsibility and should be investigated **prior to submitting your application.**

**PHOTO IDENTIFICATION:** We require a valid and current government-issued photo ID (driver's license, passport or State ID).

**PETS**

Pets allowed at owner's discretion.

**CURRENT ADDRESS:** Please provide your current address on your application form. In the event the address submitted is different from those in the credit/background report, you will be requested to provide additional documentation supporting your information.

**RESIDENCE HISTORY**

We need to verify the most current 24 months of residency. Please provide:

- DAYTIME number of your current and previous landlord. Also, please indicate if you were not on a lease. Do not leave any gaps in rental history.
- If you are renting from or living with family please provide a notarized letter.
- If you owned property then we need to see the mortgage on the credit report or verify through the mortgage company. If you owned the property outright, please provide a copy of the warranty deed or sales receipt.
- If you rented from a private landlord, then you will need to provide the last six canceled checks or money order receipts.

## **EMPLOYMENT**

Please provide the name and number of someone who can verify:

- Your current and previous employment (if at your current job less than 6 months) such as the human resources department.
- Please provide your last four pay stubs.
- Self-employed applicants must provide their last two (2) years filed, signed tax returns, tax transcript print-out and prior six (6) month's business bank statements.
- Non-employed applicants must provide proof of income such as prior six (6) months bank statements showing regular direct deposits, or documentation indicating regular income OR documentary proof of sufficient assets.
- You may be asked to provide further proof of income in addition to the above.

Receipt of your rental application means you accept this document.

You may be asked to provide further proof of information in addition to the above.

Finally, please be sure to provide your current phone numbers, driver licenses and email address.

Thank you!



# RENTAL APPLICATION

Every occupant over the age of 18 **MUST** fill out a separate application (even if married).  
Please fill out this form **COMPLETELY** and sign where indicated.

## PERSONAL INFORMATION

|   |  |   |   |       |   |
|---|--|---|---|-------|---|
| FIRST NAME  | MIDDLE   | LAST  | S.S.#   | -     | - |
| DATE OF BIRTH / /   | MARITAL STATUS<br><input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED Since _____ <input type="checkbox"/> DIVORCED Since _____ |   | DRIVERS LICENSE #   | STATE |   |
| PHONE - - <input type="checkbox"/> CELL <input type="checkbox"/> HOME | PHONE - - EXT.   | <input type="checkbox"/> HOME <input type="checkbox"/> WORK |   | EMAIL |   |
| PRESENT HOME ADDRESS  |  |   | CITY/STATE/ZIP  |       |   |
| LENGTH OF TIME  | PRESENT LANDLORD   |   | LANDLORD PHONE - -  |       |   |
| REASON FOR LEAVING  | AMOUNT OF RENT   |   | Is your present rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO |       |   |
| PREVIOUS HOME ADDRESS   |  |   | CITY/STATE/ZIP  |       |   |
| LENGTH OF TIME  | PREVIOUS LANDLORD  |   | LANDLORD PHONE - -  |       |   |
| REASON FOR LEAVING  | AMOUNT OF RENT   |   | Was your rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO        |       |   |
| NEXT PREVIOUS HOME ADDRESS  |  |   | CITY/STATE/ZIP  |       |   |
| LENGTH OF TIME  | NEXT PREVIOUS LANDLORD   |   | LANDLORD PHONE - -  |       |   |
| REASON FOR LEAVING  | AMOUNT OF RENT   |   | Was your rent up to date? <input type="checkbox"/> YES <input type="checkbox"/> NO        |       |   |

## PROPOSED OCCUPANT(S)

|      |              |            |     |
|------|--------------|------------|-----|
| NAME | RELATIONSHIP | OCCUPATION | AGE |
| NAME | RELATIONSHIP | OCCUPATION | AGE |
| NAME | RELATIONSHIP | OCCUPATION | AGE |
| NAME | RELATIONSHIP | OCCUPATION | AGE |
| NAME | RELATIONSHIP | OCCUPATION | AGE |

## PROPOSED PET(S)

|      |            |  |     |
|------|------------|--|-----|
| NAME | TYPE/BREED | <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR | AGE |
| NAME | TYPE/BREED | <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR | AGE |
| NAME | TYPE/BREED | <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR | AGE |

## VEHICLE(S) INFORMATION

|      |      |       |       |         |       |
|------|------|-------|-------|---------|-------|
| YEAR | MAKE | MODEL | COLOR | PLATE # | STATE |
| YEAR | MAKE | MODEL | COLOR | PLATE # | STATE |

## EMPLOYMENT

|                  |                |                |
|------------------|----------------|----------------|
| CURRENT EMPLOYER | OCCUPATION     | HOURS/WEEK     |
| SUPERVISOR       | PHONE - - EXT: | YEARS EMPLOYED |
| ADDRESS          | CITY/STATE/ZIP |                |
| CURRENT EMPLOYER | OCCUPATION     | HOURS/WEEK     |
| SUPERVISOR       | PHONE - - EXT: | YEARS EMPLOYED |
| ADDRESS          | CITY/STATE/ZIP |                |

## INCOME

|  |        |  |
|--|--------|--|
| CURRENT INCOME \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY | SOURCE | PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO |
| CURRENT INCOME \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY | SOURCE | PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO |
| CURRENT INCOME \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY | SOURCE | PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO |

