

Property Is Managed By: \_\_\_\_\_ Address: \_\_\_\_\_ *Application for Residency*  
 Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ **Co-Applicants Fill Out A Separate Application.**

**App/Admin  
Fee  
\$60/adult**

Rental Property Address:	Desired Move In Date:	Holding Deposit: \$ (First month's rent if left blank)	Monthly Rent:
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**ONLY FOR USE ON PROPERTIES LISTED BY KELLER WILLIAMS**

Acceptance of this application and the Holding Deposit does not constitute consideration for the Lease and any offer to Lease is not binding until accepted in writing by Landlord. If your application is approved, and you fail to enter into a Lease consistent with your Memorandum to Lease or other agreement to rent, you understand and agree that the entire Holding Deposit shall be forfeited as liquidated damages. In addition, if you enter into a Lease and fail to pay in accordance therewith, you may be held liable for all rents and damages as set forth in the Lease or allowed by law. If your application is not approved by the Landlord (even if initially rejected by the screening company, the Landlord has the discretion to approve your application), you will receive a refund of your Holding Deposit in full within 15 days. All application/administrative fees are totally non-refundable. When a Lease is signed, Holding Deposit will be applied toward the first month's rent (which may be used to pay rental brokerage commissions, if any).

<b>APPLICANT'S</b> Last Name, First, Middle		Birth date		Driver's License # and State		Social Security #		
<b>Spouse's</b> Last Name, First, Middle		Birth date		Driver's License # and State		Social Security #		
<b>OTHER PERSONS TO OCCUPY THE PROPERTY</b>	<b>1</b>	FULL NAME	RELATIONSHIP	DOB	<b>4</b>	FULL NAME	RELATIONSHIP	DOB
	<b>2</b>				<b>5</b>			
	<b>3</b>				<b>Breed, Weight, Age of Pets:</b>			

**CURRENT RESIDENCE - PART 1**

<b>APPLICANT'S</b> Present Address	City	State	Zip	How Long? Yrs / Mos	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Phone - Day	Monthly Payment			
<b>APPLICANT'S</b> Email Address						Phone - Night	Phone - Cell			
Name of Present Landlord - <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord						City	State	Zip	Landlord Day Phone	Landlord Night Phone

**PREVIOUS RESIDENCE - PART 2**

<b>APPLICANT'S</b> Previous Address	City	State	Zip	How Long? Yrs / Mos	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment							
Name of Previous - <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord						City	State	Zip	Landlord Day Phone	Landlord Night Phone			
Spouse's Previous Address				City	State	Zip	How Long? Yrs / Mos	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment				
Name of Present Previous - <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord									City	State	Zip	Landlord Day Phone	Landlord Night Phone

**EMPLOYMENT HISTORY - PART 3**

<b>APPLICANT</b> Employed By <b>Supervisor's Name</b> Company Name				Your Department Position Held/Occupation		How Long? Yrs / Mos		
Address				City	State	Zip	Phone	Monthly Salary \$
<b>APPLICANT</b> Employed By <b>Supervisor's Name</b> Company Name				Your Department Position Held/Occupation		How Long? Yrs / Mos		
Address				City	State	Zip	Phone	Monthly Salary \$

Applicant Signature	Applicant's Spouse Signature	Date	<b>I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy. Equal Housing Opportunity</b>
Property Manager/Associate Signature	Title	Date	

**EMPLOYMENT HISTORY - PART 3 (CONTINUED)**

Spouse Employed By Supervisor's Name Company Name				Your Department Position Held/Occupation	How Long? Yrs / Mos
Address	City	State	Zip	Phone	Monthly Salary \$
ADDITIONAL INCOME; Income such as child support, alimony or separate maintenance need not be disclosed unless such income is to be included for qualification hereunder: SOURCE:					Monthly Amount \$

**BANKING AND CREDIT REFERENCES - PART 4**

Bank Name	Bank Address	Checking Account #
Bank Name	Bank Address	Savings Account #

**OTHER IMPORTANT INFORMATION - PART 5**

Auto (Year, Make, Model, Color)		License Plate	Auto (Year, Make, Model, Color)		License Plate
APPLICANT'S Nearest Relative	Relationship	Address	City	State	Zip
SPOUSE'S Nearest Relative		Relationship	Address	City	State
Emergency Contact		Relationship	Address	City	State
Why Did you Decide to Apply to Rent Here?					
Referred By:		Why Moving?			Desired Move In Date

Have you ever had an eviction filed or left owing money to an owner or Landlord?    Applicant: ☐ Yes ☐ No    Spouse: ☐ Yes ☐ No

Have you applied for residency in the past 2 years, but did not move in?    Applicant: ☐ Yes ☐ No    Spouse: ☐ Yes ☐ No

Have you ever had adjudication withheld or been convicted of a crime?    Applicant: ☐ Yes ☐ No    Spouse: ☐ Yes ☐ No

***If you have answered yes to any of the above questions please explain the circumstances regarding the situation on a separate sheet.***

Each applicant acknowledges and understands that a copy of this Application will be provided to the Landlord for Landlord's records. By signing below, the applicant(s) agree to release and hold harmless Keller Williams Residential Real Estate and its representatives, the tenant verification service and all providers of information on the prospective tenant(s) listed above from any claims related to this Application, the information provided herein, and any matter related or arising out of to the delivery of this document to the Landlord. Each applicant does hereby authorize with his/her signature, the release of all public records, credit reports, criminal and rental information, and employment verification, whether by fax, photo-copy or original signature. Each adult applicant must complete and sign their own application (with attachments). Applicant agrees to pay a non-refundable application/administrative fee of \$40 at the time of the application. Applicant agrees to a full disclosure of the findings to the Landlord and agrees to future credit verification during or after the lease period if necessary for collection proceedings. A copy of the credit report will not be given to the applicant. This application is the property of Keller Williams. Applicant affirms that all the information on this application, including employment and Landlord information is true, accurate, and complete and agrees that if this is not so, this application may be denied and/or any subsequent lease will be held in default and applicant may be subject to eviction. Applicant also affirms that he/she has read and understands the rental criteria set forth on the following page(s).

Applicant Signature	Applicant's Spouse Signature	Date	<b>I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy. Equal Housing Opportunity</b>
Property Manager/Associate Signature	Title	Date	

**OFFICE USE ONLY**

Processed By Associate Name	Application Processed Date	SS# Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No
Office Location	Month Rent: Security Deposit: Pet Deposit (if applicable): Pet Approved - <input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of DL: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Rental Application Criteria and Disclosures

1. All adult applicants 18 years or older must submit a fully completed, dated, and signed residency application. Each adult applicant must provide a government issued photo ID. A non-refundable application/administrative fee of \$60.00 is due for each individual or guarantor who is to be a party to the lease. A non-refundable pet application fee is also required if pets are permitted. Any applicant who does not have a 2 year residence history in Florida will be required to pay an additional application/administrative fee, which fee may vary from state to state. In the event applicant is renting a unit governed by a condominium or homeowner's association, the applicant may be required to submit a separate application, pay a separate application fee, and pay an additional security deposit. Application/administrative fees, deposits and all money due before move-in must be paid by personal check, cashier's check, certified check or money order. Applicant will not have a right to occupy the property until the funds clear payee's bank. Only checks drawn on a U.S. bank will be accepted. Application turnaround time is generally 2-3 business days. Employment, landlord or out of state verifications may take up to an additional 3 business days.
2. Applicants must have a combined gross income of at least (2.5) two and one-half times the monthly rent. A minimum of two (2) years residential rental or ownership history is required. A credit score of 600 is desired and must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past five (5) years. All bankruptcies must be fully discharged. We will not provide you with the credit report or tell you of its contents. See Disclosure 1 below.
3. Self employed applicants are required to produce upon request two (2) years of tax returns or 1099s. Non-employed individuals must provide proof of income. All sources of other income must be verifiable if needed to qualify for a rental unit.
4. Criminal records must contain no convictions for felonies, or adjudication withheld within the past seven (7) years, or misdemeanors pertaining to offenses regarding illegal drugs or crimes against persons or property within the past seven (7) years.
5. 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 NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
6. No pets (with the exception of service animals) of any kind are permitted without specific written permission of Landlord in the lease. A non-refundable pet fee acceptable to Landlord and/or an additional pet deposit or additional security deposit. may be required. Certificate of medical necessity is required for service animals and additional pet fees/deposits are waived for these animals. The following breeds of dog will not be accepted due to insurance liability: Rottweilers, Dobermans, Pit Bulls (A.K.A. Staffordshire Terriers), Bull Terriers, Wolf hybrids, German Shepherds, Chows.
7. Landlord reserves the right to determine the amount the Tenant(s) will be required to pay as security deposit and additional prepaid rent depending on the results of this report. **NOTE:** Any request for exceptions to these criteria must be submitted in writing to the rental associate for presentation to the Landlord for consideration. If approval is then given for such exceptions, Landlord reserves the right to require additional security, a guarantor or co-signer, or additional advance rent payments or any combination of the above.
8. Current occupancy standards are a maximum of 2 persons per bedroom and may change per HUD guidelines.
9. It is the Landlord's right to report all non-compliance with terms of your lease agreement or failure to pay rent or any other charges to the credit bureau. As the Landlord's agent, Keller Williams may submit non-payment information to the credit bureau at the Landlord's request.
10. Payment of a Holding Deposit does not in any way guarantee that the applicant will be approved for the unit for which application was made. The unit will remain on the market for rent until applicant and Landlord have bilaterally executed a lease. If the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. Once this application is approved, this deposit shall be applied to moneys due under the lease terms.
11. The following advance payments are commonly due before move-in: First month rent, last month rent and security deposit and any prorated rent for a partial month as required by the lease document. Additionally, if you have pets, you can expect one or all of the requirements listed in paragraph 6.

**DISCLOSURE 1:** Pursuant to Federal Fair Credit Reporting Act, 15, U.S.C. Section 1681, et seq., as amended by the Consumer Credit Reporting Reform Act of 1996, if the landlord denies you residency or asks for additional security deposit or advance rent based on the information obtained from this application you may request a copy of your credit report from the credit reporting agency within 60 days of your denied application for residency. The credit reporting service named in an adverse action letter has provided information to us; and has made a decision based upon our criteria.

**DISCLOSURE 2:** Pursuant to Florida law, the Florida Department of Law Enforcement (FDLE) is required to maintain a list of sexual predators and sex offenders to enable the public to request information about these individuals living in their communities. Tenants who deem this information material should contact FDLE toll free at 1-888-357-7332, via e-mail at [mepic@fdle.state.fl.us](mailto:mepic@fdle.state.fl.us), or via the Internet at <http://www.fdle.state.fl.us/MCICSearch/SexPreds.asp>.

**DISCLOSURE 3:** At some point prior to entering into a lease, you may be provided with information regarding the school boundaries for a particular property. Due to school overcrowding in certain areas, school boundaries are subject to change. As a result, the information provided to you may not be accurate or current, even though it appears to be from a reliable source. If this information is important to you, contact the local school board directly to verify the correct school boundaries for the particular property you are intending to rent prior to signing a lease.

Applicant Signature	Applicant's Spouse Signature	Date	<b>I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.</b> <b>Equal Housing Opportunity</b>
Property Manager/Associate Signature	Title	Date	

