






## RENTAL PROCESS AND APPLICATION DISCLOSURE

You may preview any of our available rentals for **FREE!** Our leasing consultants/access associates will be happy to make an appointment to show you our available rental homes at no charge to you.




### How To Rent Through RES:

-  Find the property you are looking for. Our website, updated daily, has everything you need to find the perfect new home; [www.ChooseRES.com](http://www.ChooseRES.com); we also can print a **free** rental flyer if you would like to come by the office and pick one up.
-  **If you are 2-3 weeks (or less) from your move date and have viewed the property in person**, contact our office to verify the terms and conditions of the rental (i.e., rent, security deposit, availability, whether pets are allowed, etc.) and to setup a time to see the unit. Property access is subject to our availability—making an appointment in advance is recommended.
-  If you would like to rent one of our listings, the process is below. (Application also available at [www.ChooseRES.com](http://www.ChooseRES.com))

### The Application:

-  Our **application fee is \$20.00 per adult (over 18)**. Anyone who will reside at the property 18 or over **MUST** fill out an application.
-  **To move into any property, the most common monies required are:**
  - a. **The first FULL month's rent (regardless of move-in date. Pro-rations are reflected in the 2<sup>nd</sup> month.)**
  - b. **The security deposit, normally equal to one month's rent.**
  - c. **Any pet fees (normally the cost here is \$250 per pet, but this is not guaranteed—just a guideline.)—Service Animals are exempt from pet fee restrictions and requirements.**

### The Application Process:

-  Upon receipt of your completed rental application, you can expect and hereby authorize our firm to: 1) check your credit report, 2) check the public records for any past evictions, 3) verify current employment, 4) verify previous or current rental/landlord references and history, 5) do a sexual predator/offender background check. **We encourage you not to apply if you have ever had an eviction filed against you, if you have bad references, or if you are in the FDLE sex offender list or if you have a criminal record.** Co-signors or Co-Guarantors may be considered on an individual basis.
-  **Once notified of approval, you must pay the security deposit--by certified funds—NO PERSONAL CHECKS—within 24 hours, unless we agree in writing to allow you more time.** Your security deposit is non-refundable at this point in the process. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before the beginning rental date you applied for, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 24 hours unless you provide the required security deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.
-  All applicants must see and thoroughly inspect the interior of the rental property before an application is submitted. **The property must be accepted in “AS IS” condition, and a completed application, once submitted will be considered the**



**prospective tenant's acknowledgement and acceptance of the property "AS IS".** The only exception to the "AS IS" condition is a written agreement for maintenance or repair signed by both the prospective tenants and the owner/landlord/property manager. Verbal representations are non-binding. In the event Real Estate Solutions receives two or more unrelated applications for the same property, the applicant understands the owner/property manager/landlord may select the applicant desiring the property in "AS IS" condition, over another applicant requesting maintenance or repairs, even if the other applicant is more qualified to rent the property. In all cases, the application fee is non-refundable.




- ☞ All initial funds, to include but not limited to: security deposit, first month's rent must be paid by certified funds; this includes a cashier's check, money order, debit card or credit card. If approved for leasing the property, subsequent payments are to be made in accordance with the terms in your lease.

### **Resident Selection Criteria:**

- ☞ Applicants must have a combined gross income of at least three (3) times the monthly rent. Two years of job history/income must be verified; applicant may provide recent pay stubs. A minimum of two years residential history is required. Rental history must be without any record of evictions filed against any prospective tenants. We reserve the right to require a co-signor and/or a higher security deposit at our discretion. Co-signors are accepted at the owner/landlord/property manager's discretion only, and must meet all selection criteria.
- ☞ Self-employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- ☞ Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the past three (3) years. We will not provide you with the credit report; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- ☞ If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crim.
- ☞ Valid current photo ID documentation (driver's license, military ID, or state ID, passport) is required.
- ☞ Previous rental history reports from previous 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 the rental property or failure to leave the property clean and without damage when you left the property.
- ☞ No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of landlord/owner/property manager in the lease document (a pet application and pet addendum), and an additional pet deposit and applicable fee. Some properties may require higher pet fees than others, or higher rent amounts. If a higher pet fee or rent amount is required, you will be notified.
- ☞ Some Homeowner and Condominium Associations may require a separate application. If so, you must also apply separately to such association and approval by the homeowner's or condo association is a necessary prerequisite to our approval of your application.
- ☞ Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.
- ☞ Any requested exceptions to these criteria will need to be submitted in writing to Real Estate Solutions for the landlord's/owner's or property manager's consideration. If approval is given for said exceptions, an additional security deposit, co-signors and/or additional higher rent may be required.
- ☞ Multiple Applications: It is entirely possible that Real Estate Solutions 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. In such cases, more than one applicant may be approvable, however only one will eventually be approved. The best application will be approved and it may not always be the first application received. In order to evaluate the various applications it is necessary for Real Estate Solutions to expend time and cost in relation to obtaining credit reports, background reports, and other administrative reporting. Hence, it is our policy that the application fee is non-



refundable. If your application is approvable, but not approved for the property for which you applied, you may consider applying for other available properties—at no additional cost.

-  Leasing Agents: Real Estate Solutions provides agents to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. Verbal representations, at any time, are non-binding. The owner/landlord/property manager will always make the final decision on all applications.
-  This “Rental Process and Application Disclosure” is hereby made an integral part of the rental application. By signing and submitting this rental application, prospective tenant acknowledges that they understand and agree to the terms of application and rental process as described herein. Prospective tenant(s) further acknowledge that they have seen and previewed the rental property (both inside and out) and have thoroughly inspected said property, before submitting this completed application.
-  The following pages contain: the tenant information form, employment history forms (2 years of employment history is needed), and residential history forms (2 years of rental history is needed).

**\*I hereby acknowledge and affirm I have read and I accept the terms of the Rental Process and Application Disclosure**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_

**Applicant Information Page**

Applicant Full Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

SSN#: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

Requested Move-In Date: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

Persons To Occupy Dwelling (List All):

Home Phone: \_\_\_\_\_

1) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Cell Phone: \_\_\_\_\_

2) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Email Address: \_\_\_\_\_

3) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

4) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

5) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

6) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

**Pets? \_\_\_YES \_\_\_NO**

TYPE(s): \_\_\_\_\_

Breed(s): \_\_\_\_\_

Weight: \_\_\_\_\_

Car Make, Model, Year, Color:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_

Have you ever had an eviction filed against you?

\_\_\_\_\_ If Yes, please

explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever refused to pay rent when due?

\_\_\_Yes\_\_\_No

Have you ever been arrested for or convicted of a felony?

\_\_\_Yes\_\_\_No



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### Prospective Tenant Employment Verification

Tenant Name: \_\_\_\_\_  
Tenant Phone: \_\_\_\_\_  
Tenant Current Employer: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Monthly Before Tax Income: \_\_\_\_\_  
Current Employer Phone and Fax: \_\_\_\_\_  
Time With Current Employer: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Time At Previous Employer: \_\_\_\_\_

I hereby authorize RES and its agents to verify the information provided here; to obtain my credit history; and to share said information with the landlord/property manager. I certify that all information is correct; and I understand that any false information provided by me may result in the termination of any lease resulting from this application.

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE LEAVE THE BOTTOM HALF BLANK, R.E.S. WILL VERIFY THE INFORMATION.**

### The Following Section To Be Completed By Supervisor Only

Please confirm or correct the information provided by the prospective tenant above, then fax to 904-446-9766. Please call if there are any questions. **We greatly appreciate your assistance in this process.**

Name of Supervisor/Person Verifying  
Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Signature of Party Verifying Employment \_\_\_\_\_ Date \_\_\_\_\_



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## Prospective Tenant Rental History Verification

Tenant Name: \_\_\_\_\_  
 Tenant Phone: \_\_\_\_\_  
 Tenant Previous or Current Address, including unit number: \_\_\_\_\_  
 \_\_\_\_\_  
 Tenant Previous or Current Landlord/Property Manager Phone AND Fax: \_\_\_\_\_  
 Time at Previous/Current Address: \_\_\_\_\_

I hereby authorize RES and its agents to verify the information provided here; to obtain my credit history; and to share said information with the landlord/property manager. I certify that all information is correct; and I understand that any false information provided by me may result in the termination of any lease resulting from this application.

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE LEAVE THE BOTTOM HALF BLANK, R.E.S. WILL VERIFY THE INFORMATION.**

### The Following Section To Be Completed By Owner/Property Manager Only

Was Tenant Ever Late With Rent?     Yes     No    Comments: \_\_\_\_\_

Any NSF Checks?     Yes     No    Comments: \_\_\_\_\_

Any Complaints?     Yes     No    Comments: \_\_\_\_\_

Did Tenant Fulfill Their Lease?     Yes     No    Comments: \_\_\_\_\_

Was A Security Deposit Claim Made?     Yes     No    Comments: \_\_\_\_\_

Would You Rent To The Tenant Again?     Yes     No    Comments: \_\_\_\_\_

The Owner/Property Manager Should Fill This Section Out. Please Confirm or correct the information above and fax this form back to Real Estate Solutions at 904-446-9766. Please call with any questions.

**Your help with our rental process is greatly appreciated.**

Name Of Party Verifying Rental History \_\_\_\_\_  
 Position \_\_\_\_\_  
 Signature of Party Verifying Rental History \_\_\_\_\_ Date \_\_\_\_\_



