

Annual Resident Selection Criteria

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A \$50 non-refundable application fee will be required for each applicant. Applicant(s) may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit to the association.
2. Applicants must have a combined gross income of at least three (3) times the monthly rent. We reserve the right to require a co-signer. A minimum of two (2) years residential rental history is required.
3. Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
4. Self-employed applicants will be required to produce two (2) years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain, no serious misdemeanor convictions within the past three (3) years, no convictions for felonies within the past seven (7) years, no violent crimes against another person in the last ten (10) years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation will be required and applicant may be denied on this basis.
7. 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 unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at the time of lease termination.
8. No pets (with the exception of medically necessary pets) of any kind are permitted without: a pet application, specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to the landlord and/or an additional pet deposit or additional security deposit and a current photo of the pet. Landlord may require tenant to purchase renters insurance with pet liability coverage in the amount of \$300,000.00. Fees and deposits are waived for medically necessary pets.
9. Mandatory minimum fees for cleaning, carpet cleaning, re-keying etc. may be charged as per the lease. Resident(s) shall be liable for amounts for damages, cleaning, re-keying, etc. that exceed these minimum fees.
10. Applicants will be required to pay a security deposit at the time of lease execution in the amount of one (1) months rent. We reserve the right to require a higher security deposit and/or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
12. We require a holding or good faith deposit to be collected to hold a property off the market equal to one (1) months rent. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exception(s), additional security, co-signers, and/or additional rent payments may be required.
14. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent or any amounts owed to the credit bureau.
15. Keller Williams Property Management strictly complies with the Federal Fair Housing Act.

_____ I have read the Annual Resident Selection Criteria.

**KELLER WILLIAMS PROPERTY MANAGEMENT
APPLICATION FOR TENANCY**

All persons 18 & older who will be residing at the property MUST complete an application.

Property Address: _____ Move in Date: _____

APPLICANT INFORMATION: (Each applicant must fill out a separate application.)

_____/_____/_____/_____
First Initial Last Maiden

Social Security Number Birth Date Drivers License Number State

Marital Status Cell Phone Number Home Telephone Number

Work Telephone Number

Do you smoke? YES NO Have you ever had an eviction filed against you? YES NO
If yes please explain: _____

Email address: _____

Current Address: _____
City State Zip

Rent: _____ Own: _____ Date: From _____ to _____ Monthly Amount: _____

Landlord or Mortgage Holder: _____

Address: _____

Telephone Number: _____

If above is less than 5 years:

Previous: _____
City State Zip

Landlord or Mortgage Holder: _____

Address: _____ Telephone Number: _____

Have you ever been arrested for, convicted of, put on probation for or had adjudication withheld or deferred for a felony offense?

YES NO If yes please explain.

_____/_____/_____
Emergency Contact Telephone Number Relationship

EMPLOYMENT INFORMATION

Current Employer _____

Address _____

Position _____

Employment Dates _____

Supervisor's Name _____

Telephone Number _____

Monthly Income \$
If above is less than 3 years: _____

Previous Employer _____

Address _____

Position _____

Employment Dates _____

Supervisor's Name _____

Telephone Number _____

Monthly Income \$ _____

AUTOMOBILES TO BE KEPT AT PROPERTY:

Year _____	Make & Model _____	Color _____	Tag Number _____
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Year _____	Make & Model _____	Color _____	Tag Number _____
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Other vehicles, Vans, Motorcycles, Recreational vehicles or Watercraft tenent requests to be kept at property.

Please List: _____

Are any of the above commercial? Please describe: _____

Please list ALL persons that will be occupying the property:

Do you have a pet? YES NO

A separate pet application is required for each pet and must be approved by management prior to bringing any pet on the property.

Type _____	Breed _____	Age _____	Weight _____
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Type _____	Breed _____	Age _____	Weight _____
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1 AUTHORIZATION Applicant authorizes verification of all information by the landlord and/or Management Company and authorizes the landlord and or Management Company to conduct a full background check including but not limited to credit, bank account, employment, eviction, criminal background checks, references and authorize Management Compay or assigns to contact any persons or companies listed on the application. Applicant authorizes information gathered on the applicant may be shared with the landlord to determine applicants eligibility.

2 CORRECT INFORMATION Applicant affirm that all the information on the application is true, accurate, complete and correct and agree if this is not so, the applicaion may be denied and/or the lease will be held in default and may be subject to eviction with loss of all deposits and other penalties as provided by the lease terms if any. Applicant agrees to provide copies of current driver's license or other form of picture identification as verification of identity with submission of the application.

3 APPLICATION FEE Applicant has/have paid a NON REFUNDABLE application fee of \$50.00 per application. All adults 18 years of age or older residing in the rental property MUST complete an application. NO application will be processed unless the application is completed in full, the application fee has been paid and a copy of picture identification as verification of identity with submission of the application.

4 RESIDENT SELECTION CRITERIA Applicant has read and understands the rental selection criteria.

5 GOOD FAITH DEPOSIT The applicant has/have deposited a RENTAL DEPOSIT of \$ _____ (\$50.00 less than monthly rent) in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management Company and the lease is entered into and possession of the property is taken, the "Rental Deposit" shall be applied to the SecurityDamage Deposit. If na applicant is approved but fails to enter into a lease within 3 business days of verbal or written approval and/or take possession after lease signing, the FULL "Rental Deposit" shall be forfeited to the landlord or Management Company in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The "Rental Deposit" shall be refunded only if the applicant is not approved.

6 KEYS Keys will be furnished only after lease and all documents have been properly executed by all parties and only after applicable rental and security deposits have been paid, homeowner or condominium association requirements are met and funds have cleared. We require payment of all initial funds be paid 10 days in advance or paid by money order or cashier's check. Keys shall not be furnished earlier than the business day prior to the lease start date.

This application is preliminary only and in no way implies that a particular rental unit shall be available and in no way obligates landlord or Management Company to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED:

Applicant Signature _____

Today's Date: _____

How did you hear about this property: _____

If referred or shown the property by a Real Estate Agent, please give us their name & company information.

**KELLER WILLIAMS PROPERTY MANAGEMENT
APPLICATION FOR TENANCY**

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APPLICANT INFORMATION: (Each applicant must fill out a separate application.)

_____/_____/_____/_____
First Initial Last Maiden

Social Security Number Birth Date Drivers License Number State

Marital Status Cell Phone Number Home Telephone Number

Work Telephone Number

Do you smoke? YES NO Have you ever had an eviction filed against you? YES NO
If yes please explain: _____

Email address: _____

Current Address: _____

Rent: _____ Own: _____ City State Zip

Landlord or Mortgage Holder: _____

Address: _____

Telephone Number: _____

If above is less than 5 years:

Previous: _____ City State Zip

Landlord or Mortgage Holder: _____

Address: _____ Telephone Number: _____

Have you ever been arrested for, convicted of, put on probation for or had adjudication withheld or deferred for a felony offense?

YES NO If yes please explain.

_____/_____/_____
Emergency Contact Telephone Number Relationship

EMPLOYMENT INFORMATION

Current Employer

Address

Position

Employment Dates

Supervisor's Name

Telephone Number

Monthly Income \$
If above is less than 3 years:

Previous Employer

Address

Position

Employment Dates

Supervisor's Name

Telephone Number

Monthly Income \$

AUTOMOBILES TO BE KEPT AT PROPERTY:

_____ Year	_____ Make & Model	_____ Color	_____ Tag Number
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Please List: _____

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Please list ALL persons that will be occupying the property:

Do you have a pet? YES NO

A separate pet application is required for each pet and must be approved by management prior to bringing any pet on the property.

_____ Type	_____ Breed	_____ Age	_____ Weight
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1 AUTHORIZATION Applicant authorizes verification of all information by the landlord and/or Management Company and authorizes the landlord and or Management Company to conduct a full background check including but not limited to credit, bank account, employment, eviction, criminal background checks, references and authorize Management Company or assigns to contact any persons or companies listed on the application. Applicant authorizes information gathered on the applicant may be shared with the landlord to determine applicants eligibility.

2 CORRECT INFORMATION Applicant affirm that all the information on the application is true, accurate, complete and correct and agree if this is not so, the application may be denied and/or the lease will be held in default and may be subject to eviction with loss of all deposits and other penalties as provided by the lease terms if any. Applicant agrees to provide copies of current driver's license or other form of picture identification as verification of identity with submission of the application.

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6 KEYS Keys will be furnished only after lease and all documents have been properly executed by all parties and only after applicable rental and security deposits have been paid, homeowner or condominium association requirements are met and funds have cleared. We require payment of all initial funds be paid 10 days in advance or paid by money order or cashier's check. Keys shall not be furnished earlier than the business day prior to the lease start date.

This application is preliminary only and in no way implies that a particular rental unit shall be available and in no way obligates landlord or Management Company to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED:

Applicant Signature _____

Today's Date: _____

How did you hear about this property: _____

If referred or shown the property by a Real Estate Agent, please give us their name & company information.



PET APPLICATION

This Pet Application is made as a part of the rental application for the property located at: _____, Florida. I do hereby request that my pet be approved to reside with me during the term of my lease agreement. If my pet is a "Service Animal" or a "medically necessary pet" I will notify management in writing and this Pet Application will not be applicable.

NOTE: This is a Pet Application only and not approval for a pet unless approved by Management, a Pet Addendum is executed by all parties and all sums and fees are paid according to the Pet Addendum. In order for the pet to be permitted on the premises, the pet must be fully approved by Management, a Pet Addendum signed by Tenants and Management and all fees paid which may include additional security deposit, pet deposit, pet fee or additional rent as required by Management. In addition owner may require tenant to obtain renters insurance including pet liability coverage in the amount of \$300000 and provide a copy to landlord prior to lease commencement.

I understand that Management is under no obligation to approve my pet for occupancy. The following pets will not be accepted under any circumstances: German Shepherds, Dobermans, Pit Bulls, Chows or Rottweilers, any mix of the aforementioned or any other breed or mixture thereof which Management decides to not approve.

In consideration of having a pet go through this application process, I agree to pay a Pet Application fee of \$50.00 to Management. I further understand that the Application Fee is strictly an administrative fee paid to Management and is not considered a security deposit, pet deposit or pet fee. Management requires a photo of the pet for Management's files, a copy of the pet's vaccination information from the Veterinarian. **The Pet Application Fee will be refunded if Management does not approve the pet. If approved a pet addendum is required and as well as an additional pet fee of \$200 per year or \$20 per month.**

Breed: _____ Name: _____

Weight: _____ lbs. Sex ___ M ___ F Age: _____

Estimated Pet weight at maturity _____ lbs.

Pet Reference:

Veterinarian _____

Address: _____

Telephone: _____

Previous Residence:

Landlord _____

Telephone: _____

Address _____

Renters or Homeowners Insurance

YES

NO

Agency _____

Telephone _____

Address: _____

My pet is well trained, is not dangerous to others and does not have a propensity to be vicious. My pet has never bitten, clawed or caused harm to another person or other pet, and it does not bark excessively when I am home or not home. No other landlord or person has ever complained about my pet or its behavior.

My pet is not pregnant and will not become pregnant while we are residing on the premises. If my pet becomes pregnant, I will be in violation of this agreement and the pet and any offspring must be immediately removed from the premises

I agree that there shall be no other pets, other then listed above on the premises without the express written approval of Management. Should I desire additional pets, I agree to apply to Management for approval, submit another Pet Application and obtain approval prior to pet occupancy.

In the event that my pet causes damage or destruction to persons or property, I agree that all costs of said damage or destruction shall come out of our Security Deposit and/or Pet Deposit. Should the Security Deposit or Pet Deposit be insufficient to cover the cost of any pet damage or destruction, then I agree to be financially responsible for damages above and beyond the amount of my security deposit.

If the pet becomes a nuisance or causes damage or destruction to the premises or otherwise violates the terms of this pet application, Management may terminate the pet's right of occupancy and/or my lease agreement subjecting me to eviction.

I hereby agree to the terms and conditions of this Pet Application form this _____ day of _____, 20____.

_____ Applicant

_____ Applicant

_____ PET IS HEREBY APPROVED ____/____/____

_____ Management