



COLDWELL BANKER
INVESTORS REALTY OF
CITRUS COUNTY, INC.

Rental Application

A \$50.00 non-refundable application fee is required for investigation. NO SMOKING IN ANY HOME!

Instructions: A separate application must be filled out by each applicant (even if married). Completely fill out each blank and sign where indicated. Please attach a copy of your driver's licenses.

PERSONAL

APPLICANT: First _____ Middle _____ Last _____

Maiden Name _____

MARITAL STATUS: ☐ Single ☐ Married since (date) _____ ☐ Divorced since (date) _____ Former Spouse _____

BIRTH DATE: _____ SS# _____

DRIVERS LICENSE State Issued by _____ License Number _____

ADDRESSES

Present Address _____ City/State/Zip _____ Since _____ Rent/ Month _____ Present Phone (____) _____

Present Landlord _____ Address _____ City/State/Zip _____ Phone (____) _____

Landlord email address _____

Is present rent up to date? ☐ Yes ☐ No Have you given notice? ☐ Yes ☐ No Have you been asked to leave? ☐ Yes ☐ No

May we contact your current Landlord? ☐ Yes ☐ No Why are you moving? _____

Previous Address _____ City/State/Zip _____ Since _____ Rent/ Month _____ Present Phone (____) _____

Previous Landlord _____ Address _____ City/State/Zip _____ Phone (____) _____

Was rent up to date? ☐ Yes ☐ No Had you given notice? ☐ Yes ☐ No Had you been asked to leave? ☐ Yes ☐ No

Next Previous Address _____ City/State/Zip _____ Since _____ Rent/ Month _____ Present Phone (____) _____

Next Previous Landlord _____ Address _____ City/State/Zip _____ Phone (____) _____

Was rent up to date? ☐ Yes ☐ No Had you given notice? ☐ Yes ☐ No Had you been asked to leave? ☐ Yes ☐ No

OCCUPANTS

Total number to occupy _____

NAME	RELATIONSHIP	BIRTHDATE

PETS: ☐ Yes ☐ No If yes, give details (number, type & size) _____

CARS

Make/ Model/color #1 _____ State _____ Year _____ Lien Holder #1 _____

Make/ Model/color #2 _____ State _____ Year _____ Lien Holder #2 _____

EMPLOYMENT

CURRENT EMPLOYER _____ Since _____ PREVIOUS EMPLOYER _____ Since _____
Street/City _____ Street/City _____
What do you do? _____ What did you do? _____
Wrk _____ Wrk _____
HR or Supervisor _____ Hrs. _____ Phone (____) _____ Supervisor _____ Hrs. _____ Phone (____) _____
Current HR or Supervisor Email address _____
May we contact your current supervisor? ☐ Yes ☐ No

INCOME (ANY & All)

Current Income \$ _____ Hourly/Weekly/Biweekly/Monthly/Yearly Source _____
Current Income \$ _____ Hourly/Weekly/Biweekly/Monthly/Yearly Source _____
Current Income \$ _____ Hourly/Weekly/Biweekly/Monthly/Yearly Source _____

REFERENCE

Relative _____ Relation _____ Non-Relative
Address _____ Phone (____) _____ Reference _____ Phone (____) _____
Non-Relative
Reference _____ Phone (____) _____ Emergency
Contact _____ Phone (____) _____

Explain any "YES" answers on back with names and details.

Has any signer ever been sued for bills? ☐ Yes ☐ No Has any signer ever been sued for or had an eviction filed against them? ☐ Yes ☐ No
Has any signer ever been bankrupt? ☐ Yes ☐ No Has any signer ever been guilty of a felony? ☐ Yes ☐ No
Has any signer ever broken a lease? ☐ Yes ☐ No Is the total move-in amount available now (rent and deposit)? ☐ Yes ☐ No
Name in which utilities are now billed _____
Have you or any occupants 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 _____

APPLICANT understands and agrees that multiple applications may be taken by Landlord or Management for the same property and Landlord or Management may approve who they wish even if multiple applicants qualify. APPLICANT represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. APPLICANT understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. APPLICANT agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. APPLICANT authorizes verification of all information by the Landlord and or Management Company. **NON REFUNDABLE APPLICATION FEE**--APPLICANT(s) shall pay to Landlord and/or Management company herewith the sum of \$ 50.00 as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. **GOOD FAITH DEPOSIT: Upon approval** APPLICANT shall deposit a **GOOD FAITH DEPOSIT** of \$ EQUAL TO A MONTH AND A HALFS RENT. APPLICANT understands that other applications may be processed and another approved APPLICANT may be chosen. If APPLICANT is approved by Landlord and/or Management and the lease is entered into **the GOOD FAITH DEPOSIT shall be applied toward the security/damage deposit.** If APPLICANT is approved and chosen, but fails to sign the lease within 5 business days of verbal and/or written approval and/or take possession after lease signing, the **FULL GOOD FAITH DEPOSIT** shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the APPLICANT. The **GOOD FAITH DEPOSIT** shall be refunded only if APPLICANT is not approved and chosen. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rent, fees, deposits and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises to the APPLICANT. **Landlord or Management may withdraw approval even after approval at any time before a lease agreement is fully executed for any reason.**

X _____
APPLICANT DATE _____

Contact Information:

EMAIL: _____

CELL PHONE NUMBER: _____

HOME PHONE NUMBER: _____

If you have a question about the interpretation or legality of this form please consult an attorney or other qualified person.



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 all adult applicants. Applicant 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.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a guarantor. We may deny on the basis of this income requirement even if pre-paid rent is offered by applicant.
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, liens or a non-discharged bankruptcy within the past 5 years.
4. Self employed applicants may be required to produce upon request 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 convictions for felonies within the past 7 years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
10. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
11. We may require a holding or good faith deposit to be collected to hold a property off the market. 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.
12. 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 exceptions, additional security, guarantor, and/or additional advance rent payments may be required.
13. 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 and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.