

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 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. A minimum of two years residential rental history is required. Unrelated adults (roommates) must each have an income of at least three times the monthly rent.
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 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 misdemeanors, for crimes involving violence, assault or battery, drugs, firearms; felonies and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may 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 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 as defined by the Pet Addendum. The following pets will not be accepted under any circumstances, GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS OR ANY OTHER KNOWN-AGGRESSIVE ANIMAL.
9. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
10. Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under 4 years of age. Furthermore, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit. Rental of a single family dwelling to more than two (2) unrelated adults is prohibited. Acceptance of any application is also based upon family sizes and the total living square footage: typically the max for a 1,000 sq.ft. or less in four (4); up to 1,500 sq.ft., max of six (6); up to 2,500 sq.ft., seven (7) occupants. Notwithstanding this provision, the number of occupants must also 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. 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.
13. Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
14. Any request for 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, and/or additional advance rent payments may be required.
15. Roommates must be able to qualify individually and may be considered with the owner's permission. Co-signers are not accepted. A security deposit equal to 75% of the advertised security deposit will be required from each roommate.

BROCK PROPERTIES, INC.

REALTORS®

www.BrockProperties.com

RENTAL APPLICATION

\$40.00 MONEY ORDER PROCESSING FEE PER ADULT
NO PERSONAL CHECKS

THE FOLLOWING IS REQUIRED TO MAKE APPLICATION:

1. Application must be filled out and signed by the applicant on both pages.
2. A separate application must be filled out for each applicant 18 years old and older
3. A processing fee in cash or money order must accompany this application.
NO APPLICATION WILL BE PROCESSED WITHOUT A PROCESSING FEE.
4. Reliable documentation and telephone numbers for all income must be provided.
5. Photo documentation (driver's license, military ID or state ID) is required.
6. All intended applicants must be listed below.
7. You must disclose ALL pets, vehicles of any nature and water filled furniture.

YOU ARE HEREBY NOTIFIED OF THE FOLLOWING POLICIES & PROCEDURES:

1. The processing fee is NON-REFUNDABLE.
2. Brock Properties, Inc. must approve all pets.
3. If you have water filled furniture, you must provide Brock Properties, Inc. with proof of insurance. FS 83.535
4. Properties will not be held over 15 days unless it is not immediately available.
5. A holding fee must be paid with this application in order to hold property and refuse other applicants. The applicant shall sign the Lease within two business days of notice of approval or the holding fee will be forfeited.
6. If your application is approved, all monies owed must be paid in full with certified funds (cashier's check or money order) PRIOR TO LEASING.

I, THE UNDERSIGNED APPLICANT, confirm the information contained in this two-page application is true and correct and authorize Brock Properties, Inc. to verify all information contained in this application now or periodically including obtaining a credit report. I agree to supply any additional information needed to process this application and I acknowledge that my deposit will be forfeited if I do not comply with such request. Misstatements, either false or incorrect, can be deemed reason for denial of application(s). I understand that due to the Fair Credit Reporting Act that I will not be furnished a copy of my credit report from Brock Properties, Inc. or its members. I may, however, obtain a free credit report from Equifax if my application is denied for credit reasons. I also understand that this application is the property of Brock Properties, Inc.

PROPERTY-HOLDING FEE. Applicant shall pay a Property Holding Fee of \$_____ in consideration for taking the dwelling off the market while the application is being processed. This fee is not to be considered a "security deposit" as controlled by Florida Statutes 83.49, until such fee is transferred into a security deposit after all the Applicants have executed the lease. If Manager approves Applicant(s) to the lease the applied-for property and all Applicants execute the lease, the Property Holding Fee shall be applied toward the security deposit and shall be treated according to the terms of the lease. If Applicant(s) is approved, but fails to execute the lease within 2-business days of verbal and/or written approval, the full Property Holding Fee shall be forfeited to the Manager. If Applicant executes the lease, he or she is bound by all terms therein, any provision in this application notwithstanding. If Applicant "holds property" as provided herein, Manager shall not hold rental property vacant for more than 15-days, unless Manager otherwise approves.

I also affirm the following will be the residents of the property. Please list the first and last names and birthdays of all prospective occupants, including you:

Name

Relationship

Date of Birth

Nearest Relative

Address

Phone #

Relationship

Signature of Applicant

Date

PLEASE NOTE: ALL blanks must be filled in. If something does not apply to you, fill the blank with N/A, meaning Not Applicable to you. Incomplete applications will not be processed.

Application to Lease

FILL IN ALL BLANK LINES OR THIS APPLICATION WILL NOT BE PROCESSED

Address Of Property: _____ Requested Move-in Date: _____

Applicant's Name: _____ SSN: _____

Date of Birth: ____/____/____ Driver's License #: _____

Cell #: (____) _____ Home #: (____) _____ Email: _____

Current Address: _____

City: _____ State: _____ County: _____ Zip: _____

Landlord/Owner: _____ Telephone: (____) _____

Rent/mtg. Amount: _____ Lived From: _____ to: _____ Was 30 Day Notice Given? _____

Reason For Leaving: _____

Former Address: _____ City: _____ County: _____

State: _____ Zip: _____ Landlord/Owner: _____

Telephone: (____) _____ Rent Amount: _____ Rent From: _____ to: _____

Was 30 Day Notice Given? _____ Reason For Leaving? _____

EMPLOYMENT HISTORY

Current Employer: _____ Telephone: (____) _____

Company Address: _____ Company Telephone: (____) _____

Type of Business: _____ Position/Military Rank: _____

Supervisor: _____ Supervisor's Telephone: (____) _____

Full-time: _____ Part-time: _____ **Monthly Income:** _____ Date Employed: _____

Former Employer: _____ Telephone: (____) _____

Company Address: _____ Company Telephone: (____) _____

Type of Business: _____ Position/Military Rank: _____

Supervisor: _____ Supervisor's Telephone: (____) _____

Full-time: _____ Part-time: _____ **Monthly Income:** _____ Length Employed: _____ to: _____

Vehicle Year, Make & Model: _____ License Number: _____

MILITARY: Have your applied for Base Housing? _____ If NOT, do you intent to apply for Base Housing? _____

Do You Have Any RV's, Boats or Trailers? If So, Please List: _____

Will You Have Pets? _____ If So, What Type? _____ How Many? _____

Will You Have Any Water Filled Furniture? _____ If So, Please Specify: _____

Have You Ever Declared Bankruptcy? _____ If So, When: _____

Have You Ever Had A Foreclosure? _____ If So, When: _____

Have You Ever Had A Repossession? _____ If So, When? _____ Voluntary? _____

Have You Ever Had Any Collections? _____ If So, Please Specify: _____

Have You Ever Had An Eviction Filed Against You? _____ If So, Please Specify: _____

Have You Ever Been Charged With A Felony? _____ If So, Please Specify: _____

Have You Ever Been Charged With A Misdemeanor? _____ If So, Please Specify: _____

Have You Ever Been Arrested For The Sale Or Use Of Any Illegal Drugs? Yes: _____ No: _____

Have You Ever Refused To Pay Rent? _____ If So, Please Specify: _____

Has Any Part Of Your Security Deposit Ever Been Forfeited? _____ Why? _____

I declare the foregoing to be true under penalty or perjury. Landlord may terminate any agreement entered into in reliance of any misstatement(s) made above. I hereby authorize verification of all information listed above and for a credit check, criminal history and eviction information to be processed by Brock Properties, Inc.

Applicant Signature

Date

Brock Properties, Inc.

PLEASE READ CAREFULLY

DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security, motor vehicle verification, education, previous employment, credit, character, general reputation, personal characteristics, mode of living and a criminal background verification may be obtained for the purpose of this tenant application. By the signature below, the Applicant acknowledges that BACKGROUND INFO USA. has made this disclosure.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **Brock Properties Inc.**, may now, or any time while I am renting, conduct a verification of my education, previous tenant history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine tenant eligibility under **Brock Properties Inc.** tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA., and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of **Brock Properties Inc.**, **I have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, and other organizations and Agencies to provide Background Info USA. with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge **Brock Properties Inc.**, Background Info USA. and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

Applicant Last Name

First Name

Middle Name

List Other Names Used

Date of Birth

Social Security Number

CURRENT ADDRESS

CITY/STATE/ZIP

CURRENT LANDLORD

LANDLORD PHONE NUMBER

CURRENT EMPLOYER

EMPLOYER PHONE NUMBER

Applicant's Signature

Today's Date