

## RESIDENT SELECTION CRITERIA

1. All Adult residents (18 or older) must submit a fully completed, dated and signed residency application. 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 (See also paragraph 15).
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy.
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 crimes involving violence, assault or battery, drugs, firearms, intentional damage or destruction of property; and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosee", 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, including but not limited to; 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 may be prohibited at the discretion of landlord. 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 at the time of application. 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, failure to pay rent, and any overdue amounts owed to all 3-credit bureaus and a collection agency. The reported balance will include the principal amount plus all costs incurred as a result thereof, including but not limited to; debt collector's fees, court costs, and attorney fees.
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 applying for a single-family residence are subject to landlord approval, and must be able to qualify individually (See also paragraph 2). The minimum security deposit for roommates is equal to 75% of the advertised security deposit per roommate. Co-signers are not accepted.

I have read and understand the above

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# BROCK PROPERTIES, INC.

REALTORS®

www.BrockProperties.com

## LEASE APPLICATION

**\$45.00 PROCESSING FEE PER ADULT RESIDING IN PROPERTY BY CASHIERS' CHECK OR MONEY ORDER ONLY**

**PERSONAL CHECKS AND BANK CARDS ARE NOT ACCEPTED FOR APP FEE**

**THE FOLLOWING IS REQUIRED TO MAKE APPLICATION:**

1. Application must be filled out and signed by the applicant on all pages.
2. A separate application must be filled out for each adult (18 years 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. Government issued Photo Identification is required (driver's license, military ID or state ID)
6. All intended applicants and minor occupants must be listed below.
7. ALL pets, vehicles, boats and trailers of any nature, and water filled furniture must be disclosed.

**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 to take the house off the market and refuse other applicants. The lease shall be signed 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 four-page application is true and correct. I authorize Brock Properties, Inc. to verify all information contained in this application now and periodically while occupying the property, 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 the screening company used by Brock Properties, Inc. 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 may elect to pay a Property Holding Fee equal to one month's rent \$\_\_\_\_\_ 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. 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 Landlord. 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:

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Nearest Relative</u>	<u>Address</u>	<u>Phone #</u>	<u>Relationship</u>
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\_\_\_\_\_  
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 #/ State: \_\_\_\_\_

Cell #: (\_\_\_\_) \_\_\_\_\_ Home #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Current Address:** \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Landlord/Owner: \_\_\_\_\_ Was 30 Day Notice Given? \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Rent/mtg. Amount: \_\_\_\_\_ From: \_\_\_\_\_ to: \_\_\_\_\_ Reason Leaving? \_\_\_\_\_

**Former Address:** \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Landlord/Owner: \_\_\_\_\_ Was 30 Day Notice Given? \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Rent/mtg. Amount: \_\_\_\_\_ From: \_\_\_\_\_ to: \_\_\_\_\_ Reason Leaving? \_\_\_\_\_

## **EMPLOYMENT HISTORY**

**Current Employer:** \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Company Address: \_\_\_\_\_ Company Fax: (\_\_\_\_) \_\_\_\_\_

Type of Business: \_\_\_\_\_ Position/Rank: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Telephone: (\_\_\_\_) \_\_\_\_\_

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_ **Monthly Income:** \_\_\_\_\_ Date Employed: \_\_\_\_\_ to \_\_\_\_\_

**Former Employer:** \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Company Address: \_\_\_\_\_ Company Telephone: (\_\_\_\_) \_\_\_\_\_

Type of Business: \_\_\_\_\_ Position/Rank: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Telephone: (\_\_\_\_) \_\_\_\_\_

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_ **Monthly Income:** \_\_\_\_\_ Length Employed: \_\_\_\_\_ to \_\_\_\_\_

Vehicle Year/Make/Model/Color: \_\_\_\_\_ Tag #/State: \_\_\_\_\_

If Military, have you 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: \_\_\_\_\_

Pets: Yes or No Type: \_\_\_\_\_ How many: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Sex \_\_\_\_\_

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 On Drug Related Charges? Yes or No. If so, Please Specify: \_\_\_\_\_

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.

5900 N. 9<sup>th</sup> Ave  
Pensacola, FL 32504

Office (850) 494-2449  
Fax (850) 494-9338

**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 **Resolve Partners and Brock Properties, Inc.**, may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, 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 Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Brock Properties, Inc.** selection criteria.

I authorize **Resolve Partners** and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **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, current and former landlords and other organizations and Agencies to provide **Resolve Partners and Brock Properties, Inc.** 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.

**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	

Check  
appropriate  
boxes

## Application Checklist

- \$45 money order or cashier's check per application is included (No personal checks or bank cards).
- Copy of government issued photo ID is included (Driver's License).
- Proof of income of at least 3x rent amount is included.
- If applicable, contact information for current and/or former landlords provided.
- All questions answered on application or N/A written if not applicable.
- I understand incomplete applications will not be processed.
- An application is being submitted for each person over 18 that will reside in the property.
- I have previewed the property and accept it in its as-is cosmetic condition.
- If applicable, I understand that unmarried adults and roommates cannot combine their incomes to qualify and are subject to a roommate deposit of 75% of the advertised security deposit per person. More than 2-unrelated adults require owner approval.
- Regarding pets if applicable: a pet application must be submitted to [petscreening.com](https://www.petscreening.com) at the following link: <https://www.petscreening.com/referral/1lwMfAncSUE3>.
- Optional: A good faith holding fee equal to a month's rent is being submitted to take house off the market. I understand that any other applications received on the same day will also be considered. This becomes the security deposit if approved and is refundable if application is not accepted.
- I have read and understand the Resident Selection Criteria listed on front page the application.

Name: \_\_\_\_\_

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

Property: \_\_\_\_\_

Drop off or mail to:      Brock Properties, Inc.  
5900 N 9<sup>th</sup> Ave.  
Pensacola, FL 32504  
850-494-2449 office

Office hours:            9:00am – 4:00pm Monday – Thursday  
9:00am – 12:00pm Friday  
Closed on weekends and holidays