

## ***Florida Property Realty***

**4613 University Drive, #198, Coral Springs, Florida 33067**

**954-752-4800**

**[www.floridapropertyrealty.com](http://www.floridapropertyrealty.com)**

**Fax: 954-752-9569**

### **INSTRUCTIONS FOR SUBMITTING APPLICATIONS FOR RENTAL**

**NO APPLICATIONS WILL BE RUN UNTIL WE RECEIVE THE REQUIRED FEE !!**

**YOU MAY USE A "CONTRACT TO ENTER INTO A LEASE" IF YOU LIKE, BUT YOU MUST ALSO SUBMIT "OUR APPLICATION FORM"**

**PLEASE INCLUDE THE FOLLOWING:**

- 1) VALID DRIVER'S LICENSE AND A SECOND FORM OF I.D. FOR EACH ADULT (SOC. SEC. CARD IF POSSIBLE)**
- 2) EVERY ADULT AT OR ABOVE AGE 18 MUST BE LISTED**
- 3) PLEASE INCLUDE TWO YEARS RENTAL HISTORY AND TWO YEARS EMPLOYMENT HISTORY**
- 4) COLLECT AT LEAST ONE MONTH RENT IN YOUR ESCROW**
- 5) SEND \$75 FOR EACH MARRIED COUPLE OR \$50 FOR EACH INDIVIDUAL -MONEY ORDER OR CASHIER CHECK**
- 6) MAIL PACKET TO OUR ADDRESS LISTED ABOVE**

**WHEN WE RECEIVE THE COMPLETED PACKET, WE WILL PROCESS IN 2 TO 5 DAYS AND CALL YOU WITH AN ANSWER AS TO APPROVED OR DENIED.**

**IF AN HOA OR CONDO ASSOCIATION IS INVOLVED WE WILL SEND YOU THE REQUIREMENTS AT THE TIME OF APPROVAL AND WE WILL PREPARE THE LEASES.**

**WE TAKE DIGITAL PHOTO'S FOR ALL PROPERTIES PRIOR TO MOVE IN IN LIEU OF A WALK THROUGH SHEET. UPON VACATING WE TAKE PHOTO'S AGAIN AND THIS WAY ALL RENTERS AND OWNERS ARE COVERED.**

**ON MOVE IN DAY, WE WILL MEET WITH YOU AT THE PROPERTY AND COLLECT "CLEARED FUNDS" FOR ANY BALANCE DUE AND VERIFY LEASE SIGNING AND INSTRUCTIONS FOR THE RENTER FOR THEIR NEW HOME.**

**PLEASE DO NOT RUN CREDIT OR ANY BACKGROUND SCREENING SINCE WE MUST USE OUR PROCESSING METHOD FOR OUR OWNERS SINCE WE ARE THE LANDLORD IN THEIR ABSENCE.**

**THANK YOU FOR YOUR COOPERATION ! CAROL NELSON, BROKER AND AGENT FOR ALL OWNERS.**

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**Residential Application**

**APPLICATION FEES ARE NON REFUNDABLE REGARDLESS OF OUTCOME**

Address of Property Applying for: \_\_\_\_\_  
 Rent \$ \_\_\_\_\_ Type/Size of Unit: \_\_\_\_\_  
 Date of Application: \_\_\_\_\_ Desired Move In Date: \_\_\_\_\_  
 Agent/Realtor Name \_\_\_\_\_ Office \_\_\_\_\_ Phone \_\_\_\_\_

**PERSONAL INFORMATION**

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Second Telephone: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
 Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
 Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
 Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Other Residents	Relationship	Age

**RESIDENCE HISTORY**

Present address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Length of time at present address: \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
 Landlord or mortgage holder: \_\_\_\_\_ Telephone \_\_\_\_\_  
 Amount of rent \$ \_\_\_\_\_ Did you fulfill your lease? \_\_\_\_\_

Previous address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Length of time at present address: \_\_\_\_\_ Reason for moving: \_\_\_\_\_  
 Landlord or mortgage holder: \_\_\_\_\_ Telephone \_\_\_\_\_  
 Amount of rent \$ \_\_\_\_\_ Did you fulfill your lease? \_\_\_\_\_

Verified Present Landlord – Remarks \_\_\_\_\_  
 Verified Previous Landlord – Remarks \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Employed:  Full-time  Part- Time  Unemployed  Retired/Student

Present Employer: \_\_\_\_\_ Phone/Fax \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_  
Supervisor: \_\_\_\_\_ How long?: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone/Fax \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_  
Supervisor: \_\_\_\_\_ How long?: \_\_\_\_\_

**Co- Applicant's Employment**

Employed:  Full-time  Part- Time  Unemployed  Retired/Student

Present Employer: \_\_\_\_\_ Phone/Fax \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_  
Supervisor: \_\_\_\_\_ How long?: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_  
Supervisor: \_\_\_\_\_ How long?: \_\_\_\_\_

Verified Employment – Remarks \_\_\_\_\_

Verified Employment – Remarks \_\_\_\_\_

**VEHICLES**

Make/model	Year	Color	Tag No.	State

**PETS**

**Any pets not disclosed or falsely described, will result in immediate legal action against resident**

Do you have any pets? \_\_\_\_\_

Dog Breed \_\_\_\_\_

Weight \_\_\_\_\_ Sex \_\_\_\_\_

Cat Breed \_\_\_\_\_

Weight \_\_\_\_\_ Sex \_\_\_\_\_

Other, \_\_\_\_\_

**IN CASE OF EMERGENCY**

Notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_  
Notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_

**Tenant shall, prior to occupancy, provide proof of renter's insurance or sign a waiver at move-in.**

**PLEASE READ CAREFULLY BEFORE SIGNING**

In considering this application from you, management will rely heavily on the information, which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize management to make any necessary inquiries and verify any references to evaluate your tenancy. If this application is for a condominium, you agree to appear before an Admissions Board if requested.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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