

Home Property Management
 8259 N. Military Trail #1
 Palm Beach Gardens, FL 33410
 (561) 624-4663 Phone
 (561) 624-5019 Fax

Rental Application



Enter the property address you want to rent:	Every adult who will live in the property must complete an application.
Today's date is:	Please enter the monthly rental rate here: \$
Date you viewed the inside of the property:	If another Realtor showed you this property, please write his/her name here:
Date you would like to move in:	

APPLICANT (FULL NAME): _____ SSN#: _____
 PRESENT ADDRESS: _____
 DRIVER'S LICENSE#: _____ DATE OF BIRTH: _____
 HOME PHONE: (_____) _____ E-MAIL ADDRESS: _____
 APPLICANT 2 NAME: _____ SSN#: _____
 DRIVER'S LICENSE#: _____ DATE OF BIRTH: _____

APPLICANT EMPLOYER'S NAME & ADDRESS : _____
 _____ WORK PHONE:(_____) _____
 HOW LONG: _____ POSITION: _____ MONTHLY GROSS INCOME: \$ _____
 PREVIOUS EMPLOYER NAME & ADDRESS: _____
 HOW LONG: _____ GROSS MONTHLY INCOME: _____ PHONE: (_____) _____

SPOUSE EMPLOYER'S NAME & ADDRESS: _____
 _____ WORK PHONE: (_____) _____
 HOW LONG: _____ POSITION: _____ MONTHLY GROSS INCOME: \$ _____
 PREVIOUS EMPLOYER NAME & ADDRESS: _____
 HOW LONG: _____ GROSS MONTHLY INCOME: _____ PHONE: (_____) _____

CURRENT LANDLORD'S NAME & ADDRESS: _____

 LANDLORD'S PHONE: (_____) _____ CURRENT RENT \$ _____
 HOW LONG HAVE YOU LIVED AT THIS RESIDENCE: _____

PREVIOUS LANDLORD'S NAME & ADDRESS: _____

 PREVIOUS LANDLORD'S PHONE: (_____) _____ PREVIOUS RENT \$ _____
 DATES LIVED AT THIS RESIDENCE: _____

PERSONS TO OCCUPY DWELLING:	AGE	SEX	SOCIAL SECURITY #
NAME: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NEAREST RELATIVE NOT LIVING WITH YOU:
 NAME: _____ PHONE: _____
 ADDRESS: _____

PETS: YES() NO() TYPE: _____ BREED: _____ WEIGHT: _____
 CAR TAG: _____ STATE: _____ MAKE: _____ MODEL: _____ YEAR: _____
 CAR TAG: _____ STATE: _____ MAKE: _____ MODEL: _____ YEAR: _____
 HAVE YOU EVER BEEN EVICTED FROM A TENANCY? _____ YES _____ NO
 HAVE YOU EVER INTENTIONALLY REFUSED TO PAY RENT WHEN DUE? _____ YES _____ NO
 HAVE YOU EVER BEEN ARRESTED FOR OR CONVICTED OF A FELONY? _____ YES _____ NO
 FOR HOW MANY YEARS DO YOU THINK YOU WILL LIVE AT THIS PROPERTY? _____

Applicant's Initials (_____) (_____) (_____)

CONTRACT TO LEASE: I (WE) DO HEREBY MAKE APPLICATION FOR OCCUPANCY OF THE FOLLOWING RENTAL UNIT AND UNDER THE FOLLOWING TERMS:

PROPERTY ADDRESS: _____, FLORIDA.

INITIAL TERM: SHALL BE FOR _____ MONTHS, BEGINNING _____, 20____, AND ENDING THE LAST DAY OF _____, 20____.

RENT: THE RENT (IF PAID ON TIME) SHALL BE \$ _____ PER MONTH.

(NOTE: THIS ASSUMES THAT THE RENT IS PAID ON OR BEFORE THE 1ST OF EACH MONTH BY 5:00 PM. OTHERWISE, THE RENT IS \$50.00 HIGHER THAT MONTH.)

OTHER ITEMS REQUESTED (IF ANY) : _____

ASSOCIATION APPROVAL: Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective Resident(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within 3 days from the effective date of this contract. Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association and/or Home Property Management, this contract will terminate and any rents and/or security deposits paid will be refunded to the prospective Resident(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable application fees paid to the association and to Home Property Management are not refundable under any circumstance.

AUTHORIZATION: I (we) affirm that the information contained in this rental application to lease to be true and correct. I (we) agree that Home Property Management may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I (we) agree and affirm that Home Property Management may question and seek information from all persons and/or firms named by us in this application and contract to lease, and further authorize Home Property Management to acquire my (Our) credit reports and criminal background check from any authorized credit agency. I (we) agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to Home Property Management.

FAILURE TO PERFORM: I (we) agree to enter into a lease for the rental unit upon the terms outlined above. I (we) agree that I (we) have toured, previewed and seen the rental unit being applied for and that I (we) are accepting it in "AS IS" condition, unless otherwise noted above in "Other Items Requested". If I (we) refuse to enter into the managers lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me (us) (on or before the occupancy date indicated), then Home Property Management may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by Home Property Management as liquidated damages.

RENTAL PROCESS AND APPLICATION PROCEEDURE: I/we do hereby acknowledge that I/we were provided the handout entitled "Rental Process and Application Procedures" and that I/we understand and agree to the terms of application and rental process. I/we have read and initialed or signed all seven (7) pages of this application package and have submitted them with this application for consideration by Home Property Management.

Signature of Applicant

Date

Leasing Consultant

Signature of Applicant

Date

*****This must accompany the Rental Application.*****

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin."

You may preview any of our available rentals for FREE! Our leasing consultants will be happy to show you our available rental homes at NO CHARGE TO YOU!.

We lease SINGLE FAMILY HOMES AND APARTMENTS throughout the Palm Beach County area. Simply call our office for a showing appointment at (561) 624-HOME (4663).

You may also preview our properties 24 hours a day on line at <http://www.homepropertymanagement.com>.

- [Homes For Rent](#)
- **Application Processing and Time Frame**
- **Cost**
- **The Application**
- **Resident Selection Criteria**
- **Other Issues**

Application Processing and Time Frame:

- If you fully complete the application, and provide us with accurate contact information for your current and/or previous landlords, we can usually process your application in minutes. We pledge to process your application whenever possible during the same day that you apply. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee.
- No rental property will be held vacant for more than two (2) weeks, unless approved by Home Property Management.

Cost:

- If you decide to apply to rent one of our properties, there is no application fee. Incomplete applications or applications submitted with obvious conflicts with HOA/Condo rules will not be processed.
- Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.

The Application:

- Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your employment; and (4) verify your previous landlord references; and (5) do a criminal background check. If you have bad credit, bad references, have ever been evicted in the past or have a criminal record, you may be required to post an additional security deposit as a part of your approval. In addition, Co-signers may be considered on an individual basis.
- Once you have been notified of your approval, you must place (at a minimum) a holding deposit (by cashier's check or money order), equal to at least one months rent, within 48 hours of your approval

notification. Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 48 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else.

- All applicants must see the interior of the property before an application can be submitted. The property must be accepted in, "AS IS" condition before an application can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application under "Other Items Requested", in the contract to lease portion of your application. If your maintenance and repair request are acceptable to Home Property Management, then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding. In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands the manager may select the applicant desiring the property in "AS IS" condition, over another applicant requesting maintenance or repairs.
- All initial funds, the holding deposit - first months rent and security deposit must be paid by cashiers check or money order payable to "Home Property Management". Subsequent months thereafter may be paid by check.

Resident Selection Criteria: To Qualify for the advertised security deposit amount you must meet the following criteria. If your credit, residence history or income does not qualify, you will still be approved but at a higher security deposit amount:

- Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing, applicant may provide recent pay stubs. A minimum of two years residential history is required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer and/or a higher security deposit. Co-signers are accepted at the managers discretion only, must meet all requirements, and must reside in the State of Florida.
- Credit history and/or Civil Court Records must not contain judgements, eviction filings, collections, liens or bankruptcy within the past three (3) years. We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- Self employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.
- Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
- Previous rental history reports from previous 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 rental property or failure to leave the property clean and without damage when you left the property.
- Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit. Consequently, Home Property Management also prohibits the rental of a single family dwelling to more than two (2) unrelated adults.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Home Property Management and an additional Non-refundable administrative fee of \$300.00 per pet. Some properties may require higher fees or higher rent amounts. If a higher fee or rent amount is required, you will be notified at the time of the application. The following pets will not be accepted under any circumstances, GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS.

- Some Homeowner and Condominium Associations may require a separate application. If such is the case, you must also apply separately to such association and approval by the homeowners or condo association is a necessary prerequisite to our approval of your application.
- Any exceptions to these criteria will need to be submitted in writing to Home Property Management for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.

Other Issues:

- Rents quoted are the rental amounts due if paid online or at a 7-11 and on time, (on or before the 1st of each month by 5:00 PM) otherwise, the rent is at least \$50.00 more that month and possibly higher if rents are severely delinquent.
- Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Home Property Management's prior approval.
- Security deposits are security for faithful performance by tenants of all terms, covenants and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease of damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term, except that \$200.00 of the deposit is non-refundable as an administrative fee to Home Property Management paid upon the closing of the lease agreement.
- Maintenance and Repair - When you rent a home from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair request during your first 5 days of possession.
- Multiple Applications - Because we process applications so quickly, it is rare that we will ever have multiple applicants for the same property. In such an instance, you can expect that we will inform you in advance of this situation! If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Home Property Management to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence, our policy that the application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.
- Leasing Consultants - Home Property Management provides leasing consultants to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. The leasing consultant will also submit your application to Home Property Management for processing. The leasing consultant is not authorized to negotiate on behalf of Home Property Management. Verbal representations are non-binding. Once your application is submitted to Home Property Management, the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.
- This "Rental Process and Application Disclosure" is hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.
- This must be sent in with Rental Application, the contract to lease and the disclosure of information on lead based paint and lead based paint hazards. Please print and initial this section and include with your rental application either in person or by fax to (561) 624-5019.

Thank you for applying to Home Property Management!

Applicant's Initials (_____) (_____) (_____)

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) **Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).**

(ii) **Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.**

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) **Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).**

(ii) **Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.**

Lessee's Acknowledgment (initial)

(c) **Lessee has received copies of all information listed above.**

(d) **Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.**

Agent's Acknowledgment (initial)

(e) **Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.**

Certification of Accuracy Address of Property _____

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Tenant 1	_____ Date	_____ Tenant 2	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date