



Office 386-789-2100

Fax 386-789-2215

Property Address: _____

Requested Move In Date: _____

Applicant Information:

Last Name _____ First Name _____ Middle Name _____

Drivers License _____ State Issued _____ Marital Status _____

Date of Birth Month _____ Day _____ Year _____ Social Security # _____ - _____ - _____ Email _____

Phone# _____ Cell# _____ Fax# _____

Current Address:

Street _____ Apt# _____

City _____ State _____ Zip _____

Employment:

Company _____ Supervisor _____ Supervisor Phone _____

Address _____ Work Phone _____

City _____ State _____ Zip _____

Your Position _____ How Long _____

Gross Monthly Income \$ _____

Spouse Information:

Last Name _____ First Name _____ Middle Name _____

Phone# _____ Cell# _____ Fax# _____

Additional Monthly Income You Would Like To Be Considered

Source: _____ \$ _____

Pets: YES NO (Not all owners allow pets Contact Property Manager for Prior Pet Approval)

What Kind	Weight	Breed	Age
_____	_____	_____	_____
_____	_____	_____	_____

(Mandatory Non-Refundable Pet Fee Required For All Pets)

Rental/Criminal History: (You Represent The Answer Is No If You Leave Any Blank Answers In This Section)

Have You Ever Been Evicted Yes No Have You Ever Been Sued For Property Damage Yes No

Have You Ever Been Sued For Rent Yes No Have You Ever Broken A Lease Yes No

Have You Ever Been Convicted, Pleaded Guilty, No Contest, Received Probation, Deferred Adjudication, Court Ordered Supervision Or Pre Trial Diversion For A Felony, Sex Related Crime Or A Misdemeanor Assault Against Another Person? If Yes Explain: _____

Previous/Current Landlord: _____ Phone _____

May We Contact Yes _____ No _____ **If No Explain:** _____

Other Occupants:

(List Names Of All Persons Under Age Of 18 Yrs. That Will Be Occupying The Property.) Attach Sheet If Necessary:

Last Name _____ First Name _____ Relation _____

Last Name _____ First Name _____ Relation _____

Last Name _____ First Name _____ Relation _____

Emergency Contact Information: (Emergency Contact Person 18 Years or Older Not Living With You)

Last Name _____ First Name _____ Relation _____
Address _____ City _____ St _____ Zip _____
Home Phone: _____ Other Phone: _____

Vehicle Information:

Year _____ Make _____ Color _____ License Plate# _____
Year _____ Make _____ Color _____ License Plate# _____

Authorization / Acknowledgement

This Application Is Made For The Purpose Of Procuring Rental of Premises And For Credit Approval

By signing this application, you declare that all your statements are true and complete. You authorize Century 21 Armstrong Team Realty to verify this information through any means, including consumer reporting agencies and other rental housing owners. I you fail to answer any question or give false information, Century 21 Armstrong Team Realty may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy. Applicant(s) has read and understands the above statement and to the best of his / her knowledge states that all facts are true and correct. It is further understood that a credit report and complete verification will be issued by an independent agent. Any applicable application fee, must be paid prior to processing application and are **nonrefundable**.

Application and Approval Process: The approval process will begin when we have received complete application from all applicants, The three possible outcomes from the approval process are **accepted, conditional acceptance, or denied**. Additional information and deposits may be required if conditional acceptance is recommended. If you are denied credit, the Equal Opportunity Act requires that the creditor give you a notice that tells you the specific reasons your application was rejected or the fact that you have the right to learn the reasons if you ask within 60 days. If the creditor says you were denied credit because you are too near your credit limits on your charge cards or you have too many credit card accounts, you may want to re-apply after paying your balances down or closing some accounts. If you are denied credit because of information from a credit reporting agency the Fair Credit Reporting Act requires that the creditor gives you the name, address and phone number of the reporting agency that supplied the information. You should contact that agency to determine what your report said. We do not discriminate on the basis of race, color religion, sex, national origin, handicap or familial status. The undersigned applicant and co-applicants hereby consent to allow our company, itself or through its designated agents and its employees, to obtain a consumer reports and criminal record information, if applicable, on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease a rental unit to me/us. We also agree and understand that an owner and its agents and employees may obtain additional consumer reports and criminal record reports, if applicable, on each of us in the future to update or review our account. Upon my/our request, Owner will tell me/us whether consumer reports or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports.

I have read and understand the rental application acknowledgement statement above. By signing this application, you declare that all your statements in this application are true and complete.

Applicant Full Name _____

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY:

Community Name _____ Agent/Manager _____

Application Fee\$ _____ Application Deposit\$ _____

Address _____ City _____ ST _____ Zip _____

Move In Date: _____ Rent/Lease \$ _____ Lease Term _____

Credit Report Date _____

Credit Approved _____ Credit Denied _____ Conditional Approval _____

Notes: _____

RESIDENT SELECTION CRITERIA

MANAGEMENT CENTURY 21 ARMSTRONG TEAM REALTY

Property Address: _____

Perspective Tenant(s): _____

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application, a non-refundable application fee and proof of identity. Additional approval may be required by a condo or homeowner's association and applicants may be required to pay an additional application fee or security deposit to said associations.
2. Applicants must have a combined gross income of at least three times the monthly rent and a minimum of two years residential rental history or similar housing payment history (i.e. mortgage payments, etc..). 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 should not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years. (exceptions pending acceptable explanation and clarification may be considered but not guaranteed).
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 sustained income (i.e. awards benefit letter, settlement letter, etc.).
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions or 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 or illegal activities, 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 Service Animals, ESA or Therapy Animals for the benefit of the occupant(s)) of any kind are permitted without specific written permission of the landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or and additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary animals.
9. Mandatory minimum fees for general cleaning, carpet cleaning, rekeying etc may be charged as per the lease. Resident(s) shall still be liable for cost due to damages, cleaning, re keying etc that exceed this non-refundable property preparation fee or minimum fees.
10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of \$50.00 more than one months rent or a mutually agreed upon amount in the written lease. We reserve the right to require a higher security deposit and or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
12. We may require a holding or good faith deposit to hold a property off the market. In the event the application(s) is/are approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application(s) is/are approved and the applicant(s) enter(s) into a lease, this deposit shall be applied to the required security deposit.

13. 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, co-signers, and/or additional advance rent payments may be required.

14. Our company reserves the right to report all non compliances and failure to pay rent or other amounts owed according to the terms of your rental agreement. Unpaid amounts owed may be reported to credit bureaus, collection agencies and authorized creditors. If the amount is disputed, it shall be reported as disputed in accordance with law.

*(Initial first page, sign below, and return with application)

Applicant(s): _____

