



## TENANT APPLICATION PACKAGE

TENANT NAME: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

The following information / documents are **required** as a part of the application process:

- Completed Rental Application** *(One Application per Adult To Be Occupying the Dwelling)*
- Completed Rental Verification Form** *(Please Sign On Applicant Signature and Date, Landlord will Complete Remaining Portion Including Address of Residence Occupied)*
- 2 Months of Pay Stubs (or 2 Months of Bank Statements if Self-Employed)**
- Copy of Driver's License or Applicable Identification**

**OPTIONAL:** *The following item(s) are not required to complete the application process but may be submitted in conjunction with your required items to help strengthen your application.*

- Last Copy of Bank Statement(s) – Either Checking, Savings, or Both**
- Personal Statement**

*To avoid delays in processing, please submit all documents together to:*

E-Mail: **francis@reidresortrealty.com**

Fax: **(305) 647-0245**



## APPLICATION FOR RESIDENCY

*\*Please note that all co-applicants must submit a separate application.*

The undersigned hereby makes an application to rent \_\_\_\_\_

Anticipated move date of \_\_\_\_\_ at a monthly rate of \_\_\_\_\_ and security deposit of \_\_\_\_\_ and a non-refundable pet fee if applicable of \$250.00 per pet.

### APPLICANT INFORMATION

Full Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Home Phone (     ) \_\_\_\_\_

Cell Phone (     ) \_\_\_\_\_

Names of Children \_\_\_\_\_

Ages of Children \_\_\_\_\_

### RESIDENTIAL HISTORY (Prior 3 Years)

Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Month/Year Moved In \_\_\_\_\_ Current Rent \$ \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Month/Year Moved In \_\_\_\_\_ Previous Rent \$ \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**PLEASE DESCRIBE YOUR CREDIT HISTORY**

Have you declared bankruptcy in the past seven (7) years?                    YES    NO  
Have you ever been evicted from a rental residence?                    YES    NO  
Have you had two or more late rental payments in the past year?                    YES    NO  
Have you ever willfully or intentionally refused to pay rent when due?                    YES    NO

**EMPLOYMENT INFORMATION**

Your Status:            Full Time            Part Time            Student            Unemployed

Employer \_\_\_\_\_

Dates Employed \_\_\_\_\_ Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_

If employed by above less than 12 months, give name & phone of previous employer or school:

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Source Name and Phone \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_\_ Address \_\_\_\_\_

Contact Phone (     ) \_\_\_\_\_ Relationship To Applicant \_\_\_\_\_

**PERSONAL REFERENCE (Cannot be same as Emergency Contact or someone related to applicant)**

Name \_\_\_\_\_ Address \_\_\_\_\_

Contact Phone (     ) \_\_\_\_\_ Relationship To Applicant \_\_\_\_\_

**VEHICLE INFORMATION**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License Plate State and Number \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License Plate State and Number \_\_\_\_\_

**DRIVER'S LICENSE INFORMATION**

Driver's License Number \_\_\_\_\_ Issuing State \_\_\_\_\_

**ADDITIONAL INFORMATION**

Have you ever been convicted of any criminal offense of physical or violent nature against people or property?  YES  NO

If yes, please describe: \_\_\_\_\_

Have you ever been convicted of a felony?  YES  NO

If yes, please describe: \_\_\_\_\_

**PETS**

Do You Own Pets?  YES  NO If Yes, How Many? \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_

Pet Reference \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**APPLICATION DEPOSIT AGREEMENT**

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Applicant is applying for residency and has tendered a non-refundable application fee of \$75.00. This application can be paid by credit card below, or in the form of a cashier's check or money order.

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application. I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

When so approved and accepted, I agree to execute a lease before possession is given and to pay the balance of the security deposit prior to the move in date. If the application is not approved or accepted by the owner or agent, I hereby waiving any claim for damages by reason of non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, and investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

The above information, to the best of my knowledge, is true and correct.

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Signature of Applicant

Date Signed



**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby agree to permit Reid Rental Management to investigate my credit, tenant history, banking, and employment for the purposes of renting a condo, town home, or single family home with this owner or manager.

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Applicant Signature

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Date Signed

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Applicant Name (Please Print)

**APPLICATION FEE**

I hereby authorize **Reid Rental Management** to debit my account below for the application fee of \$75.00 per applicant for the enclosed application. I acknowledge that this charge may appear on my credit card statement as **Reid Resort Realty**.

**ACCOUNT INFORMATION**

Type of Credit Card       VISA       MASTERCARD       DISCOVER       AMEX

Credit Card Number \_\_\_\_\_

Credit Card Expiration (MM/YY) \_\_\_\_\_ CVC Code \_\_\_\_\_

Cardholder Name (If Different From Applicant) \_\_\_\_\_

Complete Billing Address \_\_\_\_\_

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date Signed



# RENTAL VERIFICATION

The individual signed below has submitted a rental application to **Reid Rental Management**.

Please provide the information requested and fax this form back to our office at **(305) 647-0245**.

Thank you for your prompt response.

Name of Applicant (*please print*) \_\_\_\_\_

I hereby authorize release of the information requested below for my rental address at:

STREET CITY STATE ZIP

APPLICANT SIGNATURE DATE

Please note if the applicant is a  current resident or a  past resident at your community.

Move-In Date: \_\_\_\_\_

Lease Ending Date: \_\_\_\_\_

Amount of Rent: \$ \_\_\_\_\_

# of Late Payments: \_\_\_\_\_

# of NSF checks: \_\_\_\_\_

Has Proper Notice Been Given?  YES  NO

Is there currently any past due amount owed on the resident's account?  YES  NO

Has the resident complied with all community policies?  YES  NO

Does this resident keep an animal on the premises?  YES  NO

Has the animal at any time caused a problem or been a nuisance?  YES  NO

Have legal proceedings ever been filed on this resident?  YES  NO

Is resident eligible for re-rental?  YES  NO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_

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Community