

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 is required for all adult applicants. Applicants may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or security or damage deposit.
2. Applicants must have a combined gross income of at least 3.25 times the monthly rent with a debt-to-income ratio of less than 40%. A minimum of two years of 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 pay, judgments, eviction filing, collections, liens or bankruptcy, and a FICO credit score of 670 or higher.
4. Self-employed applicants may be required to produce upon request two 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, firearms, intentional damage or destruction of property, and no sexual offenses. In the event a record comes back "adjudication withheld," "nolle prosequere," or "adjudication deferred," further documentation may be required, and the 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 the unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (except medically necessary pets 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 the lease, a non-refundable pet fee acceptable to the 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 for a minimum of one month's rent. We reserve the right to require a higher security deposit or additional prepaid rent.
10. Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under four. Furthermore, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults from residing in a single-family dwelling unit. Rental of a single-family dwelling to more than two (2) unrelated adults may be prohibited at the landlord's discretion. 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 comply with HUD standards/guidelines for the applied 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. If the application is approved and the applicant fails to enter into a lease, the applicant shall forfeit this deposit. If 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 given for such exceptions, additional security and/or 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 75% of the advertised security deposit per roommate. Co-signers are not accepted.
16. Behavioral Qualifications: If the applicant(s) make derogatory or offensive comments or act in a threatening, combative, intoxicated, or disorderly manner during any phase of the inspection, meeting, or application process, the application may be denied.

I have read and understand the above _____

Signature of Applicant

_____ Date

BROCK PROPERTIES, INC.

REALTORS®

www.BrockProperties.com

LEASE APPLICATION

\$50.00 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.

**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 **Acranet Tenant Screening 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 **Acranet Tenant Screening** 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 **Acranet Tenant Screening 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	

