



# EMPIRE PROPERTIES, INC.

1911-B N. Monroe St.  
Tallahassee, Florida 32303  
Tel: (850) 561 0400 Fax: (850) 561 1355

## RENTAL APPLICATION

FOR OFFICE USE ONLY

DATE \_\_\_\_\_ AGENT \_\_\_\_\_

The undersigned hereby makes application to rent unit number \_\_\_\_\_ Located at \_\_\_\_\_

Beginning on \_\_\_\_\_, at a monthly rent of \_\_\_\_\_, with a deposit of \_\_\_\_\_

**FAIR HOUSING: WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW. IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN.**

### PLEASE TELL US ABOUT YOURSELF

FULL NAME \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_

Name Of Co-Applicant \_\_\_\_\_ Relationship \_\_\_\_\_

Names Of All Other Occupants \_\_\_\_\_ Total Number Of Occupants \_\_\_\_\_

How Many Pets Do You Or Other Occupants Own? \_\_\_\_\_ Type Of Pets & Weights \_\_\_\_\_

### PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

CURRENT ADDRESS \_\_\_\_\_ Zip \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Landlord \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Rent \_\_\_\_\_

PREVIOUS ADDRESS (If within 3 years) \_\_\_\_\_ Zip \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Landlord \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Rent \_\_\_\_\_

PREVIOUS ADDRESS (If within 3 years) \_\_\_\_\_ Zip \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Landlord \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Rent \_\_\_\_\_

### PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS:  Employed Full-Time  Employed Part-Time  Student  Retired  Not Employed

CURRENT EMPLOYER (Or Most Recent) \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Employed From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Household Gross Monthly Income \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could 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 \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date Employed From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

**PLEASE LIST YOUR PERSONAL REFERENCES**

YOUR REFERENCES	Years known	Relationship	Telephone
1			
2			
3			

Total Number of Vehicles (Including Company Vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Other Car, Motorcycle, etc. \_\_\_\_\_

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent?  Yes  No

Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No

Been sued for damage to rental property?  Yes  No Declared bankruptcy?  Yes  No

Please give any additional information that might help management evaluate your application: \_\_\_\_\_

How did you hear about our property? \_\_\_\_\_

If management has any questions about your application, please give phone numbers where you can be located:

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY: _____	Relationship: _____
Full Address: _____	
Home Phone: _____	Work Phone: _____

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the first day of each month in advance. A full month's rent is payable upon move-in. If move-in is on a date other than the 1<sup>st</sup> of the month, a prorated credit is applied to the next payment due on the 1<sup>st</sup> of the following month. 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, \$100 of the deposit will be retained to offset the agent's cost, time and effort in processing my application.

I hereby deposit a non-refundable application fee of \$50 (per person) plus \$ \_\_\_\_\_ (total earnest money) as earnest money to be refunded to me if this application is not accepted within 10 business banking days. Upon acceptance of this application, this deposit shall be retained as part of the security deposit. When so approved and accepted I agree to execute a lease for \_\_\_\_\_ months before possession is given and to pay the balance of the security deposit within 3 business banking days after being notified of acceptance or the deposit will be forfeited as liquidated damages in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character and reputation. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant thereby waiving any claim for damages by reason of non-acceptance.

I authorize you to contact previous landlord(s), credit and personal references that I have given in this application. I also authorize you to obtain my consumer credit report and to perform a criminal background check.

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

**CONVICTION OR ADJUDICATION OF A FELONY IS REASON FOR REJECTION.  
A COMPLETE LIST OF ACCEPTANCE AND REJECTION CRITERIA IS AVAILABLE UPON REQUEST.**

\_\_\_\_\_  
Applicant's Signature

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

**PHOTO ID OR SIGNATURE ID WILL BE REQUIRED AT LEASE SIGNING.**

Moneys Received

Date	Description	Amount
	Application Fee	
	Deposit	
	Extra Deposit	
	Other	