



RENTAL PROCESS AND APPLICATION DISCLOSURE

“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.” Underill Management Company, L.L.C. is the management agent for many separate property owners; therefore, policies at each property may vary depending on the particular owner’s preference.

Application Processing Time Frame:

- Processing an application normally takes between 2 – 3 business days. 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 proposed renters over the age of 18 must submit a fully completed, dated and signed rental application and application fee.

Cost:

- If you decide to apply to rent one of our properties, there is a **\$35.00** per adult application fee that is non-refundable. This must accompany the fully completed application form provided to you by our company. Personal checks will not be accepted for application fees.
- Some Homeowner and Condominium Associations may require a separate application and fee 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. Approval by homeowners or condo association is a necessary prerequisite to our approval of your application.
- Our leases are currently reviewed by an Attorney at Law to comply with Florida laws. If you are the successful leasing candidate, there is a one-time document preparation fee of **\$50.00**.

The Application:

- Upon receipt of your rental application and application fee, you can expect that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your income; and (4) verify your previous rental references; and (5) do a criminal background check. We would encourage you not to apply if you have bad references or have ever been evicted in the past.
- All applicants must see the interior of the property before an application can be submitted.

Resident Selection Criteria:

- Applicants must have a combined verifiable gross income of at least 2 1/2 times the monthly rent or can verify ability to otherwise meet financial requirements of the rental agreement. Rental history must be rated satisfactory or better. We reserve the right to require a co-signer and/or a higher security deposit.
- If bankruptcy has been filed, it must have already been discharged.

Applicant’s Initials: (_____) (_____) (_____)



RENTAL APPLICATION

(Notice: Co-Applicant must complete a separate Rental Application Form) You are notified that Underill Realty LLC is the agent of the owner and will be paid by the owner upon move-in. This information will be used for the purposes described and will not be otherwise shared or sold with other parties.

The undersigned hereby makes application to rent the [] house [] apt [] duplex [] other located at _____ beginning on _____ 20____ at a monthly rental of \$ _____

PLEASE TELL US ABOUT YOURSELF:

E-mail address _____

Full Name: _____ Phone(____) _____ (H)

Cell (____) _____ Smoker ____ Non-smoker ____

Date of Birth: _____ Social Security#: _____ Phone(____) _____ (W)

Previous Name(s) or Alias: _____

Name of Co-Applicant: _____ Phone(____) _____ (H)

Other occupants, their relationship & ages _____

Pets (Number and Breed): _____ Size/Weight: _____

Do you have any water filled furniture? ____yes ____no

Current Address: _____

City _____ State _____ Zip: _____

Dates: _____ Rent Amount: _____ Reason for Leaving: _____

Owner or Agent: _____ Phone: (____) _____

Previous Address: (if within three years): _____

City _____ State _____ Zip: _____

Dates: _____ Rent Amount: _____ Reason for Leaving: _____

Owner or agent: _____ Phone: (____) _____

Previous Address (if within three years): _____

City _____ State _____ Zip: _____

Dates: _____ Rent Amount: _____ Reason for Leaving: _____

Owner or agent: _____ Phone: (____) _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION:

Your status: Part time Full time Student Retired Unemployed

Employer (Current): _____

Date(s) employed: _____ Employed as: _____

Supervisor: _____ Supervisor's phone: (____) _____

Address: _____

City: _____ State: _____ Zip _____

Gross Salary: \$ _____ per [] week [] biweekly [] month [] year.

If employed by above for less than 6 months, give us the name, address and phone number of previous employer or school.

Previous Employment Information

Employer : _____

Date(s) employed: _____ Employed as: _____

Supervisor: _____ Supervisor's phone: (____) _____

Address: _____ City: _____

State: _____ Zip _____

Gross Salary: \$ _____ per [] week [] biweekly [] month [] year.

PLEASE LIST ANY ADDITIONAL INCOME REFERENCES:

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:

Other income sources:

- 1. _____ Amount \$ _____ per week month year
- 2. _____ Amount \$ _____ per week month year

Your Drivers License Number: _____ State: _____
 Your Vehicle make/model; _____ Year _____ Tag#: _____ State: _____
 Second Vehicle make/model; _____ Year _____ Tag #: _____ State: _____
 Other Vehicles: _____ Year _____ Tag #: _____ State _____

In emergency, notify: _____ Relationship: _____
 Address: _____ Ci
 ty _____ State _____ Phone: W _____ H _____
 Nearest relative not living with you: _____
 Address: _____
 City _____ State _____ Phone: W _____ H _____

Have you ever filed for bankruptcy? Yes _____ No _____ If yes, has it been discharged? Yes _____ No _____
 Arrested or convicted of a felony? Yes _____ No _____: If yes, was it violent? Yes _____ No _____ Have you
 ever had an eviction filed on you? Yes _____ No _____: Have you applied for residency anywhere in the past 2
 years, but did not move in? Yes _____ No _____: Have you ever refused to pay rent when due? Yes _____
 No _____

If you have answered "Yes" to any of the above questions, please explain in detail the circumstances regarding the situation below or on the back of this page.

APPLICANT REPRESENTS THAT ALL OF THE ABOVE INFORMATION AND STATEMENTS ON THE APPLICATION FOR RENTAL ARE TRUE AND COMPLETE, AND HEREBY AUTHORIZES VERIFICATION OF ANY AND ALL INFORMATION RELATING TO RESIDENTIAL HISTORY (RENTAL OR MORTGAGE), EMPLOYMENT HISTORY, CRIMINAL HISTORY RECORDS, COURT RECORDS, AND CREDIT RECORDS. THIS APPLICATION MUST BE SIGNED BEFORE IT CAN BE PROCESSED BY MANAGEMENT. APPLICANT ACKNOWLEDGES THAT FALSE OR OMITTED INFORMATION HEREIN MAY CONSTITUTE GROUNDS FOR REJECTION OF THIS APPLICATION, TERMINATION OF RIGHT OF OCCUPANCY, AND/OR FORFEITURE OF FEES OR DEPOSITS AND MAY CONSTITUTE A CRIMINAL OFFENSE UNDER THE LAWS OF THIS STATE. APPLICANT UNDERSTANDS THAT HE IS BEING CHARGED A NON-REFUNDABLE APPLICATION PROCESSING FEE OF \$35.00; THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT **OBLIGATE OWNER OR OWNER'S AGENT TO EXECUTE A LEASE OR DELIVER POSSESSION OF THE PROPOSED PREMISES. NO ORAL AGREEMENTS HAVE BEEN MADE.**

Date: _____

 APPLICANTS SIGNATURE