

Rental Application Criteria and Disclosures

1. All adult applicants over the age of 18 excluding dependent children must submit a fully completed, dated and signed rental application and fee. Each applicant must provide a government issued photo ID. A non-refundable application fee is due for each applicant or guarantor, who is to be a party to the lease. A non-refundable pet application fee is also required if pets are permitted. In the event applicant is renting a unit governed by a condominium or homeowner's association, the applicant may be required to submit a separate application, pay a separate application fee and pay an additional security deposit. All monies due before move-in must be paid by cashier's check, certified check or money order. Occupancy will not be given until the funds clear payee's bank. Only checks drawn on a U.S. bank will be accepted. Application turn around time is usually one business day but can take longer.
2. Applicants must have a combined gross income of at least (3) times the monthly rent. A minimum of (3) year's residential history is required. Credit history and Civil Court Records must not contain slow pays, judgements, eviction filing, collections, liens or bankruptcy within the past (5) years. All bankruptcies must be fully discharged. We will not provide you with a copy of the credit report.
3. Self employed applicants are required to produce upon request, (2) years of tax returns or 1099's. Non-employed individuals must provide proof of income. All sources of other income must be verifiable if needed to qualify for a rental unit.
4. Criminal records must contain no convictions for felonies ever or adjudication withheld within the past (7) years or misdemeanors pertaining to offences regarding illegal drugs or crimes against persons or property within the past (7) years. If an arrest record exists, it is up to the applicant to provide verification from the proper authorities as to final disposition of innocence or case dropped.
5. 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 unit or failure to leave the property clean and without damage at end of lease.
6. No pets (with exception of service animals) of any kind are permitted without specific written permission of landlord. A pet addendum a non-refundable pet fee, an additional pet deposit, or pet rent may be required. Certificate of medical necessity is required for service animals. The following breeds of dogs will not be accepted due to insurance liability: Rottweillers, Dobermans, Pit Bulls (AKA Stafford Terriers), Bull Terriers, Wolf Hybrids, German Shepards and Chows.
7. We reserve the right to determine the amount the tenant(s) will be required to pay as security deposit and additional prepaid rent depending on the tenant(s) history. NOTE: Any request for exceptions to these criteria must be submitted in writing to the rental associate for the landlords consideration. If approval is given for such exceptions, we reserve the right to require additional security, a guarantor or co-signer, or additional advance rent payments or any combination of the above.
8. Current occupancy standards are a maximum of 2 persons per bedroom and may change per HUD guidelines.
9. It is the landlord's right under the lease to report any failure to pay rent or other charges to the credit bureau. As the landlord's agent, Newcastle Property Management may submit non-payment information to the credit bureau at owner's request.
10. **Payment of a Reservation/Holding deposit does not in any way guarantee that the applicant will be approved for the unit for which application was made. The unit will remain on the market for rent until applicant and landlord bilaterally execute a lease. If the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. Once this application is approved, the holding deposit shall be applied to monies due under the lease terms.**
11. Depending upon circumstances, the following advance payments MAY be due before move-in: First month rent, last month rent, security deposit, prorated rent for a partial month, pet fee, pet deposit, and any prorated utilities.
12. Applicant affirms that they have seen the interior of the property and accept the property in as-is condition.

DISCLOSURE 1: Pursuant to Federal Fair Credit Reporting Act, 15, U.S.C. Section 1681, et seq., as amended by the Consumer Credit Reporting Reform Act of 1996, if the Owner denies you residency or asks for additional security deposit, advance rent or a co-signer based on the information obtained from this application you may request a copy of your credit report from the credit reporting agency within 60 days of your denied application for residency. The credit reporting service only provided information to us; it did not participate in the decision to accept or deny your application.

DISCLOSURE2: Pursuant to Florida law, The Department of Law Enforcement (FDLE) is required to maintain a list of sexual predators and sex offenders to enable the public to request information about these individuals living in their communities. Tenants who deem this information material should contact FDLE toll free at 1-888-357-7332, or e-mail at sexpred@fdle.state.fl.us, or www.fdle.state.fl.us.

DISCLOSURE 3: School Districts. Due to school overcrowding in certain areas, school boundaries are subject to change. As a result, the information available to the Owner and the Realtor may not be accurate or current, even though it appears to be from a reliable source. If this information is important to you, contact the local school board directly to verify the correct school boundaries for the particular property you are intending to rent prior to signing a lease.

I, the undersigned applicant(s), affirm the information contained in this two page application is true and correct and authorize Newcastle Property Management to verify all information contained in this application including but not limited to obtaining a credit report, verify rental history, do a criminal search, an eviction search, and check other references in order to process this application. A credit check will appear on your credit report as an inquiry.

Signature _____ Date _____ Signature _____ Date _____

**In the event of co-tenants, each tenant must complete an application and submit a non-refundable application fee of \$30.*

APPLICATION FOR RENTAL PROPERTY

**Items required in order to process application: (1) \$60 non-refundable application and lease fee (2) Holding deposit.
Payment must be paid with certified funds.**

PERSONAL INFORMATION

Property Applying for _____ **Move-In Date** _____

Full Name _____ Date of Birth _____ E-Mail _____

Social Security # _____ Drivers License # _____ DL State _____

Home Phone _____ Work Phone _____ Cell Phone _____

Spouse's Name _____ Date of Birth _____ E-Mail _____

Social Security # _____ Drivers License # _____ DL State _____

Home Phone _____ Work Phone _____ Cell Phone _____

1st Vehicle Make/Mod _____ Yr _____ Tag# _____ 2nd Vehicle Make/Mod _____ Yr _____ Tag# _____

Do you have any RV's, boats, motorcycles, or trailers? _____ If YES, please list: _____

ADDITIONAL FAMILY MEMBERS WHO WILL OCCUPY THIS PROPERTY

Name	Relationship to Applicant	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

List additional occupants on back.

Do you have any pets? Yes No (Pets require a pet application and approval before occupancy)

RESIDENTIAL HISTORY

Current Address _____ City _____ State _____ Zip _____

Current Landlord _____ Phone# _____ How Long Current Address _____

Previous Address _____ City _____ State _____ Zip _____

Previous Landlord _____ Phone# _____ How Long Previous Address _____

Have you or Co-Applicant ever:

- | | |
|---|--|
| Been sued for non-payment of rent? <input type="checkbox"/> Yes <input type="checkbox"/> No | Had an eviction filed against you? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Broken a rental agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No | Been sued for damage to rental property? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will you have any water filled furniture? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is bankruptcy discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No | Been accused or convicted of a misdemeanor or felony crime? <input type="checkbox"/> Yes <input type="checkbox"/> No |

EMPLOYMENT INFORMATION

Employer _____ Supervisor _____ Phone # _____

Address _____ City _____ St _____ Zip _____

Your Position _____ How Long _____ Gross Monthly \$ _____ Net Monthly \$ _____

Spouse's Employer _____ Supervisor _____ Phone # _____

Address _____ City _____ St _____ Zip _____

Your Position _____ How Long _____ Gross Monthly \$ _____ Net Monthly \$ _____

Other Income: Source _____ Amount _____ Per _____ Phone # _____

EMERGENCY CONTACT INFORMATION

Contact Name _____ Relationship _____ Phone# _____

Address _____ City _____ St _____ Zip _____

Pet Application

Items required in order to process application: A picture of pet(s) attached to application.

Applicant name: _____

Rental Address: _____

No pets (with exception of service animals) of any kind are permitted without specific written permission of landlord. A pet addendum, a non-refundable pet fee, an additional pet deposit, or pet rent may be required. Certificate of medical necessity is required for service animals.

The following pets will not be accepted: Rottweiler's, Dobermans, Pit Bulls (AKA Stafford Terriers), Bull Terriers, Wolf Hybrids, German Sheppard's and Chows, or any other animals that may be listed in property owner's insurance policy.

Pet #1

Pet's Name:	Pet's Age:
Description of Pet:	Pet's Weight:

Pet#2

Pet's Name:	Pet's Age:
Description of Pet:	Pet's Weight:

Pet#3

Pet's Name:	Pet's Age:
Description of Pet:	Pet's Weight:

I/We certify that the above pet(s) are not dangerous to others or have a propensity to be vicious. My/Our pet has never bitten, clawed, or caused harm to another person. I/We understand that this application does not guarantee approval for any pet and that approval must be given by the property owner prior to move-in. I/We give permission for Newcastle Property Management to contact previous landlords or any other person in reference to the pet(s).

_____ _____ _____ _____
 Applicant's Signature Date Applicant's Signature Date