

SIGNATURE REALTY & MANAGEMENT, INC.

RENTAL APPLICATION GUIDELINES

Rental Application
Starts with page 3

All prospective residents that will be living in a given property that are 18 years or older, legally emancipated based on Florida Statute, herein after referred to as "The Applicant," must submit a fully completed, dated and signed residency application and with all fees unless waived in writing by owner(s) of property, in advance. Please note that the application must be clearly legible to be accepted. Applicant must provide a state issued photo identification card or a valid driver's license. In some cases, a passport may be acceptable at Agent's discretion. **A non-refundable application fee of \$60.00 will be required for all adult applicants and must be in the form of a money order or cashier's check made payable to Signature Realty & Management (with address of the property in the memo of money order or cashier's check).**

1. Income Requirements

In most cases, Applicants must have a combined income of at least three times the monthly rent. If not, we reserve the right to require a co-signer. Self-employed applicants are required to produce upon request, two years of tax returns or 1099's. Non employed individuals must provide proof of other income. All sources of other income must be verifiable if needed to qualify for a rental property.

2. Background Investigation Requirements

A criminal background check is required of all applicants wherein criminal records must contain no convictions for non-violent felonies within the past seven years and no violent offenses nor sexual offenses whatsoever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis. If any of these deficiencies are noted then agent and/or owner has the right to deny applicant(s) at its sole discretion.

3. Credit Reporting

Our company policy gives us the right to report all non-compliances with the terms of your rental agreement or failure to pay rent as agreed, or any amounts owed, to any or all of the various credit reporting agencies. Furthermore, we reserve the right to list your name as a tenant in default with all applicable local and national tenant databases and any other agencies where such information is used to rate and/or used to determine perspective tenant's ability to qualify.

4. Rental/Mortgage History

Previous rental history from landlords should reflect timely payment, sufficient notice of intent to vacate, no consistent or major complaints regarding noise, disturbance or illegal activities, etc., no unpaid NSF checks that have not been cleared up along with explanation if requested by Agent, and no damage to unit that was not addressed or paid for along with leaving the property clean and without damage at time of lease termination. If any of these deficiencies are noted and a plausible explanation cannot be determined then agent and/or owner has the right to deny applicant(s) at its sole discretion.

5. Occupancy Requirements

The number of occupants must be in compliance with HUD standards in addition to any guidelines promulgated by the covenants and restrictions for the applicable residence. The occupancy guidelines are as follows:

- No more than 2 persons may occupy a 1 bedroom dwelling
- No more than 4 persons may occupy a 2 bedroom dwelling
- No more than 6 persons may occupy a 3 bedroom dwelling
- No more than 8 persons may occupy a 4 bedroom dwelling

6. Pet Policy

No pets (with the exception of medically necessary pets with physician's note accompanied) of any kind are permitted without specific written permission of landlord in advance, in the lease documents, and/or addendum to the lease, a pet deposit or a non-refundable pet fee acceptable to landlord and/or additional pet deposit and/or additional monthly pet rent may be required by the Owner. Pet rent and deposits are waived for medically necessary pets. Pet deposits, pet fees or pet rent are established on a per property basis.

7. Smoking Policy

Tenant(s) agree to a no smoking policy on or within said premises. It should be made clear for all parties involved that smoking is an unauthorized activity in all cases except when agreed to by owner in advance in writing outlining their policy or procedures if any. Furthermore, if violation occurs, tenant(s) may be held financially responsible for all remediation and/or damages.

8. Binder Reservation or Good Faith Deposit Requirements

In order for Landlord or agent of said Landlord to hold/reserve any property, Applicant must agree to pay a non-refundable binder equal to one month's rent and in the form of a cashier check or money order once applicant is verbally approved by Landlord or Agent of Landlord. Once a lease agreement has been completed and executed by the Applicant and Landlord, the binder will be applied to the lease as a refundable security deposit required by the lease agreement and will be subject to the terms and conditions of the lease agreement. If the applicant provides false or unverifiable information during the application process or fails to execute a lease agreement and does not take possession of the property in the time specified within the Binder Deposit Agreement, then Applicant is subject to forfeit all claims to the binder at the sole discretion of the agent.

9. Liability Insurance

It is the tenant's responsibility to obtain Renter's Insurance as outlined in lease.

10. Parking Requirements

The number of vehicles must be in compliance with the guidelines established by the city, other local government entities, or restrictions for the applicable residence required by any community, Deed Restrictions, Associations, etc. In no case can more vehicles be parked than allowed or restricted on the premises or property, e.g., RV, boats, trailers, motorcycles.

11. Outdoor Recreational Devices

Due to the perceived and real liability associated with recreational devices such as trampolines and children's slides, most insurance companies are excluding coverage to policy holders with said devices. Therefore, as a condition of your application acceptance and lease terms, trampolines or slides may not be allowed on some properties leased through our office. Violations will be enforced, including possible removal at the Tenant's expense. The only exceptions would be in writing outlining the device agreed to by owner in advance.

12. No Verbal Agreements

All agreements including any exceptions must be documented in writing to the landlord for consideration. For the protection of all parties involved, no verbal agreements will be executed or honored. All agreements, including addendums, must be in writing and signed by both parties.

**Signature Realty and Management, Inc.
RENTAL APPLICATION**

SRMI Agent: _____

OFFICE LOCATION

4003 HARTLEY RD. JACKSONVILLE, FL. 32257

904-268-0035

Date: _____

Application is made to lease premises known as _____ for _____ months, beginning on the _____ day of _____ 20____ for the monthly rent of \$_____ payable in advance on the first day of each month. A non-refundable application processing fee of \$60.00 PER APPLICANT, made payable by certified funds to Signature Realty & Management is due and payable upon application. Upon approval and acceptance by landlord and tenant, there will be a \$75 lease preparation fee due from tenant. A \$50 lease modification fee will be charged for any modifications made to the lease after acceptance, i.e., adding or deleting a tenant. If any additional expenses are required in order to verify background information, other than credit report, then tenant agrees to pay these fees in addition to the application fee.

It is understood that the premises are to be used as a single family residence occupied by no more than _____ persons; and that occupancy is contingent upon property being vacated by current tenant or owner. All personal property placed in said premises shall be at tenant's risk. Each adult used to qualify for lease, other than husband and wife, must fill out a separate application.

I/We agree to apply for all utility services before taking occupancy of the leased premises and agree to pay for all applicable utilities: electricity, gas, water, sewer, fuel, refuse, etc. and any necessary deposits required. The applicant(s) understands that he/she has no interest in the rental property until a valid lease is executed and all required monies are collected. If lease is executed and no monies are collected within the first five business days of acceptance, then agent/owner reserves right to terminate lease.

ALL AREAS MUST BE COMPLETED BEFORE APPLICATION CAN BE PROCESSED

ADULT NAMES TO APPEAR ON LEASE:

1. _____
Last Name First Initial DOB SOCIAL SECURITY NUMBER

2. _____
Last Name First Initial DOB SOCIAL SECURITY NUMBER

Home Phone _____ Cell _____ Cell _____ Office _____ Fax _____

E-Mail Address _____ E-Mail Address _____

PETS: Yes No # of Pets: _____ Age(s): _____ What breed(s): _____

CHILDREN & OCCUPANTS: 1. _____ Age: _____ 2. _____ Age: _____
3. _____ Age: _____ 4. _____ Age: _____

PRESENT ADDRESS: _____
Street City State Zip

Lived there how long? _____ Rented? _____ Owned Home? _____ Monthly payment \$ _____

Name of Landlord or Mortgage Co. _____ Telephone _____ Fax: _____

Why moving? _____

PREVIOUS ADDRESS: _____
Street City State Zip

Where did you hear about us? _____ Our Website _____ MLS or Affiliated Agent _____ Zillow _____ Rental Homes Plus _____ Florida Rental Ads _____ Craigslist _____ Other (explain)
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Lived there how long? _____ Rented? _____ Owned Home? _____ Monthly payment \$ _____

Name of Landlord or Mortgage Co. _____ Telephone _____ Fax: _____

EMPLOYMENT OF ALL ADULTS TO APPEAR ON LEASE:

1. Applicant: _____

Where employed? _____ How long? _____

Business Address / Supervisor / Business Phone / Fax Number

Position _____ Salary per year _____

2. Spouse: _____

Where employed? _____ How long? _____

Business Address / Supervisor / Business Phone / Fax Number

Position _____ Salary per year _____

IF CURRENT EMPLOYMENT LESS THAN TWO (2) YEARS, COMPLETE THE FOLLOWING ON PAST EMPLOYER:

3. _____

Where employed? _____ How long? _____

Business Address / Supervisor / Business Phone / Fax Number

Position _____ Salary per year _____

If self-employed, attach copy (the last year filed) of US tax return:

Additional Income: Amount \$ _____ per _____ Source of Additional Income: _____

If child support or alimony, who can verify? _____

Bank Accounts; Checking _____

Name of Bank City Account No.

Savings _____

Name of Bank City Account No.

Current Monthly Obligations: (credit cards, Dept. stores, Loans etc.)

PAYMENT OWED TO BALANCE DUE MONTHLY PYMT

/ /

/ /

Description of Automobiles or other vehicles:

Make/Model _____ Year _____ Tag _____ Make/Model _____ Year _____ Tag# _____

Driver's License Numbers: Applicant _____ State _____ Spouse _____ State: _____

Have you ever been convicted of a felony: Applicant Yes No **Spouse:** Yes No

If "yes," please explain: _____

Whom should we contact in case of an emergency: Name _____ Phone? _____

Personal reference: Name _____ Phone _____

This application consists of Page 1, 2 AND 3. The truth of the information contained herein is essential, and if the owner or agent deems any answer or Statement herein to be false or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at their option. The owner has a right to accept and review additional applications up to the time of acceptance or rejection of this application, not to exceed five business days (Monday through Friday) processing time if all relevant information of applicant has been submitted.

A security deposit equal to one month's rent, unless otherwise agreed upon by all parties, is to be held by Signature Realty & Management with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by owner or his duly authorized property manager. All security deposits must be in the form of certified funds. The processing fee is refundable only if the owner or his duly authorized property manager elects not to process the application. If this application is not approved and accepted by the owner or his duly authorized property manager, the deposit will be refunded within fifteen (15) days or sooner from rejection date. The applicant hereby waives any claim for damages by reasons of non-acceptance of this application.

After approval and acceptance of the application by owner or his duly authorized property manager, the applicant agrees to execute a lease within 5 business days in accordance with the terms of the application. If the applicant should fail to execute a lease and/or occupy the premises, within the 5 business days, upon verbal notification of acceptance, the applicant agrees that the entire security deposit herein provided may be forfeited to compensate the owner and the agent for damages (i.e., loss of rental income, utilities, rental commission, advertising expense, and attorney's fees) suffered. This security deposit is due and payable within 5 business days of approval to the owner if he is managing the property, or to Signature Realty & Management if they are managing the property.

I/We hereby authorize Signature Realty and Management to use and distribute any information obtained to complete a background verification and then report, and disclose to the property owner or other relevant party all information obtained from me or from any other person pertaining to me in order to render a decision of the acceptance or rejection of this application.

I/WE HEREBY CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF OUR KNOWLEDGE; AND I/WE HAVE NOT KNOWINGLY LEFT OFF ANY FACTS THAT MAY AFFECT THE APPROVAL OR DIS-APPROVAL OF THIS APPLICATION.

Renting Agent: _____
Signature _____ Print Name _____ Date _____

Company: _____ Phone: _____

Address: _____

Applicant's Signature: (Driver's License Identification is required)

Signature _____ Print Name _____ Date _____

Applicant's Signature: (Driver's License Identification is required)

Signature _____ Print Name _____ Date _____