

Showing Agent: _____

Last Update: 10/31/11



RENTAL ACCEPTANCE GUIDELINES

PLEASE NOTE:

- The property Owner makes the decision of residency approval based on the following guidelines, your application responses, and the results of the information received while processing your application while adhering to fair housing practices.
- At least three (3) months at present job or verifiable permanent former employment. At least one (1) current pay stub for each applicant.
- If applicant is a student, verifiable student status will qualify for employment.

CREDIT:

- If applicant has a U.S. social security number, applicant must have good credit. Needs to reflect a large percentage of on time payments. Current unpaid collection accounts, bankruptcy not yet discharged or filed within the last two years may disqualify your application.
- No Co-Signer allowed for bad credit or previous evictions.
- In some circumstances, a double deposit may be required.

RENTAL/EVICTION/CRIMINAL BACKGROUND CHECKS:

- Evictions in the past 5 years, lease violations, broken leases, and moneys owed to previous landlords will disqualify your application.
- Criminal felony convictions in the past 10 years will disqualify your application.

OCCUPANCY STANDARDS:

- Co-applicants and any other person(s) age eighteen (18) or older must complete the application process and sign onto the lease to be an authorized occupant in the rental.
- No more than 2 persons per bedroom per rental.
- Guests may not reside in home longer than seven (7) days.
- New roommates or occupants must be approved by Owner or Owner's Agent in writing prior to occupancy.

PET ACCEPTANCE POLICIES (in specific rentals only and only with approval):

- A non-refundable pet fee of \$200 per pet is required.
- Certain breed restrictions apply (i.e. German Shepherds, Pitt Bulls, Siberian Huskies, etc.) Inquire for full list.

APPLICATION FEES:

- Application fees are payable in CASH ONLY and are \$40.00 per applicant.
- Application screening may include current and previous employment, rental history, credit, eviction/skip search, and criminal background check (based on property & property Owner requirements).

ACCEPTABLE FORMS OF PAYMENT:

- Security deposit and first rental payment must be in certified funds only (i.e. money order, cashier's check, certified check). No personal checks.
- First rental payment will include rent or pro-rated rent if move in occurs prior to the 20th of the month. After the 20th of the month, rental payment will include pro-rated rent and the following full month's rent.
- Personal checks will be accepted thereafter except when a personal check has been returned once by the bank.

LEASE SIGNING:

- After the application, application fee, and all necessary documentation have been delivered to Owner's Agent, the property will be reserved while the application is in process.
- Upon communication of application approval, applicant(s) will have **24-hours to pay the security deposit AND sign the lease** in order to reserve the unit until their move-in date. If applicant(s) fails to do so, Owner reserves the right to continue marketing the property after said 24-hour period expires and accept applications from other parties.
- **Paying a security deposit without also signing the lease DOES NOT reserve the unit.**

I have read and understand the above rental acceptance guidelines.

Applicant Signature

Date

Applicant Signature

Date

River Oak Realty, Inc.
 537 Blanding Blvd, Orange Park, FL 32073
 Phone (904) 276-3000 * Fax (904) 272-2193
 e-mail info@RiverOakRealty.net * Web www.RiverOakRealty.net





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LEASE APPLICATION FOR: _____, _____, **FL 32**_____
Address Unit City Zip

MONTHLY RENT: \$ _____

Note: \$40.00 Non-refundable Application Fee is required for each applicant over the age of eighteen (18). Each adult applicant must fill out an individual applicant section. All adults occupying residence must be on the lease agreement. Your Identification, Social Security Number, and date of birth are required for credit reports.

PART 1

Desired Lease Start Date: _____

Pets to Occupy Property? Yes No (Check One) If Yes, see PART 2

FIRST APPLICANT'S NAME: _____

Date of Birth ____/____/____ Soc. Sec. # ____/____/____ Driver's License # _____ State _____

E-mail address(es): _____

Current Address _____ City _____ State _____ Zip _____

Your Home Phone # (____) _____ Cell Phone # (____) _____

Dates lived there? _____ - _____ Rent Own Rental Rate? \$ _____

If renting, Landlord/Manager's name _____ Ph. (____) _____

Reason for leaving _____

Previous Address _____ City _____ State _____ Zip _____

Dates lived there? _____ - _____ Rent Own

If renting, Landlord/Manager's name _____ Ph. (____) _____

Reason for leaving _____

Current Employment: Full time Student Part time Student Unemployed Retired
 Employed Full Time Employed Part Time

Employer _____ Address _____ Phone (____) _____

Position _____ Supervisor _____ How Long? _____ Monthly Salary \$ _____

Previous Employment: Full time Student Part time Student Unemployed Retired
 Employed Full Time Employed Part Time

Employer _____ Address _____ Phone (____) _____

Position _____ Supervisor _____ How Long? _____ Monthly Salary \$ _____

Other forms of verifiable income (i.e. Child Support, Disability, Retirement, etc.):

Description _____ Amount per Month \$ _____

Description _____ Amount per Month \$ _____

Description _____ Amount per Month \$ _____

Personal References - list someone that is not an applicant:

Name _____ Relationship _____ Phone (____) _____

Name _____ Relationship _____ Phone (____) _____

In case of emergency, we should notify - list someone that is not an applicant:

Name _____ Relationship to you _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address _____ City _____ State _____ Zip _____

Phone (____) _____ Alt. Phone (____) _____ E-mail address _____

Have you ever been evicted, asked to vacate, arrested or had any judgments levied against you? Yes No
If yes, give dates and particulars _____

Do you need any special accommodations? Yes No
If yes, give particulars _____

SECOND APPLICANT'S NAME: _____
Date of Birth ____/____/____ Soc. Sec. # ____/____/____ Driver's License # _____ State _____
E-mail address(es): _____

Current Address _____ City _____ State _____ Zip _____
Your Home Phone # (____) _____ Cell Phone # (____) _____
Dates lived there? _____ - _____ Rent Own Rental Rate? \$ _____
If renting, Landlord/Manager's name _____ Ph. (____) _____
Reason for leaving _____

Previous Address _____ City _____ State _____ Zip _____
Dates lived there? _____ - _____ Rent Own
If renting, Landlord/Manager's name _____ Ph. (____) _____
Reason for leaving _____

Current Employment: Full time Student Part time Student Unemployed Retired
 Employed Full Time Employed Part Time
Employer _____ Address _____ Phone (____) _____
Position _____ Supervisor _____ How Long? _____ Monthly Salary \$ _____

Previous Employment: Full time Student Part time Student Unemployed Retired
 Employed Full Time Employed Part Time
Employer _____ Address _____ Phone (____) _____
Position _____ Supervisor _____ How Long? _____ Monthly Salary \$ _____

Other forms of verifiable income (i.e. Child Support, Disability, Retirement, etc.):
Description _____ Amount per Month \$ _____
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Personal References - list someone that is not an applicant:
Name _____ Relationship _____ Phone (____) _____
Name _____ Relationship _____ Phone (____) _____

In case of emergency, we should notify - list someone that is not an applicant:
Name _____ Relationship to you _____
Mailing Address _____ City _____ State _____ Zip _____
Physical Address _____ City _____ State _____ Zip _____
Phone (____) _____ Alt. Phone (____) _____ E-mail address _____

Have you ever been evicted, asked to vacate, arrested or had any judgments levied against you? Yes No
If yes, give dates and particulars _____

Do you need any special accommodations? Yes No
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IMPORTANT!! – READ COMPLETELY – MUST BE SIGNED

EARNEST MONEY ACKNOWLEDGEMENT

Applicant hereby acknowledge that, if application is approved and Applicant decides to rent a unit from River Oak Realty, Inc., Applicant will be required to make an earnest money deposit in an amount equivalent to one month's full rent on the unit Applicants are applying for and sign the lease agreement. Prior to taking possession of said unit, Applicants agree to pay the required move in rent. Upon payment of move in rent, this earnest money deposit shall be credited toward the security deposit for the unit. If, after making deposit to hold property, Applicant fails or refuses to occupy the property or to pay the move in rent, the deposit may be retained by the Property Owner and/or Owner's Agent as liquidated damages in payment for including but not limited to time and effort in processing Applicant's inquiry and this application, including making the necessary investigation of Applicant's character and reputation, and lost marketing time.

Signature of First Applicant

date

Signature of Second Applicant

date

PART 1: TO BE COMPLETED BY PROSPECTIVE TENANT/S

I, _____, authorize release of information regarding my rental/payment history to River Oak Realty, Inc.

Signed _____ Date: _____

I, _____, authorize release of information regarding my rental/payment history to River Oak Realty, Inc.

Signed _____ Date: _____

PART 2: TO BE COMPLETED BY PREVIOUS LANDLORDS

Request for Rental Verification / History

To: _____

Re: _____

Address: _____

The above listed applicant has submitted an application to rent property with River Oak Realty. Please complete the requested information and return by

Fax to (904) 272-2193. Thank you.

1. Were the tenant/s ever late paying their rent? _____

If so, how often? _____

2. Were the tenant/s cooperative with inspections? _____

3. Did the tenant/s ever refuse an inspection? _____

4. Would you ever rent to this tenant/s again? _____

Why not? _____

Signature: _____ Date: _____