

HOMESTEAD REALTY

To the Applicant(s),

Here is the rental application package that must be completed in its entirety (the following 9 pages).

1. Everyone who is 18 years of age or older AND will be occupying the property **MUST** complete an application. The application package must be FILLED OUT ENTIRELY and MUST BE SIGNED BY ALL PARTIES.
2. We must have a copy of ALL the applicants' Driver's License(s) or other PHOTO IDs.
3. We must have documented proof of income (at least last 2 pay stubs; last 2 years' tax returns (at least first 3 pages of the 1040); etc.) for as many of the applicants as appropriate.
4. We must have payment BEFORE we can process the application. The application fee is \$75.00 for each applicant and must be made in cashier's check or money order. PERSONAL CHECKS CANNOT BE ACCEPTED. Once an application is processed, regardless of approval or denial, there is no refunding of the application fee(s) under any circumstances. If there are pets, there is also a \$25 pet application fee per pet (unless otherwise noted, pets must be 15 pounds or less).

When we process the application, we check the following:

- Total Monthly Income - should be at least three (3) times the rent
- Felony Criminal records - should be no sex offenders
- Eviction records - should be no prior evictions
- Previous residency - should have good payment record and 'few' NSF checks
- Credit Report - should be 'fair' or better with respect to Credit Bureau score, lates, write-offs, and collections.

NOTE: Security Deposit increase MAY be required based on Credit Bureau score.

5. You must then sign and date the REQUEST FOR RENTAL VERIFICATION document.
6. You must then sign and date the HOLDING A RENTAL PROPERTY document.
7. You must then sign and date the INITIAL PRE-OCCUPANCY INFORMATION document.
8. If approved, there will be a Lease Preparation Fee of \$100.00 collected before move-in. If you have pet(s), there will be a Pet Administration Fee of \$100.00 collected before move-in.

If you have any questions, please call us at 407-367-4201 or 866-446-2921.

The Rental Department

Responsible Tenant(s) - At least one Legal Tenant signature represents sufficient notification

____/____/____
date

Homestead Realty, Inc.
App-Pkg. (10pgs-1/1/17)

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HOMESTEAD REALTY

RESIDENT APPLICATION SELECTION CRITERIA

The following are the guidelines we use when we qualify an applicant. **Please note #10 below.**

1. You must have a valid, current driver's license or other valid form of picture-ID.
2. Self-employed applicants must provide the past two (2) years tax returns – at least pages 1-3. Other applicants must provide at least two (2) verifiable, periodic pay stubs. Employment verification must be provided by your employer. In either case, the combined monthly gross income should be at least three (3) times the rent. If not, then a Guarantor may be used who must qualify as a separate entity (the Guarantor must provide the same information as the Applicant).
3. No one can have a **past eviction** on their record. No one can **currently be in bankruptcy**.
4. Credit reports will be used to determine overall ability/willingness to pay. We do not deny by the credit report alone, however, we may increase the amount of the security deposit by a pre-determined amount based on the combined, average credit scores. In no case will the security deposit be more than three (3) times the monthly rent.
5. Criminal records must contain **no convictions for sexual offenses**. Additionally, criminal records must contain **no convictions involving violence** during the previous five (5) years. Also, applicants cannot be identified on the USA Terrorist List.
6. Previous rental history must reflect timely payments, sufficient notice to vacate, 'few' unpaid NSF checks, no complaints regarding noise and/or other disturbances and no unrepaired or unpaid damages to property upon vacancy.
7. The number of occupants must be in compliance with HUD standards and guidelines. No more than 2 persons per bedroom with the exception of an infant under 2 years of age.
8. As per our standard Company Policy, we MAY report all non-compliances of the terms of your Lease to the Credit Bureau.
9. We do not normally allow restricted dog breeds; German Shepherd, Chow, Pit Bull, Rottweiler. See #11 below for potential exceptions.
10. In some cases, Homeowner's Associations **must also approve** the Applicants and any pets. We will submit **approved** Applicants to the HOA. If the HOA denies the Applicants for any reason, then **we must also deny the Applicants**.
11. **Any exceptions to the above policies must be submitted in writing to the Property Manager for presentation to the Owner for his consideration. The Owner may, at his sole discretion, override the exception and allow occupancy, in which case additional requirements may be imposed.**

Responsible Tenant(s) - At least one Legal Tenant signature represents sufficient notification

_____/_____
date

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HOMESTEAD REALTY

RENTAL / CREDIT APPLICATION

This application is for the property located at:

_____ FL _____
Street # Street Name Unit# City Zip-code

The rental period requested is from ____/____/____ to ____/____/____.

The **SECURITY DEPOSIT** is \$_____ The **RENT** is \$_____ per month

Note that the total security deposit stated here may be modified as a result of:

- Below standard average credit score(s)
- Past rental issues (evictions, chronic late-paying, NSF check history, etc.)
- Applicant not having a SS#, which means that we cannot verify application info
- Unsatisfactory criminal history

List the NAMES and DOBs of ALL intended occupants, including . yourself

Full Name _____ Date of Birth ____/____/____ Gender: male or female
Select one of the above

Full Name _____ Date of Birth ____/____/____ Gender: male or female
Select one of the above

Full Name _____ Date of Birth ____/____/____ Gender: male or female
Select one of the above

Full Name _____ Date of Birth ____/____/____ Gender: male or female
Select one of the above

Full Name _____ Date of Birth ____/____/____ Gender: male or female
Select one of the above

Full Name _____ Date of Birth ____/____/____ Gender: male or female
Select one of the above

TOTAL # **ADULTS** = _____ (over 18) TOTAL # **CHILDREN** = _____ (18 and under) TOTAL # OF PETS = _____ (dogs, cats, fish, birds, etc.)

_____ / ____ / ____
Responsible Tenant(s) - At least one Legal Tenant signature represents sufficient notification date

BELOW IS FOR OFFICE USE ONLY

Number of Applicants = _____ Number of Pets = _____ Amount of App. fees paid = \$ _____

Holding deposit paid = \$ _____

HOMESTEAD REALTY

APPLICANT'S INFORMATION - PLEASE PRINT CLEARLY

NAME: _____ SSN# _____ - _____ - _____
First name Middle initial Last name

CONTACT#s(____)____ - ____ (____)____ - ____ (____)____ - ____ (____)____ - ____
home phone cell phone work phone fax number email address

CURRENT RESIDENCE _____ HOW LONG? _____
Street # - Street Name Unit# City State Zip

LANDLORD/MORT. CO. _____ PHONE# (____)____ - ____

CURRENT MONTHLY PAYMENT \$ _____ WHY MOVING? _____

If current residency is less than 1 year, then you must complete Previous Residence information below

PREVIOUS RESIDENCE _____ HOW LONG? _____
Street # - Street Name Unit# City State Zip

PREV.LANDLORD/MORT. CO. _____ PHONE#(____)____ - ____

PREVIOUS MONTHLY PAYMENT \$ _____ WHY MOVED? _____

CURRENT EMPLOYER INFORMATION

EMPLOYER _____ PHONE# (____)____ - ____ MTHLY INCOME \$ _____
(documented proof of income required)

EMPLOYER ADDRESS: _____
Street # - Street Name Unit# City State Zip

OTHER INFORMATION

DRIVER'S LICENSE# _____ - _____ VEHICLE TAG# _____
State License Number

YEAR _____ MAKE _____ MODEL _____ COLOR _____

Have you ever been convicted of any crime? **yes or no**. If yes, what crime? _____

Have you ever been evicted from a rental? **yes or no**. If yes, when? ____/____/____

Are you now in, or will you soon be filing for, bankruptcy? **yes or no** If yes, when? ____/____/____

IN CASE OF EMERGENCY, NOTIFY _____ PHONE# (____)____ - ____

HOMESTEAD REALTY

CO-APPLICANT'S INFORMATION PLEASE PRINT CLEARLY

NAME: _____ SSN# _____ - _____ - _____
First name Middle initial Last name

CONTACT#s(____)____ - ____ (____)____ - ____ (____)____ - ____ (____)____ - ____
home phone cell phone work phone fax number email address

CURRENT RESIDENCE _____ HOW LONG? ____
Street # - Street Name Unit# City State Zip

LANDLORD/MORT. CO. _____ PHONE# _____ - _____ - _____

CURRENT MONTHLY PAYMENT \$ _____ WHY MOVING? _____

If current residency is less than 1 year, then you must complete Previous Residence information below

PREVIOUS RESIDENCE _____ HOW LONG? ____
Street # - Street Name Unit# City State Zip

PREV.LANDLORD/MORT. CO. _____ PHONE#(____)____ - _____

PREVIOUS MONTHLY PAYMENT \$ _____ WHY MOVED? _____

CURRENT EMPLOYER INFORMATION

EMPLOYER _____ PHONE# (____)____ - _____ MTHLY INCOME \$ _____
(documented proof of income required)

EMPLOYER ADDRESS: _____
Street # - Street Name Unit# City State Zip

OTHER INFORMATION

DRIVER'S LICENSE# _____ - _____ VEHICLE TAG# _____
State License Number

YEAR _____ MAKE _____ MODEL _____ COLOR _____

Have you ever been convicted of any crime? **yes or no.** If yes, what crime? _____

Have you ever been evicted from a rental? **yes or no.** If yes, when? ____/____/____

Are you now in, or will you soon be filing for, bankruptcy? **yes or no** If yes, when? ____/____/____

IN CASE OF EMERGENCY, NOTIFY _____ PHONE#(____)____ - _____

HOMESTEAD REALTY

REQUEST FOR RENTAL VERIFICATION

DATE: ___/___/___ **SENT TO:** _____
(RECIPIENT)

SENT BY: _____, Property Manager

SENDER'S PHONE: 407-367-4201 **Fax:** 407-367-4210

The information contained in this faxed message is intended **ONLY** for the personal use of the designated recipient named above. We would appreciate a timely reply regarding the information below. Please fax the information back to the above fax number (407-367-4210). Thank you.

TENANT NAME: _____
PRINTED name of Applicant being verified

OLD ADDRESS: _____
street# street name unit # city state zip-code

TO APPLICANT: I agree to allow Homestead Realty, Inc. to obtain the information below from any appropriate, available sources.

APPLICANT: _____ DATE: ___/___/___
Signature of Applicant being verified

===== **BELOW IS FOR RECIPIENT USE ONLY** =====

LENGTH OF TENANCY: FROM ___/___/___ TO ___/___/___

MONTHLY RENT: \$ _____ ANY PETS?? **yes or no** If yes, how many? _____

LATE PAYMENTS: _____ # NSF's _____

WAS PROPER NOTICE GIVEN??? **yes or no** WOULD YOU RENT TO THEM AGAIN??? **yes or no**

ADDITIONAL COMMENTS? _____

===== **ABOVE IS FOR RECIPIENT USE ONLY** =====

HOMESTEAD REALTY

HOLDING A RENTAL PROPERTY

In order to secure a rental property so no one else can rent that specific property, you must do the following:

1. Complete a rental application (**\$75 fee for each adult**). Payment must be made in cashier's check or money order. **PERSONAL CHECKS CANNOT BE ACCEPTED**. Once an application has been **processed**, regardless of acceptance or denial, there is no refunding of the application fee(s) under any circumstances.
2. If you want us to hold a rental property for you, we will require **a Holding Deposit** as follows:
 - a. **\$750.00** will hold the property for you for up to 7 days
 - b. **\$1,500.00** or a **full deposit (security and admin fee)** will hold the property for you for up to 15 days

NOTE: PERSONAL CHECKS CANNOT BE ACCEPTED

If your application is denied, then you will receive a full refund of your Holding Deposit (may take up to 5 work days). If we approve your application, then the Holding Deposit will be subtracted from any additional monies owed at move-in. If we approve your application **BUT** you do not perform within the specified time frame (15 days at most), then you will **FORFEIT THE ENTIRE HOLDING DEPOSIT**.

NOTE: If you must also submit an application to an HOA (Home Owner's Association) for their approval, you cannot move-in until they have approved you. If they do not approve you, you cannot move in, even if we have approved you. The HOA approval process usually takes about 1 week but could take up to 15 days.

If you want us to hold a property, but need **more than 15 days**, then you must pay a Holding Deposit (as in #2b above) and you will then be given a **FIRST RIGHT of REFUSAL**. That is, if someone else wants to rent the same property sooner than you do, then you will be given a choice. You can either:

- Take the property on the same day that the other person would have taken it. Then, all the above rules would still apply and you would have to take the property sooner than you originally wanted.

or

- Give up your right to the property and decide not to rent it. In that case, you would get **your full HOLDING DEPOSIT returned to you** and the other person would get the property.

By signing below, you acknowledge that you have read and understand the requirements associated with holding a rental property.

Responsible Tenant(s) - At least one Legal Tenant's signature represents sufficient notification

____/____/____
date

HOMESTEAD REALTY

INITIAL PRE-OCCUPANCY INFORMATION

SERVICE COMPANIES

ELECTRIC	407-629-1010 407-933-7777	DUKE ENERGY (ORLANDO) KISSIMMEE UTILITY AUTHORITY (KUA)
WATER	407-423-9018 407-836-5515 888-776-3837 407-933-7777	ORLANDO UTILITIES COMMISSION (OUC) ORANGE COUNTY UTILITIES (OCU) COMMERCIAL WATER & ENERGY (KISSIMMEE.) KISSIMMEE UTILITY AUTHORITY (KUA)
GAS	877-832-6747	TECO (was PEOPLE'S GAS)
LAWN SERVICE	407-765-3289 or 407-812-6657 407-5926397	EVERY GREEN LAWN SERVICE BUZZ WORKS LAWN CARE
POOL SERVICE	407-908-3777 407-491-9487	HS POOL CARE, INC. POOL SERVICES OF CTRL FL
PEST CONTROL	407-297-8820	EAST-WEST PEST CONTROL
PHONE	888-755-6500 800-339-1811	AT&T (BELL SOUTH) SPRINT
CABLE	877-476-6910 855-229-4388 407-847-8001	COMCAST DIRECT TV BRIGHTHOUSE

ORANGE COUNTY PUBLIC SCHOOLS - 407-317-3233 PUPIL ASSIGNMENT - www.ocps.net

OSCEOLA COUNTY PUBLIC SCHOOLS - 407-870-4600 PUPIL ASSIGNMENT - ww.osceola.k12.fl.us.net

CHANGE OF ADDRESS - UNITED STATES POST OFFICE - www.usps.com

NOTE: In order to get a mailbox key, you must take your lease to your nearest Post Office. They will assign you a box and get you a key. If it's a condo, you need to go to the HOA.

OUR OFFICE HOURS: Monday thru Friday 9:00AM thru 5:30PM
Saturday / Sunday / Legal Holidays closed (emergencies 407-367-4200)

NOTE: Tenant understands and agrees that Tenant will initiate, in Tenant's name, any and all necessary services that are appropriate for the property (electric, water, gas, lawn, pool, pest, etc.). Further, the Tenant shall pay all necessary deposits. Tenant also acknowledges that the Landlord can order utility service(s) to be terminated out of Landlord's name within 2 days after Lease commencement and that Tenant may therefore have no utility services if Tenant fails to initiate such services on a timely basis. Failure of Tenant to initiate and properly maintain services can result in Default under the lease.

Responsible Tenant(s) - At least one Legal Tenant's signature represents sufficient notification

____/____/____
date

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HOMESTEAD REALTY

PET APPLICATION (one for each pet)

DATE: ___/___/___

ALL OF THE FOLLOWING INFORMATION MUST BE COMPLETED IN ORDER TO PROCEED

This Pet application is made as a part of the Rental / Credit Application for the rental property located at:

_____ Florida, _____.
Full address of the property being applied for zip-code

I do hereby request that my pet be approved to reside with me during the term of my lease agreement. Note: Restricted breeds may cause automatic denial – German Shepherd, Chow, Pit Bull, Rottweiler.

Type of pet: _____ Name: _____ Sex: _____ Age: _____

Breed _____ Weight: _____ Expected future weight: _____

Is this 'pet' a service animal or a medically necessary 'pet'? **yes or no** (if yes, you must have proof – there will then be no-charge for the 'pet').

In consideration of having to go through this pet application process, **I ATTEST TO THE FOLLOWING:**

1. My pet is well-trained and not dangerous to others. My pet does not have a propensity to be vicious. My pet does not bark excessively. No other Landlord has complained about my pet in the past.
2. My pet is not pregnant and will not become pregnant during my residency. If my pet becomes pregnant, I will be considered in violation of this agreement and, at the Owner's option, must immediately remove the pet or incur additional pet fees as defined in the Lease.
3. If my pet causes damage or destruction to persons or property, I agree to abide by the terms of the Lease and I will be financially responsible for such damage or destruction. If there are any false statements or mis-statements on this application or if my pet becomes a nuisance or otherwise violates the terms of this application, then the Landlord may terminate my pet's right of occupancy and / or my Lease, thereby subjecting me to eviction.

I will attach a picture of my pet to this application.

I understand that the Pet Application fee will be refunded if my pet is not approved. If approved, then the application fee is not refundable under any circumstance and will not be applied toward any other obligation. I also understand that there is a **minimum of \$150.00 non-refundable Pet Fee for each accepted pet.** I further understand that there will be a Pet(s) Administration Fee of \$100 to be paid prior to move-in.

_____/_____/_____
Responsible Tenant(s) - At least one Legal Tenant signature represents sufficient notification date