

APPLICATION FOR RESIDENCY
PLEASE FILL OUT COMPLETELY - THANK YOU

Property Applied for: _____ Desired Move in Date _____

Please Tell Us about Yourself

Proposed Rent: \$ _____

Applicant <small>Last First Middle</small>			Date of Birth		Social Security #		
Maiden Name / Alias		Home Phone		Cell Phone		Work Phone <small>Ext</small>	
Email address				DL Number		DL State	
Emergency Contact			Emergency Phone			Married <input type="checkbox"/> Single <input type="checkbox"/>	
Vehicle <small>Year Make Model Color Tag # State</small>				Vehicle <small>Year Make Model Color Tag # State</small>			

Please Tell Us About Your Residency (Past 4 years of Residency History)

Present Address <small>City State Zip</small>			Own <input type="checkbox"/>		From		To				
			Rent <input type="checkbox"/>								
Landlord / Mtg. Co.				Monthly Pmt		Phone					
Reason For Moving				Was Deposit Returned? <input type="checkbox"/> YES <input type="checkbox"/> NO				Was proper notice given to vacate? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Previous Address <small>City State Zip</small>			Own <input type="checkbox"/>		From		To				
			Rent <input type="checkbox"/>								
Landlord / Mtg. Co.				Monthly Pmt		Phone					
Reason For Moving				Was Deposit Returned? <input type="checkbox"/> YES <input type="checkbox"/> NO				Was proper notice given to vacate? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Please Tell Us about Your Job (Last 2 years of Employment History)

Present Employer <small>Business Address City State</small>			Phone						
Position		Supervisor		Monthly Gross Income		From		To	
Previous Employer <small>Business Address City State</small>			Phone						
Position		Supervisor		Monthly Gross Income		From		To	
Other Source of Income			Monthly Income		Other Source of Income			Monthly Income	

Please Tell Us About Other Occupants (List all persons that will occupy property regardless of age)

Name		DOB		Name		DOB	
Name		DOB		Name		DOB	
Pets <small>Type Breed Weight Age</small>				Pets <small>Type Breed Weight Age</small>			

Advanced Management Specialists, Inc.
1200 N. Central Avenue Suite 101
Kissimmee, FL 34741

Office: 407-483-1013 Fax: 407-847-8960 Email: ams@amsrents.com

Please answer the following questions

Will you be utilizing a Subsidized Rent Program? I.e. Section 8 or any other County Housing Program	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have a water bed or a water filled aquarium more than 10 gallons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have any pets that will reside in the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of, plead guilty or no contest to, or had adjudication withheld or deferred for a felony offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of, plead guilty or no contest to, or had adjudication withheld or deferred for any crime involving sexual misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had an eviction filed against you, or have you ever been asked to leave by a current or former landlord?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever defaulted on a rental agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an outstanding debt to a Landlord?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have there been complaints against you for disturbances or illegal activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any collections against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed Bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Discharge Date:

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction and may result in the loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management Company. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

NON REFUNDABLE APPLICATION FEE--Applicant(s) has paid to Landlord and/or Management Company herewith the sum of **\$40.00** as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

SECURITY DEPOSIT/HOLDING FEE AGREEMENT --Applicant may deposit a "**HOLDING FEE**" of **\$200.00** in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management Company and the lease is entered into and possession of the property is taken the "**HOLDING FEE**" shall be applied toward the **SECURITY/DAMAGE DEPOSIT**. If applicant is approved, but fails to enter into the lease within 5 days of verbal and/or written approval and/or take possession after lease signing, the "**HOLDING FEE and/or SECURITY DEPOSIT**" shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The "**HOLDING DEPOSIT**" shall be refunded only if applicant is **not approved**. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rents and security deposits have been paid by guaranteed funds. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

Applicant's Printed Name

X

Applicant's Signature

Office Use Only			
App Fee	\$	<input type="checkbox"/> Photo ID Received	
Pet Deposit	+ \$	Start Date	
Pet Fee	+ \$	End Date	
Rent	+ \$	Rent	\$
Sec Deposit	+ \$	Daily Rate x	\$
Total Due	= \$	Prorated Days	
Paid	- \$	Prorated Rent	\$
Bal Due	= \$	Date Applicant Notified:	/ /

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Resident Selection Criteria / Lease Policies

The following are a summary of our Resident Selection Criteria and Lease Policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received.

Application Policies

APPLICANTS

- All Adult applicants 18 or older must submit a fully completed, dated and signed residency application. Applicant must provide proof of identity by way of a valid government issued photo ID (ie. US Driver's License, Passport, Military ID). A **Non-refundable** application fee will be required for all adult applicants.
- Only the applicants or minor children of applicants that are listed on application may reside in a property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by the landlord or his/her designated agent.
- To be processed and considered, a **\$40.00 NON-REFUNDABLE** processing fee must accompany each application. Application fee must be paid by guaranteed funds (Cashier's Check or Money Order) If your application is **not processed**, this processing fee will be refunded.
- **Each Application must be filled out completely**, neatly and legibly, and signed/initialed by the applicant. Incomplete or illegible applications will not be processed or considered.
- **All pets, vehicles of any kind, water-filled furniture and aquariums** containing more than 10 gals must be disclosed on the application. Proof of Insurance (FS 83.535) must be provided for any water-filled furniture at lease signing.
- As per guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy is two persons per bedroom.
- **In cases where more than 2 tenants**, unrelated by blood or marriage**, will be occupying the same residence, additional approval may be required by HOA, Condo Association or property owner. If approved, rent may be increased by \$25.00 to \$50.00 per month per additional person at the owner's discretion. (**The term "Related" in this instance is considered Parent, Spouse, Child, or Sibling)
- **Condominium / Home Owners Association:** If applicant is applying to rent a property governed by a condominium or homeowners association, the applicant may be required to submit a separate application and/or fee to the association for processing and approval.

APPLICATION PROCESS

- A **\$200.00 Holding Fee:** Secures the property for up to 5 business days pending the approval of the application. If application is approved, the holding fee will be credited towards the security deposit. If application rejected holding fee will be returned to applicant.
- **Security Deposit:** To hold property more than 5 business days a full security deposit is required. Security deposits vary, however, are usually equivalent to \$25.00 more than one month's rent.
- If applicant is approved, verbal and/or written notice of approval will be given. If applicant fails to enter into the lease and pay remainder of Security Deposit within 5 business days of such approval, holding fee will be forfeited to Landlord/Manager, property will be taken off "Hold" status and made available to other prospective tenants.

Resident Selection

The following criteria are established to provide a set guideline for approval or denial of an applicant. In some cases, when applicant does not meet credit or rental history requirements, but discloses known issues in advance, an additional security deposit and/or co-signer may be considered in order to approve an applicant.

CREDIT CRITERIA

- Applicant has established credit history in the last 24 months with no more than 3 credit accounts rated 4 or higher and a (FICO) credit score that is equal to or greater than 580.
- Bankruptcies are only acceptable if discharged.

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- Residency must be verifiable for a minimum of the last 48 months. Rental history references must reflect timely payment, appropriate notice of intent to vacate, no complaints regarding disturbances or illegal activities, no outstanding balance due to previous Landlords, no more than 2 NSF checks and no damage to previous rental units at time of lease termination.
- No evictions filed against applicant within the past 5 years.

CRIMINAL CRITERIA

A history of any of the following by any household member is cause for rejection of a rental application:

- Any conviction or adjudication other than acquittal of a sex offense.
- Any conviction or adjudication other than acquittal of a felony within the past seven years.
- A history of repeated Domestic Abuse or Drug Offenses within the past 5 years.

INCOME CRITERIA

- Applicant must have a minimum of 2 years verifiable employment history.
- Applicants' gross combined monthly income must be at least three times the amount of the monthly rent.
- Income will be verified from copies of the prior month's pay stubs provided with the application.
- Self-employed applicants must provide their most recent tax return and the last 3 months bank statements.
- Unverifiable income **will not** be considered.

IDENTIFICATION

- Photo ID must be shown when application is submitted and a photocopy will be made in our office prior to the lease/rental agreement being signed.
- Full name of all intended occupants must be listed on application.

CONDITIONS OF MOVE-IN

- If approved, the applicant must:
 - Sign the lease agreement and pay the balance due for the security deposit with certified funds (cashier's check, official bank check or money order) within 5 days.
 - Pay first month's rent, pet deposit, pet fees and any other sums due with certified funds (cashier's check, official bank check or money order) and take possession of the property within 30 calendar days of application approval.
 - Transfer all utility and garbage accounts (where applicable) into applicant's name as of the date of possession.

Company Policies

- **Advanced Management Specialists** will obtain a credit report from a national credit reporting agency for each applicant and co-signer 18 years of age or older. Reports supplied by applicants **will not** be accepted.
- Rental payments and Security payments must not be included on the same check payment.
- For the Security of all of our Applicants, Tenants, and Staff; **Cash payments are NOT accepted.**
- Application Fee, Holding Fee, Security Deposit and First Month's rent **MUST each be paid by separate** certified funds (cashier's check, official bank check, or money order)
- Hours for lease signing are Monday through Friday, between 9:00AM and 5:00PM, and Saturday by appointment only. Lease signings are conducted in the office.
- Keys / Access to a rental unit will not be provided until lease agreement is signed and monies due are paid. **Pro-rated daily rate will be charged if keys are delivered prior to date on lease/rental agreement.**
- Our company policy is to report any amounts owed at the end of your tenancy to a collection agency and/or a national credit reporting agency.

I _____ **have read and understand the above Rental/Lease Policies.**
Applicant's Printed Name

Applicant's Signature **Date:** _____

Application Checklist

To help us process your application quickly and accurately, please review the following checklist.

- Carefully Read Resident Selection Criteria and Policies then Complete Application accurately, honestly and legibly.
- Initial at the bottom right of all pages, sign pages 2 and 4, date and print name page 4.
- Enclose separate certified funds – one for application fee(s) and one for Holding Fee (if applicable).
- Proof of income (Prior month's paystubs or most recent tax return and last 3 bank statements).

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