



SURFSIDE PROPERTIES & MANAGEMENT

Thank you for submitting your application with Surfside Properties & Management. In the next few days we will be reviewing all the information submitted to be able to determine your residency status. Make sure to read over the resident selection criteria to better understand how our application process works and what is needed from the possible new tenant.

Please note that there will be a lease preparation fee charged to tenant in the amount of \$50.00. This will be drawn up by our Law Office to better serve both the owner and tenant with an error proof lease. In the event of a renewal period the tenant will then also be charged a renewal fee of \$30.00.

We strive to serve both our tenants and owners to the fullest extent of the law and by our measures taken both the owner and tenant will be protected under the state tenant and landlord laws.

Tenant Signature _____

Management Signature _____

MOVE IN DATE: _____

Rachel DeCamp, Property Manager
1311 S US 1
Rockledge FL 32955
Direct-321-403-7155
Office-321-631-5511
Fax-321-631-0131

APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

Please Tell Us about Yourself

Applicant <small>Last First Middle Maiden</small>		Date of Birth	Social Security #		Driver's License #
Marital Status	Present Phone No. ()	9:00 to 5:00 CONTACT PHONE NO.: () Fxt.			
Have you ever had an eviction filed against you? Yes No		PC 11 (Receipt of this requires a pet deposit and owner's consent)			
Present Address <small>Street # Name Apt. # City State Zip</small>	Breed	Age	Weight		
Landlord Mtg. Co. <small>Name Address City State Zip</small>	Own <input type="checkbox"/>	Rent <input type="checkbox"/>	Since / /		
Previous Address <small>Street # Name Apt. # City State Zip</small>	Own <input type="checkbox"/>	Rent <input type="checkbox"/>	Since / /		
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense? Yes No		If yes, please explain			

Please Tell Us about Your Job

Present Employer <small>Name Business Address City State</small>	Phone No.
Position	Supervisor
Monthly Income ()	From / / to / /
Previous Employer <small>Name Business Address City State</small>	Phone No.
Position	Supervisor
Monthly Income ()	From / / to / /

Please Give Us the Following Information

Emergency Contact <small>Name Full Address</small>	Phone No.
Automobile 1 st Car <small>Year Make Model Color Tag #</small>	Automobile 2 nd Car <small>Year Make Model Color Tag #</small>
Children <small>Name Age Name Age</small>	Occupying <small>Name Age</small>
Bank <small>Name Location City State</small>	Ref.

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 with 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 \$_____ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. **APARTMENT DEPOSIT AGREEMENT** --Applicant has deposited an "APARTMENT DEPOSIT" of \$_____ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the apartment is taken the "APARTMENT DEPOSIT" shall be applied toward the security/damage deposit. If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the FULL "APARTMENT 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 "APARTMENT 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 rentals and security deposits have been paid. 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 promises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

Applicant Signature _____ Date _____	SECURITY DEPOSIT \$ _____	OFFICE USE ONLY
	PET SECURITY \$ _____	
	PET FEE \$ _____	
	CREDIT CHECK FEE \$ _____	COMMUNITY _____
	PAID WITH APPLICATION \$ _____	APT. # _____
	BALANCE OF DEPOSIT DUE \$ _____	RENT _____
	FIRST MONTH'S RENT \$ _____	APT. TYPE _____
	TOTAL DUE BEFORE MOVE-IN \$ _____	TERM OF LEASE _____
	RECEIVED BY: _____ \$ _____	MOVE-IN DATE _____
	APPROVED BY: _____ \$ _____	CREDIT REPORT _____
		PHOTO I.D.'d _____

This sample has been provided by The Law Offices of Heist, Weisse & Lucrezi, P.A. 1 800 253 8428. Due to the changing nature of the law, we advise that you have your final form reviewed by an attorney before its use. Please feel free to call our firm for updates or review.

RESIDENT SELECTION CRITERIA

1. **Each** applicant 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non refundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
 2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co signer. A minimum of two years residential rental history is required.
 3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
 4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
 5. All sources of other income must be verifiable if needed to qualify for a rental unit.
 6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosee", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
 7. 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 unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
 8. No pets (with the exception of medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
 9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning and rekeying. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying etc may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc that exceed this non refundable property preparation fee or minimum fees.
 10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
 11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
 12. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
 13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.
 14. Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.
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Initial _____

Surfside Properties & Management

Application Reference Verification

Reference Name/Company: _____

Phone: _____ **Fax:** _____

I authorize Surfside Properties and Management to investigate and obtain any information needed to conduct, and complete my background application process.

Applicant _____ Date _____

Applicant _____ Date _____

1. Has renter made all rental payments on time? And if late, how many times?

2. Has renter always kept unit or home in clean and responsible condition?

3. Has renter ever violated their lease agreement in anyway? Any Notices Served?

4. If a pet is involved, has pet ever caused damage?

5. Would you ever rent to this person again?

6. Any additional and helpful comments would be appreciated.

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