



RENTAL APPLICATION INFORMATION

Before You begin:

Prior to applying, call the office at (904) 598-1557 to confirm the home you are applying for is still available.

Application fees are nonrefundable.

Any funds owed to a previous landlord or evictions are grounds for an immediate rejection of the application.

Do not combine applications. If there is more than one person applying you must complete one application, and then re-enter the program and submit any additional applications.

Any false information provided will be grounds for rejection of application.

Who Needs an Application?

Applications cost \$75.00 per adult aged 18 and older who will be residing in the home. This includes spouses, parents, siblings, financially responsible children, etc. Not providing an application for all adults will cause any applications already submitted to be cancelled and considered null and void, unless the remainder of the required applications are submitted within 24 hours of the first application submission.

How Long Will It Take to Process my Application?

Application processing can take between 3 to 5 business days. This timeline is dependent upon submission of a complete application. This timeline also depends on receiving rental verifications from your previous landlords.

The only way to expedite this process is to ensure your application is complete when you submit it and to make sure your current and previous landlords are aware someone will be contacting them for your rental history.

How Much Does It Cost to Move-In?

1. Application Fee \$75.00
2. Holding/ Security Deposit
3. Administration Fee \$150.00
4. Pro-Rated Rent
5. Non-Refundable Pet \$300.00 For 1 Pet; \$100.00 for each additional Pet (If applicable)
6. Any Homeowners/Condominium Association fees or charges (If applicable)

***Personal checks are not accepted for move-in funds. Move-in funds must be paid with certified funds i.e. cashier's check or money order. ***

Deposit Requirements:

The holding deposit will secure the property. Applying does not secure the property. If another party places a deposit, the property will be held for them until either they move into the home or their application is denied. If our company does not receive all necessary paperwork within 48 hours of receiving the holding deposit, said deposit will be forfeited and the property will be placed back on rental market.

We reserve the right to require an additional deposit and/or additional prepaid rent based upon application factors. Any deposits must be paid through the tenant portal or with certified funds i.e. cashier's check or money order. By submitting a deposit, the applicant is making a commitment to rent the property they applied for. If the applicant retracts this application for any reason, said deposit is forfeited and is not eligible to be refunded. If the application is denied the deposit is returned to you in full.

Completed Application: An application will not be processed until considered completed. To be considered completed the following must be provided to us: applications for all adults, application fees paid in full for all applicants, proof of income for all applicants, copies of IDs for all applicants, and all information filled in on the application(s) including signature. Without contact for additional arrangements, incomplete applications will be cancelled and considered null and void after 48 business hours.

Co-Applicants:

Any notice we give to any applicant is considered notice to all co-applicants and any notice from any co-applicant is considered notice from all co-applicants.

Applications from co-applicants are considered one application. If an application is denied due to a factor of one co-applicants application, then all other co-applicants application(s) is/are denied. You cannot decide to rent the home without your co-applicant once the application is denied due to an issue with another's application.

Income Requirements:

We require that the combined net-income (after taxes) of the household be three times the market rent. A debt to income analysis is performed with the estimated debt amount determined by our credit report taken into account to establish if you can afford the rent and. We require documentation to verify your income.

This can be provided in the form of paystubs, bank statements, government support letters, retirement letters, letters of employment etc. We reserve the right to require a specific form of documentation based upon your income. If you are unable to provide any of the above documents, please call the office to discuss if we can verify your income prior to submitting your application.

If you are transferring or moving from another area you will need to acquire local or remote employment prior to submitting this application. If you are unemployed and do not have another method besides “I will be getting a job” to prove employment you do not meet our application requirements.

We reserve the right to require a co-signer based upon income.

Background Investigation Requirements:

Any criminal history found will require further investigation, which can cause a delay of the application process, and applicant can be denied on this basis. No sexual or violent offenses ever. In the event a record comes back adjudication withheld further documentation may be required and applicant can be denied on this basis.

Rental History Requirements:

Any funds owed to previous landlords or evictions are grounds for a rejection of the application. Rental history must reflect payments made in timely manner, required notice to vacate provided, completion of lease terms, no complaints of any kind, no unpaid NSF checks, no reports of damage to the unit, and unit left in good condition. Any negative rental history could be grounds for a rejection of the application. You must be in good standing with all previous landlords.

Social Security Number: Please be sure that your social security number is input correctly. If input incorrectly, the application will be cancelled and considered null and void. In this event, a new application will have to be submitted and application fees will have to be paid again.

Smoking Policy:

All of our properties are strictly **NON-SMOKING**. A \$750 decontamination fee will apply to the security deposit upon move-out if smoke odor and/or damage present.

Pet Policy:

No pets of any kind are permitted on the property without specific written permission of landlord. Pet application must be included in completed application along with pictures of animal. Absolutely NO aggressive breeds will be accepted; German Shepherd's, Doberman Pinscher's, Pit Bull's, Chow's, Rottweiler's, Akita's, Alaskan Malamute's, Presa Canario's, Staffordshire Bull Terrier's or any mix of these breeds.

Liquid Furniture:

Liquid furniture is only accepted if the home is structurally safe for weight of said furniture. The applicant must provide proof of insurance naming the owner and property manager as beneficiary of any claim paid. Applicant will be 100% responsible for 100% of any repairs and or replacements required due to malfunction or abuse of liquid furniture.

Occupancy Allowances:

Number of occupants must follow the HUD guidelines for unit applying for.

1 Bedroom Unit- No more than 2 people may occupy

2 Bedroom Unit- No more than 4 people may occupy

3 Bedroom Unit- No more than 6 people may occupy

4 Bedroom Unit- No more than 8 people may occupy

Failure to Sign Lease After Approval:

Unless otherwise agreed upon in writing, all applicants of property must sign lease and occupy premises within 14 days of approval (approval may be written or by phone). If any applicant fails to sign as required, we may keep the security deposit as liquidated damages, and terminate all further obligation under this Agreement.

Non-Approval:

We will notify you of your application status within 3-5 business days of the date we receive a completed application unless other circumstances out of our hands prevent review. Notification will be by mail. An Adverse Action Letter will be mailed to the current address listed on the application. If any applicant is denied, we will refund the holding deposit. Refund checks will be made payable to all co-applicants and mailed to one applicant.

Application fee: \$75.00

RENTAL APPLICATION

Property Address: _____ Monthly Rent: _____ Move-in Date: _____
\$75 Application Fee per Applicant. Fees are non-refundable.

GENERAL INFORMATION

Applicants Name _____ Soc. Security # _____
Driver's License # _____ Date of Birth _____
of Occupants _____ Names of Occupants _____
Cell Phone # _____
Email Address: _____
Emergency Contact _____ Emer. Contact Ph # _____

RESIDENT HISTORY

Current Residence _____ City, State, Zip _____
Date From _____ Date To _____ Rent/Mtg. Amt. _____
Owner/Agent _____ Phone Number _____
Reason for Moving _____
Previous Residence _____ City, State, Zip _____
Date From _____ Date To _____ Rent/Mtg. Amt. _____
Owner/Agent _____ Phone Number _____

EMPLOYMENT HISTORY

Employer _____ Address _____
Title _____ Date From _____ Date To _____
Human Resources Contact _____ Phone # _____
Monthly Salary _____

HAVE YOU EVER:

Filed Bankruptcy? Yes___ No___ Been evicted or left owing money to a landlord? Yes___ No___

Refused to pay rent? Yes___ No___ Have you ever been charged with a felony Yes___ No___

Do you have any water-filled furniture? Yes___ No___ (If yes, proof of insurance is required)

Do you have any pets? Yes___ No___ (If yes, pet application required)

Will there be any smokers living in the residence? Yes___ No___

Are you active military? Yes___ No___

***A \$750 decontamination fee will apply to the security deposit upon move-out if smoke odor and/or damage present**

Terms of Agreement

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1. Applicant has thoroughly read through the application instructions and agrees to all terms included in the application instructions.
2. Application fee is non-refundable. This fee covers costs of screening applicants only. If approved, you will be responsible to pay an additional \$150 administration fee per property upon lease signing.
3. In order to pull the property off the rental market, a holding deposit must be submitted. If application is submitted without holding deposit, the application is considered to be for pre-approval and the property will still be available to other applicants. If all necessary paperwork to process application is not received within 48 hours of receiving holding deposit, said holding deposit will be forfeited and property will be placed back on rental market.
4. **Completed Application.** An Application will not be considered "completed" and will not be processed until the following have been provided to us: a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us for each application, and all required additional documents have been received by our office.
5. **Transfer of Holding Deposit.** Once approved, your holding deposit will be transferred toward security deposit for property. We reserve the right to require additional deposit and/or prepaid rent.
6. **Refund After Non-approval.** If you or any co-applicant are not approved, Compass Property Management Group will refund all holding deposits.
7. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
8. **Keys or Access Devices.** Compass Property Management Group will furnish keys and/or access devices on the day the lease begins and only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
9. Properties cannot be rented sight-unseen without first signing an additional sight unseen release.
10. If co-signer(s) is/are required for approval of property, all said co-signers must reside locally.
11. By submitting this application along with a deposit, the applicant is making a commitment to rent a particular property. If the applicant retracts this application for ANY reason, said deposit is forfeited and is not eligible to be refunded.

12. Signature. Our receipt of this application is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

_____ I affirm that I have thoroughly read the application guidelines and agree to all terms included in the application instructions.

_____ I affirm that all the information on this application is true, accurate, complete and correct and authorize property manager to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account, employment, eviction, criminal back ground checks and authorize property manager to contact any persons or companies listed on the application.

Applicant Signature

Date