



RENTAL APPLICATION POLICIES AND RESIDENT QUALIFICATION CRITERIA

CAPITAL HILL REALTY & MANAGEMENT DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED BASIS. CAPITAL HILL REALTY & MANAGEMENT IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR ASSOCIATION OR OWNER'S PREFERENCE.

- A separate application is required for each adult, eighteen years or older, intending to occupy the property. Each application must be filled out completely and signed by the applicant. Full name of all occupants, pet descriptions and all vehicles must be on the application. Complete applications include: "Rental Application Policies and Resident Qualification Criteria", "Application for Residency" and "Lease Details".
- A processing fee of **\$75.00** per adult payable to Capital Hill Realty & Management must accompany each application. If paid in cash, the exact amount is required. This processing fee is non-refundable. No application will be processed without a processing fee. Deposits or holding fees must be paid separately from the rent or application fees. If the applicant is applying to rent a unit governed by a condominium or homeowners association, the applicant may be required to submit a separate association application fee and/or additional security deposit to the association for processing and approval.
- Applications from other applicants will be accepted until an application is approved. If more than one application is submitted before approval can be achieved, then the most qualified applicant will be approved. Remaining applicants may consider other properties available from Capital Hill Realty & Management's rental list.
- 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.
- Employed applicants must provide company paystubs, W-2's and/or company contact numbers for income verification. Self-employed applicants may be required to produce 2 years of tax returns or 1099's. Non employed individuals must provide verifiable proof of income or proof of funds. Income will be verified on all applicants.
- A history of any of the following: Criminal records must contain no convictions for felonies within the past 7 years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.
- Residence history must be verified for a minimum of the last twenty-four months with no complaints, disturbances or illegal activities, no returned checks, no damage to previous rental units and no failure to leave the premises clean and without damage. Any history of eviction actions is cause for rejection of this rental application.
- Pets are permitted only on certain properties at the sole discretion and approval of the owner/landlord. Only small to medium sized, non-violent, common, domesticated animals will be allowed on any property that permits pets. If a pet is approved, a **\$150.00** non-refundable pet fee is required. In addition, a deposit of **\$150.00** per pet will be required.
- As per guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy is two persons per bedroom. The number of occupants must be in compliance with HUD standards/guidelines in order to be approved for this unit.
- If approved, applicant will be required to pay a security deposit within 48 hours of acceptance. The security deposit must be in the form of a cashier's check or money order. We reserve the right to require a higher security deposit and or additional prepaid rent.
- Our company policy is to report all non-compliances with the terms of your rental agreement or failure to pay rent, or any other amounts owed to the national credit bureaus. We also will report any amounts owed at the end of your tenancy to a collections agency.
- If approved the applicant must do one of the following.
 - A.) Sign a lease Agreement within 2 business days of approval and pay all monies due (rent, security deposit, pet fees etc.) with cashier's checks or money orders at the time of lease closing and prior to taking possession of the home. The rent, security deposit and any fees must be paid with separate checks.
 - B.) Submit payment for a holding fee (amount to be determined by the owner or owner's agent) within 2 business days to hold the property until a lease is signed on or before the lease start date stipulated on this application. No property will be held for longer than two weeks without owner or owner's agent approval. Holding fees must be paid with a cashier's check or money order. In the event the applicant fails to sign a Lease Agreement by the date stipulated on this application, the applicant shall forfeit the holding fee.

In the event an applicant fails to complete either option A or option B above within two business days after approval, it will be assumed the applicant has withdrawn their application and the property will be offered to others.

If you are a successful leasing candidate, there is a leasing preparation and administrative fee of \$145.
Hours of Lease signings are Monday to Friday 9:00 to 4:00 pm

Applicant Initial (_____)

Capital Hill Realty & Management, Inc.

204 O'Brien Road, Casselberry 32730 Office (321) 322-7706 Fax (321) 322-7709

www.capitalhillrealty.net



APPLICATION FOR RENT

PROPERTY ADDRESS YOU ARE APPLYING FOR _____

REQUESTED MOVE IN DATE _____ REQUESTED LENGTH OF LEASE _____

FULL NAME _____ SS# _____ - _____ - _____ D.O.B. _____

DRIVER'S LICENSE # _____ STATE _____

HOME PHONE (_____) _____ CELL PHONE (_____) _____

WORK PHONE (_____) _____ EMAIL _____

CURRENT ADDRESS _____

REASON FOR MOVE _____

CURRENT LANDORD/MORTGAGE HOLDER _____

CONTACT INFORMATION PHONE (_____) _____ FAX (_____) _____

LENGTH OF RESIDENCE _____ TO _____

MONTHLY RENT/MORTGAGE \$ _____

PREVIOUS ADDRESS _____

PREVIOUS LANDORD/MORTGAGE HOLDER _____

CONTACT INFORMATION PHONE (_____) _____ FAX (_____) _____

LENGTH OF RESIDENCE _____ TO _____

MONTHLY RENT/MORTGAGE \$ _____

CURRENT EMPLOYMENT _____ HIRE DATE _____ YOUR POSITION _____ MONTHLY INCOME _____

STREET _____ CITY _____ ST _____ PHONE _____ (_____) _____ MANAGER _____

Have you ever been denied renewal of a Rental Agreement? Yes _____ No _____
 Have you ever had an eviction filed or left owing money to an owner or Landlord? Yes _____ No _____
 Have you ever had adjudication withheld or been convicted of a crime? Yes _____ No _____
 Have you been convicted of or pleaded guilty or No Contest to a Felony? Yes _____ No _____
 Have you ever been convicted of or pleaded guilty or no contest to a misdemeanor involving Sexual Misconduct? Yes _____ No _____

If you answered "YES" to any of the above questions, you may write-in or attach a written explanation:

I, _____, affirm that the information contained in this application is true and correct. I understand that misstatements either false or incorrect, may result in rejection of this and future application for housing managed by Capital Hill Realty & Management Inc, an/or my lease may be held in default and I may be subject to eviction. I authorize the investigation and release of the information on all statement contained herein, including but not limited to credit report, rental information, employment verification (including salary), and all public records to Capital Hill Realty & Management Inc., and/or its principal and/or the owner of any property which I am apply to occupy. I further agree to hold harmless Capital Hill Realty & Management Inc. and all providers of information on the applicant listed above. I understand this application is the property of Capital Hill Realty & Management Inc.

Capital Hill Realty & Management, Inc. welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any way discriminate against a person because of sex, sexual orientation, marital status, race, creed, religion, age, familial status, disability, color, national origin, or any other protected basis.

Notice of the contractual relationship between the property Owner and Capital Hill Realty & Management, Inc.: Capital Hill Realty & Management Inc, an exclusive agent of the property Owner and represents the property owner's interest in any and all rental transactions.

You are further advised as follows: "Radon Gas: Radon is a naturally occurring radioactive gas that when it has accumulated in a building in sufficient quantities, may present health risk to persons who are exposed to it over time. Levels of Radon that exceed Federal and State guidelines have been found in buildings in Florida. Additional information regarding radon testing may be obtained from your public health unit. Section 404.056(6), Florida statutes.

Please govern your accordingly: The undersigned acknowledges receipt of a copy of this information and disclosure notice and knowledge's that is was received prior to entering into or signing any contractual offer, contract or lease agreement.

Applicant's Signature _____

Date _____



LIST ALL PEOPLE (OTHER THAN YOU) WHO WILL BE OCCUPYING THE HOME:

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

LIST PETS IF ANY:

BREED: _____ WEIGHT: _____ AGE: _____

BREED: _____ WEIGHT: _____ AGE: _____

LIST ANY VEHICLES:

MAKE: _____ MODEL: _____ YEAR: _____ COLOR: _____

MAKE: _____ MODEL: _____ YEAR: _____ COLOR: _____

OFFICE USE ONLY

Property Address: _____ Prepared By: _____ Date: _____

Lease Dates: _____

Monthly Rent: _____

Pro-Rated Rent (if not moving in on the 1st day of the month): _____ Days @ \$ _____ Per Day = \$ _____

Security Deposit Including Additional Deposit For Pets: _____

Non-Refundable Pet Fee: _____

Total Due at Lease Signing: _____

Owner Responsible for: Range Fridge Dishwasher Washer Dryer Microwave Water Electric Pool Maint Lawn Maint

Tenant Responsible for: Water Electric Pool Maint Lawn Maint

Special Addendums: ()# of Garage Remotes Lead Paint Month to Month Pet Pool Key Pool/Spa Septic W/D As- Is

Other: _____
