



## RENTAL APPLICATION PROCESS

APPLICATION FEE **\$55.00 (non—refundable) per person - regardless of marital status -**

### **CASH OR MONEY ORDER ONLY**

All applicants 18 & older must be on lease and fill out a separate application.

RENT	As posted
SECURITY DEPOSIT	As posted
KEY DEPOSIT	\$25.00
LEASE PREP FEE	\$75.00

TOTAL AMOUNT DUE  
AT MOVE IN

One Full Month's Rent, Key Deposit, Lease Prep Fee & Security Deposit  
If Applicable: Pet Fee, Pool Pass, Water Deposit

### **REQUIRED WITH APPLICATION:**

**\$55.00 application fee per person**

**Completed and signed application by all applicants over the age of 18**

**Copy of driver's license and social security cards**

**Copy of Sample Lease with each page initialed by all parties**

**Employment verification — we accept most recent pay stub or 3 months of bank statements**

**Copy of current shot records for all pets from veterinarian**

**CASH OR MONEY ORDER ONLY WILL BE ACCEPTED FOR APPLICATION FEES. UPON APPROVAL, SECURITY DEPOSIT AND ALL MOVE-IN MONIES MUST BE CERTIFIED FUNDS, CASHIER'S CHECK, OR MONEY ORDER.**

### **UPON APPROVAL:**

Applicants must sign a Reservation Agreement and pay security deposit to take the property off the market. Applicant must take possession within two weeks of signing Reservation Agreement. In the event the applicant fails to enter into a lease, the applicant forfeits the security deposit.

Schedule move-in date and time with Property Manager. All persons on the lease must be present at move in.

If moving during the middle of the month, first month's rent is required in full and the second month will be prorated.

Applicant's Initials: ( ) ( ) ( )

Form RAP 100125



## RENTAL PROCESS AND APPLICATION DISCLOSURE

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin." **Underill Management Company, LLC.**, is the management agent for many separate property owners; therefore, policies at each property may vary depending on the particular owner's preference.

### **Application Processing Time Frame:**

- Processing an application normally takes between 2 — 3 business days. In some cases, approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial. All proposed renters over the age of 18 must submit a fully completed, dated and signed rental application and application fee.

### **Cost:**

- If you decide to apply to rent one of our properties, there is a **\$55.00** per adult application fee that is **non-refundable**. This must accompany the fully completed application form provided to you by our company. **Personal checks will not be accepted for application fees.**
- Some Homeowner and Condominium Associations may require a separate application and fee and if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required. Approval by homeowners or condo association is a necessary prerequisite to our approval of your application.
- Our leases are currently reviewed by an Attorney at Law to comply with Florida laws. If you are the successful leasing candidate, there is a one-time document preparation fee of **\$75.00**.

### **The Application:**

- Upon receipt of your rental application and application fee, you can expect that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your income; and (4) verify your previous rental references; and (5) do a criminal background check. We would encourage you not to apply if you have bad references or have ever been evicted in the past.
- All applicants must see the interior of the property before an application can be submitted.

### **Resident Selection Criteria:**

- Applicants must have a combined verifiable gross income of at least 2 1/2 times the monthly rent or can verify ability to otherwise meet financial requirements of the rental agreement. Rental history must be rated satisfactory or better. We reserve the right to require a co-signer and/or a higher security deposit.
- If bankruptcy has been filed, it must have already been discharged.
- We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- Valid current photo ID documentation (driver's license, military ID, or State ID), social security card, and employment verification is required. We will make copies of this for the file.

- Current occupancy standards are a maximum of 2 persons per bedroom, except for children under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single-family dwelling unit. Consequently, Underill Management Company, LLC also prohibits the rental of a single-family dwelling to more than two (2) unrelated adults, except in rare circumstances.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Underill Management Company, LLC and an additional non-refundable pet application fee of \$250.00 per pet. The following pets will not be accepted under any circumstances, ROTTWEILERS, DOBERMANS, PITBULLS, CHOWS, GERMAN SHEPHERDS, ALASKAN MALAMUTES, GREAT DANES, ST. BERNARDS, AKITAS, WOLF HYBRIDS, PRESA CANARIO, STAFFORDSHIRE BULL TERRIER and mixes containing any of these.

**Other Issues:**

- Multiple Applications — It is entirely possible that Underill Management Company, LLC may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. In order to evaluate the various applications it is necessary for Underill Management Company, LLC to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence, our policy is that the **application fee is non-refundable**. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.
- This "Rental Process and Application Disclosure" is hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.
- Our lease agreement provides for administrative fees paid by Lessee.

Applicant's Initials: (                      ) (                      ) (                      )

Form RPAD 100125

Form RPAD 100125

## Disclosure Format for Target Housing Rentals and Leases

## Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

### Lessor's Disclosure (initial)

**(a) Presence of lead-based paint or lead-based paint hazards (check one below):**

Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

**X Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.**

(b) Records and reports available to the lessor (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

**X Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.**

**Lessee's Acknowledgment (initial)**

(c) Lessee has received copies of all information listed above.

(d) Lessee has received the pamphlet *Protect your family from Lead in Your Home*.

**Agent's Acknowledgment (initial)** \_\_\_\_\_ or \_\_\_\_\_

(e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852 (d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy      Address of Property:\_\_\_\_\_

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessee	Date
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Lessee	Date
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Lessee	Date
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Lessee	Date
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Agent	Date
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Agent	Date
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## RENTAL APPLICATION

(Notice: Co-Applicant must complete a separate Rental Application Form) You are notified that Underill Realty LLC is the agent of the owner and will be paid by the owner upon move-in. This information will be used for the purposes described and will not be otherwise shared or sold with other parties.

The undersigned hereby makes application to rent the ☐ house ☐ apt ☐ duplex ☐ other located at \_\_\_\_\_ beginning on \_\_\_\_\_ 20\_\_\_\_ at a monthly rental of \$ \_\_\_\_\_

### PLEASE TELL US ABOUT YOURSELF:

E-mail address \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_ (H)

Cell ( ) \_\_\_\_\_ Smoker \_\_\_\_\_ Non-smoker \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security#: \_\_\_\_\_ Phone ( ) \_\_\_\_\_ (W)

Previous Name(s) or Alias: \_\_\_\_\_

Name of Co-Applicant: \_\_\_\_\_ Phone ( ) \_\_\_\_\_ (H)

Other occupants, their relationship & ages \_\_\_\_\_

Pets (Number and Breed): \_\_\_\_\_ Size/Weight: \_\_\_\_\_

Do you have any water filled furniture? \_\_\_\_\_ yes \_\_\_\_\_ no

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ Rent Amount: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Previous Address: (if within three years): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ Rent Amount: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Owner or agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Previous Address (if within three years): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ Rent Amount: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Owner or agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

### PLEASE GIVE YOUR EMPLOYMENT INFORMATION:

Your status: Part time \_\_\_\_\_ Full time \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_ Unemployed \_\_\_\_\_

Employer (Current): \_\_\_\_\_

Date(s) employed: \_\_\_\_\_ Employed as: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Gross Salary: \$ \_\_\_\_\_ per ☐ week ☐ biweekly ☐ month ☐ year.

If employed by above for less than 6 months, give us the name, address and phone number of previous employer or school.

### Previous Employment Information

Employer : \_\_\_\_\_

Date(s) employed: \_\_\_\_\_ Employed as: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_

Gross Salary: \$ \_\_\_\_\_ per ☐ week ☐ biweekly ☐ month ☐ year.

**PLEASE LIST ANY ADDITIONAL INCOME REFERENCES:**

If there are other sources of income you would like us to consider, please list income source and person (banker, employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application:

**Other income sources:**

1. \_\_\_\_\_ Amount \$ \_\_\_\_\_ ☐per week ☐month ☐year  
2. \_\_\_\_\_ Amount \$ \_\_\_\_\_ ☐per week ☐month ☐year

Your Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_  
Your Vehicle make/model; \_\_\_\_\_ Year \_\_\_\_\_ Tag#: \_\_\_\_\_ State: \_\_\_\_\_  
Second Vehicle make/model; \_\_\_\_\_ Year \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
Other Vehicles: \_\_\_\_\_ Year \_\_\_\_\_ Tag #: \_\_\_\_\_ State \_\_\_\_\_

In emergency, notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone: W \_\_\_\_\_ H \_\_\_\_\_  
Nearest relative not living with you: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Phone: W \_\_\_\_\_ H \_\_\_\_\_

Have you ever filed for bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, has it been discharged? Yes \_\_\_\_\_ No \_\_\_\_\_  
Arrested or convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ : If yes, was it violent? Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever had  
an eviction filed on you? Yes \_\_\_\_\_ No \_\_\_\_\_ : Have you applied for residency anywhere in the past 2 years, but did  
not move in? Yes \_\_\_\_\_ No \_\_\_\_\_ : Have you ever refused to pay rent when due? Yes \_\_\_\_\_ No \_\_\_\_\_

**If you have answered "Yes" to any of the above questions, please explain in detail the  
circumstances regarding the situation below or on the back of this page.**

**APPLICANT REPRESENTS THAT ALL OF THE ABOVE INFORMATION AND STATEMENTS ON THE  
APPLICATION FOR RENTAL ARE TRUE AND COMPLETE, AND HEREBY AUTHORIZES  
VERIFICATION OF ANY AND ALL INFORMATION RELATING TO RESIDENTIAL HISTORY (RENTAL  
OR MORTGAGE), EMPLOYMENT HISTORY, CRIMINAL HISTORY RECORDS, COURT RECORDS, AND  
CREDIT RECORDS. THIS APPLICATION MUST BE SIGNED BEFORE IT CAN BE PROCESSED BY  
MANAGEMENT. APPLICANT ACKNOWLEDGES THAT FALSE OR OMITTED INFORMATION HEREIN  
MAY CONSTITUTE GROUNDS FOR REJECTION OF THIS APPLICATION, TERMINATION OF RIGHT OF  
OCCUPANCY, AND/OR FORFEITURE OF FEES OR DEPOSITS AND MAY CONSTITUTE A CRIMINAL  
OFFENSE UNDER THE LAWS OF THIS STATE. APPLICANT UNDERSTANDS THAT HE IS BEING  
CHARGED A NON-REFUNDABLE APPLICATION PROCESSING FEE OF \$55.00; THIS APPLICATION IS  
PRELIMINARY ONLY AND DOES NOT OBLIGATE OWNER OR OWNER'S AGENT TO EXECUTE A  
LEASE OR DELIVER POSSESSION OF THE PROPOSED PREMISES. NO ORAL AGREEMENTS HAVE  
BEEN MADE.**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**APPLICANTS SIGNATURE**