

**APPLICATION FOR RESIDENCY**

Each adult age 18 or older must fill out a separate application.  
Fill out completely. Do not leave any blank spaces.

**Realty Hub, LLC**

7635 Ashley Park Ct. Ste. 503, Orlando FL 32835  
Office Phone (407) 900-1001/ Fax (407) 855-6333

**Property Applying For:** \_\_\_\_\_ **Agent:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Last First Middle Maiden

DOB: \_\_\_\_\_ SS# \_\_\_\_\_ Marital Status: \_\_\_\_\_

Driver's Lic#: \_\_\_\_\_ ST \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Email: \_\_\_\_\_

**Other Occupants:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

**RESIDENTIAL HISTORY** (List **all** residences for the **past 2 years**. Use back of application if necessary)

**Present Address:** \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Landlord \_\_\_\_\_ Number or Email: \_\_\_\_\_

Length of Residence: \_\_\_\_/\_\_\_\_/ To \_\_\_\_/\_\_\_\_ Mortgage Holder: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Monthly Payment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of Residence: \_\_\_\_/\_\_\_\_/ To \_\_\_\_/\_\_\_\_ Previous Landlord/  
Mortgage Holder: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Monthly Payment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**EMPLOYMENT INFORMATION** (List **all** employers for the **past 2 years**. Must provide pay stubs or tax return)

**Present Employer:** \_\_\_\_\_ Position: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Employed Since: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Position: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Employed Since: \_\_\_\_\_

Have you or any co-applicants ever been evicted or left owing money to a landlord? \_\_\_\_\_

If Yes, Explain: \_\_\_\_\_

Have you or any co-applicants ever been arrested or convicted of a felony? \_\_\_\_\_

If Yes, Explain: \_\_\_\_\_

Have you or any co-applicants applied for residency in the past 2 years, but did not move in? \_\_\_\_\_

If Yes, Explain: \_\_\_\_\_

Vehicle Year & Make: \_\_\_\_\_ Color: \_\_\_\_\_ License# & State: \_\_\_\_\_

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Give Description and Tag # of any Boats, Motorcycles, Campers, etc., you intend to keep on property:

\_\_\_\_\_

Do You Own Pets?: \_\_\_\_\_ If so, How Many?: \_\_\_\_\_

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Optional: Are you a United States Veteran? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch City: \_\_\_\_\_ Checking or Savings? \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch City: \_\_\_\_\_ Checking or Savings? \_\_\_\_\_

Gross Annual Salary (including tips, commissions & bonuses): \_\_\_\_\_

Additional Source Annual Income (child & parent, alimony) \_\_\_\_\_

Income from Assets: \_\_\_\_\_

Total Income: \_\_\_\_\_

## Resident Selection Criteria

1. All Adult applicants age 18 or older must submit a fully completed, dated and signed residency application with application 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 or home ownership 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 crimes involving violence, assault or battery, drugs, firearms, and/or sexual

offenses. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required.

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 nonrefundable 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 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 nonrefundable 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 month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent. 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.

11. The number of occupants must be in compliance with HUD standards/guidelines for the applied unit.

12. 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, cosigners, and/or additional advance rent payments may be required.

13. 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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**Applicant Initials**

Applicant has submitted the sum of **\$65.00** per adult, which is a **non-refundable** payment for a credit check, criminal background check and processing charge of this application. Such sum is not a rental payment or security deposit. This amount will be retained by management to cover the cost of applications as furnished by the applicant: any false information will constitute grounds for rejection of application and/or eviction.

**DISCLOSURE AND AUTHORIZATION**

The undersigned warrants and represents the information on this application to be true & correct. I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit report, rental information, employment verification (including salary), and all public records for Realty Hub LLC. and/or its principal and/or the owner of any property which I am applying to occupy. I further agree to hold harmless Realty Hub LLC. and all providers of information on the applicant listed above. I understand that due to the Fair Credit Reporting Act, I will not be furnished with a copy of my credit report from Realty Hub LLC rather the credit bureau upon request. I understand that this application is the property of Realty Hub, LLC.

Applicant: \_\_\_\_\_  
(Signature) (Print) (Date)