

Kiefer Realty, PA
119 Marion Oaks Blvd, Suite A, Ocala, FL 34473
Office: (352) 492-2000
Email: mypmjen@gmail.com
Website: www.mypmjen.com

Requirements:

Each adult 18 or older must complete an application packet and sign the lease.

- Completely fill out rental application, sign and date.
- Sign and date the employment verification form. Do not fill it out, **WE** will email it to your employer for completion.
- Sign and date the residential verification form. Do not fill it out, **WE** will email it to your current and or previous landlords for completion.
- Pay the non-refundable application fee of \$65.00 per applicant in person or online at www.mypmjen.com or pay with money order.
- Include a copy of all applicants drivers License or ID.
- Include paycheck stub(s) for the last 4 weeks for all applicants.

Email the above to mypmjen@gmail.com or schedule an appointment to apply in person by calling 352-492-2000.

Once approved you will need the following:

- \$175.00 non-refundable administrative fee.
- Security Deposit to take home off the market.
- Sign Lease within 3 days of acceptance.

Prior to Move in:

- 1st month's rent.
- Proof that the utilities for the property have been established in your name.

All funds must be in form of money order and made payable to Kiefer Realty, PA

APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

Please Tell Us about Yourself

First Middle last Applicant			Date of Birth		Social Security #	
Marital Status		Driver's License #		CONTACT PHONE NO: () Email address:		
Have you ever had an eviction filed against you? YES NO If yes indicate date and reason below:				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:		
Have you ever filed for bankruptcy? YES NO						
Present Address: Apt. # City State Zip Rent/Mortgage Pymt				Own <input type="checkbox"/> From / /		
Landlord: Name /Company name : Phone:				Rent <input type="checkbox"/> To / /		
Previous Address: Apt. # City State Zip Rent/Mortgage Pymt				Own <input type="checkbox"/> From / /		
Landlord: Name /Company name : Phone:				Rent <input type="checkbox"/> To / /		
PETS (Keeping of pets requires owner's consent) Do you have pets? Circle one YES or NO				If your answer is yes please indicate how many DOGS ___ CATS___ Other_____		

Present Employer		Business Address		City State		Phone No.	
Position Supervisor		Gross Monthly Income		From / / to / /			
Previous Employer		Business Address		City State		Phone No.	
Position Supervisor		Gross Monthly Income		From / / to / /			
Bank References Name and acct type: Name and acct type: Name and acct type:							
Emergency Contact		Name Full Address		Phone No. ()			
Automobile 1 st Car		Year Make Model Color Tag #		Automobile 2 nd Car		Year Make Model Color Tag #	
Children Occupying		Name Age		Name Age		Name Age	

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 \$ 65.00 as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

DEPOSIT AGREEMENT --Applicant has deposited a "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 dwelling is taken the "**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 "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 "**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 premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

Applicant Signature

Date

_____	Credit check fee
_____	Security
_____	Admin fee
_____	Pet Fee
_____	1 st Month Rent



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Printed Name

Signature

Date



STOP Do not fill out. We will send this to you Employer to complete.

The above applicant has applied for a rental home with our company.
Please provide the information below. Please email back to **mypmjen@gmail.com**

Name of Company: _____

Above applicant Employed with your company YES / NO

Employment dates: FROM: _____ TO: _____

Pay Rate \$_____per _____ or salary \$_____

Company Name: _____

Signature: _____

Title: _____

Contact phone number: _____

Thank you for your time



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Printed Name

Signature

Date



STOP do not fill out the information below. We will send it to your landlord references to complete

DEAR CURRENT / PREVIOUS LANDLORD:

The above applicant has applied for a home with our company. Please answer the following questions to help qualify them for a home. Please email back to **mypmjen@gmail.com** Thank you for your time.

Address to be verified:_____

Tenant rented from_____to_____. Amount of monthly rent_____.

Number of times past 10 days late?_____

If lease fulfilled did tenant receive their deposit back?_____

Does/Did the tenant take care of the home?_____

Would you rent to this tenant again?_____

Signature of Agent/Owner

Company Name/Address/Phone

Date

RESIDENT SELECTION CRITERIA

- 1. All Adult applicants 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/homeowners 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 for 3 or more occupants and 2 and a half times of 2 or less occupants. We reserve the right to require a co-signer. A minimum of two years residential rental history is required. We may deny on the basis of this income requirement even if pre-paid rent is offered by applicant.**
- 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 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.**
- 7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, 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 Service Animals, ESA or Therapy animals 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 animals.**
- 9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. 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 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 companies 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.