

**Kiefer Realty, PA**  
**119 Marion Oaks Blvd, Suite A, Ocala, FL 34473**  
**Property Management Department**  
**Office: (352) 492-2000**  
**Email: [myPMjen@gmail.com](mailto:myPMjen@gmail.com)**  
**Website: [www.myPMjen.com](http://www.myPMjen.com)**

**Requirements:**

**Each adult 18 or older must complete an application packet and be a signor on 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](http://www.myPMjen.com)
- Copy of your drivers License or ID
- Paycheck stub(s) for the last 4 weeks

**You can email the above to us at [www.myPMjen@gmail.com](mailto:www.myPMjen@gmail.com) or apply in person at our Marion Oaks office.**

**Once approved you will need the following:**

- \$150.00 non-refundable administrative fee.
- Deposit to take home off the market. Deposit to be applied to Security Deposit once lease is signed.
- Sign Lease within 3 days of acceptance.

**Prior to Move in:**

- Balance of Security Deposit.
- 1<sup>st</sup> 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			Date of Birth	Social Security #
Applicant				
Marital Status	Driver's License #	CONTACT PHONE NO: (     )		
		Email address:		
Have you ever had an eviction filed against you? <b>YES NO</b> 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? <b>YES NO</b> If yes, please explain:		
Have you ever filed for bankruptcy? <b>YES NO</b>				
<b>Present Address:</b>		Apt. #    City                      State                      Zip                      Rent/Mortgage Pymt	Own <input type="checkbox"/>	From     /     /
<b>Landlord:</b> Name /Company name :		Phone:	Rent <input type="checkbox"/>	To         /         /
<b>Previous Address:</b>		Apt. #    City                      State                      Zip                      Rent/Mortgage Pymt	Own <input type="checkbox"/>	From     /     /
<b>Landlord:</b> Name /Company name :		Phone:	Rent <input type="checkbox"/>	To         /         /
PETS (Keeping of pets requires a pet application , pet fee and owner's consent)			NUMBER OF PETS: NONE _____ DOG _____ CAT _____ Other _____	

<b>Present Employer</b>		Business Address	City	State	Phone No.
Position	Supervisor	Gross Monthly Income		From     /     /     to     /     /	
<b>Previous Employer</b>		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 <sup>st</sup> Car	Year	Make	Model	Color	Tag #	Automobile 2 <sup>nd</sup> Car
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<sup>st</sup> Month Rent



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Applicant hereby authorizes verification of the information below. 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.



\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



**Information below to be filled out by Employer:**

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/Address

\_\_\_\_\_  
 Signature / Title of Employer / Contact phone number

Thank you for your time



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\_\_\_\_\_

**Printed Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

Address to be verified: \_\_\_\_\_



**Information Below to be filled out by Landlord:**

**DEAR CURRENT / PREVIOUS LANDLORD:**

The above perspective tenant 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](mailto:MyPMJen@gmail.com)

Thank you for your time.

**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 bankruptcies 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.**