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RENTAL APPLICATION CRITERIA AND PROCEDURES

"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."

All applicants **must** see the interior of the property before a Residential Lease can be submitted and accept the property in an **AS IS** condition, except where there is written agreement for repairs with the owner. If so, that agreement will become a part of the lease. Verbal representations are non-binding.

ALL INFORMATION COLLECTED FOR THIS APPLICATION IS CONSIDERED CONFIDENTIAL IN NATURE AND FOR INGRAM REALTY SERVICES PROPERTY MANAGEMENT DIVISION USE ONLY.

- I. PROCESSING TIME FRAME: Processing an application may take up to 2 business days. Due to unforeseen circumstances, some applications may take longer to process. you will be contacted immediately upon determination of approval or denial. **you will have 48 hours from notification to complete all lease requirements for the property for which the application is submitted.**

- II. TO APPLY THE FOLLOWING IS REQUIRED:
 - A. All applications must be filled out and signed by the applicant. NO APPLICATION WILL BE PROCESSED THAT IS NOT FULLY COMPLETED AND SIGNED.
 - B. The application fee is \$65.00 per adult person 18 years of age or older. Please note application fees are NON-REFUNDABLE.
 - C. Each person 18 years of age or older must complete the application process. Approved applicants must sign the lease as responsible party; occupants must be listed as part of the lease.
 - D. Valid current photo documentation is required; some examples are driver's license, state military ISSUED ID or passport.
 - E. A valid social security number is required of each applicant. For applicants without social security number, proof of a permitted stay in the U.S. with a visa is required as well as the full lease rent paid in advance.
 - F. All applicants will be evaluated by a third-party screening company's computerized model.
 1. ECONOMIC HISTORY:
 - A. Applicants must provide verification of income. (Pay stubs, tax returns, letters from CPA, court decree on child support or alimony, letter from employer). Self-employed applicants must provide individual tax returns for the last 2 years.
 - B. Criteria for application approval.
 1. A satisfactory credit rating.
 2. 24 month's credit history on a lease or mortgage.
 3. Monthly income must meet or exceed 3 times monthly rent amount. Multiple applicants' income will be combined.
 - C. Guarantors must live in the state of Florida, be 18 years of age or older, pay a separate processing fee and be approved without contingencies.
 - D. Criteria for guarantor approval.
 1. A satisfactory credit rating.
 2. 24 month's credit history on a lease or mortgage.
 3. Monthly income must meet or exceed 4 times monthly rent.

2. CRIMINAL HISTORY:

A. An applicant will automatically be denied if:

1. Applicant has falsified information on the application.
2. The applicant must not have been convicted or have a felony record that was adjudicated guilty or had adjudication withheld for the past ten (10) years; or a 1st degree misdemeanor record that was adjudicated guilty; or had adjudication withheld within the past ten (10) years; or a VCAP in the past one hundred (100) years.
3. Convicted of any sexual related offense in the applicants' history.
4. Applicant has been evicted.
5. Applicant has a tax lien in the last twenty-four (24) months.

III. POLICIES AND PROCEDURES:

- A.. Applicants will be processed on a "first come, first served basis". If more than one application is submitted before approval can be achieved, the highest rated approved application would be selected by the screening company and all applicants would be notified of procedure.
- B. If application is approved, you must pay \$150.00 processing fee and you must sign the lease and provide a security deposit in certified funds within 48 hours of notice. **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR SECURITY DEPOSIT.** If an applicant fails to complete the signing of the lease and provide the necessary security deposit within the time limit, the applicant may be rejected, and the property returned to the open market.
- C. There is a NON-REFUNDABLE pet rent of \$25 per pet per month on all properties that allow pets. Failure to disclose pets result in a 7 day Right to Cure Notice followed by a 7 Day Non-Right to Cure Notice as necessary.
- D. No properties are held for more than 2 weeks from application date unless approved by owner in writing.
- E. Keys will be released on the first day of occupancy and under NO circumstances prior to date of occupancy as denoted in the lease.
- F. Regardless of move in date, an amount equivalent to a full month's rent is required upon move in and **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR FIRST MONTH'S RENT.** Any pro-rated rent amount will be applied to the second month of occupancy.
- G. If applicant(s) are approved with conditions, those conditions supersede all conflicting statements in this document.

IV. APPLICATION – EARLY TERMINATION:

If the applicant has submitted the security deposit and signed the lease, the applicant may terminate the lease by 1) giving a written notice to the Property Manager, and 2) if the termination is within 14 days of the lease signing, the applicant must give an amount of money equivalent to the security deposit to the Landlord or if the termination is more than 14 days after the lease was signed by giving an amount equivalent to the security deposit and one month's rent to the Landlord.

This Rental Criteria and Procedures handout is provided to everyone seeking an application for a property managed or Tenant Placement where Ingram Realty Services has a signed agreement with an Owner to provide these services. Applicants should not proceed with completing and submitting an application unless they have received and read this document.

**ONCE FILLED OUT EMAIL TO
OFFICE@INGRAMREALTYSERVICES.COM**

RENTAL APPLICATION

| | |
|------------------------------------|----------------------------------|
| Today's Date: | Date of Proposed Move In: |
| Address of Rental Property: | Rental Amount: \$ |

1. APPLICATION FEES **ARE NON-REFUNDABLE.**
2. PLEASE PRINT. EACH POTENTIAL TENANT 18 YEARS OR OLDER MUST COMPLETE AN APPLICATION, PROVIDE PHOTO IDENTIFICATION, PAY THE REQUIRED APPLICATION FEES AND DELIVER THE COMPLETED APPLICATION TO INGRAM REALTY SERVICES OFFICE TO BE CONSIDERED.
3. INGRAM REALTY SERVICES AND OUR OWNERS DO **NOT** PERMIT THE FOLLOWING PETS: **GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS, or any part thereof. A PHOTO OF PET/S IS REQUIRED.**

| | | |
|--|----------------------|---|
| APPLICANT (FullName): _____ | | |
| (Check One): Applicant <input type="checkbox"/> Occupant <input type="checkbox"/> Guarantor <input style="width: 150px;" type="text"/> | | |
| HOME PHONE: | WORK PHONE: | CELL PHONE: |
| SSN: | D.O.B | 18 Years or Older: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| DRIVERS LIC #: | STATE: | EMAIL: |
| CURRENT EMPLOYER: | | TELEPHONE: |
| ADDRESS: | | |
| SUPERVISOR: | | |
| TITLE/RANK: | MONTHLY SALARY: | PER WK ___ PER MO ___ PER OTHER ___ |
| DATES OF EMPLOYMENT: From / / TO / / / = ___ Months ___ Years | | |
| PREVIOUS EMPLOYER: | | TELEPHONE: |
| ADDRESS: | | |
| SUPERVISOR: | | |
| TITLE RANK: | MONTHLY SALARY: | |
| DATES OF EMPLOYMENT: From / / TO / / / = ___ Months ___ Years | | |
| OTHER INCOME: (a)Type: \$ _____ per month (b)Type: \$ _____ per month | | |
| CURRENT ADDRESS: STREET, CITY, STATE, ZIP – (No P. O. Boxes): | | |
| _____ | | |
| MOVE IN DATE: _____ | MOVE OUT DATE: _____ | OWN ___ RENT ___ MONTHLY PAYMENT: _____ |
| LANDLORD/LENDER: | | TELEPHONE: |
| IS THIS A RELATIVE OR FRIEND? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| PREVIOUS ADDRESS: (if current is less than two years) STREET, CITY, STATE, ZIP – (No P.O. Boxes): | | |
| _____ | | |
| MOVE IN DATE: _____ | MOVE OUT DATE: _____ | OWN ___ RENT ___ MONTHLY PAYMENT: _____ |
| LANDLORD/LENDER: | | TELEPHONE: |
| IS THIS A RELATIVE OR FRIEND? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

Vehicle Information:
 CAR TAG: _____ STATE: _____ MAKE: _____ MODEL: _____ YEAR: _____
 CAR TAG: _____ STATE: _____ MAKE: _____ MODEL: _____ YEAR: _____

PETS: YES () NO () NAME: _____ TYPE: _____ BREED: _____ WEIGHT: _____
 NAME: _____ TYPE: _____ BREED: _____ WEIGHT: _____

NAME OF NEAREST LIVING RELATIVE: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: _____ RELATIONSHIP: _____

Have you had a felony or serious misdemeanor that was adjudicated guilty or adjudicated withheld in the last ten (10) years or a violent crime (VCAP) that was adjudicated guilty withheld in the last one hundred (100) years? ___Yes ___No If yes, please provide explanation and dates: _____

Have you had an eviction filed against you in the last (three) 3 years? ___Yes ___No
 If yes, please provide explanation and dates: _____

Have you willfully and intentionally refused to pay rent when due in the last (seven) 7 years? ___Yes ___No
 If yes, please provide explanation and dates: _____

REFERENCE (NOT RELATIVE/EMPLOYER) NAME, ADDRESS and TELEPHONE: _____

How did you hear about us? _____

Were you referred by another company or agent? ___Yes ___No Agent name _____

I AFFIRM THE FOLLOWING WILL BE RESIDENTS OF THE PROPERTY:
 List Names (first & last) and Date of Birth for all prospective tenants, including yourself: Co-signers must also enter in their name and D.O.B. (it is required for processing the application). (NOTE: A separate application is required for each occupant over the age of 18.)

| | | | |
|----|---------|----|---------|
| 1. | D.O.B.: | 4. | D.O.B.: |
| 2. | D.O.B.: | 5. | D.O.B.: |
| 3. | D.O.B.: | 6. | D.O.B.: |

PLEASE READ BEFORE SIGNING

AUTHORIZATION: I hereby authorize INGRAM REALTY SERVICES to verify all information contained on the application and conduct a full background check, investigate consumer reports including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records, and authorize INGRAM REALTY SERVICES to contact any persons or companies listed on the application. I understand that EACH prospective occupant is subject to approval. I understand that all applicants over age eighteen (18) must complete an application. If approved, applicant agrees to execute a lease within forty-eight (48) hours of notification of approval, or your application will be automatically rejected, and you will forfeit any monies deposited. The security deposit must be paid at execution of lease and is required to be in the form of a money order or certified funds. **With my signature on this application, I have read the above statement, and have received a copy of INGRAM REALTY SERVICES Criteria and Procedures document.**

I, the UNDERSIGNED APPLICANT, affirm the information contained in this application is true, accurate, complete, and correct, and agree that if this is not so, my application may be denied and/or my lease will be held in default, and I may be subject to eviction. I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from INGRAM REALTY SERVICES and that this application is the property of INGRAM REALTY SERVICES.

____ Initials of applicant that they have seen the interior of the property and accept it in "as is" condition unless there is a written agreement signed by owner and tenant of any pending repairs to be made prior to move-in.

APPLICANT SIGNATURE: _____ DATE: _____

STAFF SIGNATURE: _____ DATE: _____