



Application Instructions:

Thank you for your interest in applying for one of **AQUINO HOMES REAL ESTATE** properties! Attached are the following items:

- Application
- Resident Selection Criteria Page
- Sample Lease
- Affirmation Page.

Please read through those items for any questions you may have.
In order to start the application process we request the following items:

- Completely filled in Applications including car information and emergency contacts.
- Signed affirmation page by every applicant.
- Copy of Photo Identification for every applicant.
- Most recent paycheck stubs, bank statement or tax return to verify income.
- Application Processing fee of \$75.00 per application.
- Holding deposit of one month's rent

You can drop these items off at the office during business hours or scan/email/fax them to us. The application process normally takes two business days as long as all information is provided at time of applying. Payments must be paid in real funds. This includes money order, cashier's checks or the preferred option is direct debit from your bank account.

If you have any questions please feel free to call or email
We look forward to working with you!



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/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 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 misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
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 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 pets.
9. Applicants will be required to pay a security deposit at the time of lease execution. We reserve the right to require a higher security deposit and or additional prepaid rent.
10. The number of occupants must be in compliance with HUD standards/guidelines for the applied unit.
11. We 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.
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, co signers, 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.

This sample has been provided by the LAW OFFICES OF HEIST, WEISSE & WOLK, P.A. 1 800 253 8428. Due to the changing nature of the law, we advise that you have your final form reviewed by an attorney before its use.

TENANT

TENANT

APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

Please Tell Us about Yourself

Applicant <small>Last First Middle Maiden</small>				Date of Birth		Social Security #		Driver's License #	
Marital Status		Present Phone No. ()		9:00 to 5:00 CONTACT PHONE NO.: ()		Ext.			
Have you ever had an eviction filed against you? Yes No				PETS (Keeping of pets requires a pet deposit and owner's consent)					
Present Address <small>Street # Name Apt. # City State Zip</small>		Rent/Mortgage Pymt		Breed		Age		Weight	
Landlord Mtg. Co.		Name Address City State Zip		Phone No. ()		Own <input type="checkbox"/> Rent <input type="checkbox"/>		Since / /	
Previous Address <small>Street # Name Apt. # City State Zip</small>		Rent/Mortgage Pymt		Own <input type="checkbox"/> Rent <input type="checkbox"/>		Since / /			
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					

Please Tell Us about Your Job

Present Employer <small>Name Business Address City State</small>		Phone No. ()	
Position Supervisor		Monthly Income From / / to / /	
Previous Employer <small>Name Business Address City State</small>		Phone No. ()	
Position Supervisor		Monthly Income From / / to / /	

Please Give Us the Following Information

Emergency Contact <small>Name Full Address</small>		Phone No. ()	
Automobile 1 st Car <small>Year Make Model Color Tag #</small>		Automobile 2 nd Car <small>Year Make Model Color Tag #</small>	
Children Occupying <small>Name Age Location City State</small>			
Bank Ref			

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 \$_____ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. **APARTMENT DEPOSIT AGREEMENT** --Applicant has deposited an "APARTMENT 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 apartment is taken the "APARTMENT 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 "APARTMENT 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 "APARTMENT 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 _____	SECURITY DEPOSIT	\$ _____	OFFICE USE ONLY
	PET SECURITY	\$ _____	
	PET FEE	\$ _____	
	CREDIT CHECK FEE	\$ _____	COMMUNITY _____
	PAID WITH APPLICATION	\$ _____	APT.# _____
	BALANCE OF DEPOSIT DUE	\$ _____	RENT _____
	FIRST MONTH'S RENT	\$ _____	APT. TYPE _____
	TOTAL DUE BEFORE MOVE-IN	\$ _____	TERM OF LEASE _____
	RECEIVED BY: _____	\$ _____	MOVE-IN DATE _____
	APPROVED BY: _____	\$ _____	CREDIT REPORT _____
			PHOTO I.D.'d _____



Rental Application Disclosure and Authorization

Applicant's Name (please print clearly) _____

Social Security Number _____

I, the UNDERSIGNED APPLICANT, affirm that the information contained in this application is true and correct. I understand that misstatements, either false or incorrect, may result in rejection of this application and any future application for housing managed by **AQUINO HOMES REAL ESTATE**, and/or my lease may be held in default and I may be subject to eviction.

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 to **AQUINO HOMES REAL ESTATE**. and/or its principal and/or the owner of any property which I am applying to occupy. I further agree to hold harmless. **AQUINO HOMES REAL ESTATE** 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 **AQUINO HOMES REAL ESTATE** I understand this application is the property of **AQUINO HOMES REAL ESTATE**

AQUINO HOMES REAL ESTATE welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, sexual orientation, marital status, race, creed, religion, familial status, disability, color , national origin, or any other protected basis.

Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present a health risk to persons who are exposed to it over time. Levels of radon that exceed Federal and State guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your County Public Health Unit. Any radon testing will be at applicant's expense and must be completed prior to the occupancy date of the Rental Agreement.

Molds are naturally occurring organisms that may or may not present health risks to certain individuals who are exposed to molds over time. Additional information regarding mold and mold testing may be obtained from your County Public Health Unit. Any mold testing will be at applicant's expense and must be completed prior to the occupancy date of the Rental Agreement.

Housing built before 1978 may contain lead based paint. Lead from 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 hazards in the premises. Tenants must also receive a federally approved pamphlet on lead poisoning prevention. It is the policy **AQUINO HOMES REAL ESTATE**. to provide this disclosure and federally approved pamphlet before renting any pre-1978 housing.

Notice of the contractual relationship between Property Owner and **AQUINO HOMES REAL ESTATE**. **AQUINO HOMES REAL ESTATE** is an exclusive agent of the property Owner and represents the Property Owner's interest in any and all rental transactions and is being paid a commission for leasing and/or management services.

DEPOSIT AGREEMENT: If applicant is approved, the Applicant must make arrangements within 48 hours to sign the rental agreement and other documents. **If Applicant is approved and fails to promptly enter into a Rental Agreement for the premises, the Holding Deposit will be retained by AQUINO HOMES REAL ESTATE. and considered forfeited as liquidated damages.** The holding deposit will only be refunded if the applicant cancels this application with written notice within 48 hours, or if application is not approved; refunds will be sent via mail within 10 days of cancellation. This application is preliminary only and does not obligate Owner or **AQUINO HOMES REAL ESTATE.** to execute a lease or deliver possession of the proposed premises. No oral agreements have been made. Applicant has read and understands the above statement.

I hereby affirm that I have read the application, Tenant Handbook, lease agreement and all addendums and that I understand all the terms and all charges due.

Applicant's _____

Signature _____ Date _____

Applicant's _____

Signature _____ Date _____

Applicant's _____

Signature _____ Date _____