

# CHERYL SMITH REALTY, INC. RENTAL APPLICATION INSTRUCTIONS

## APPLICATION:

- \*Each adult over the age of 18 must complete an application. The application fee is \$75 each applicant. The fee is to be paid in cash or a money order. **Application fees are non-refundable.**
- \*Applicant must write active move in date they are requesting on the application. (not ASAP)
- \*A copy of a photo ID and proof of income (last 4 paycheck stubs) must be provided with each application as well as 3 recent bank statements.
- \*If another Realtor showed the home to the applicant, the Realtors name, office name and phone number must be written on the application OR a business card provided.
- \*Applicant must sign the rental reference form and provide a fax number or email where it should be sent. If the verification must be done over the phone, provide a name and phone number of the landlord. If it does not apply, provide an explanation.
- \*Applicant must provide a vet certificate showing the breed, weight and current vaccination record for each pet. No "dangerous" breeds will be accepted.
- \*There is a \$100 lease prep fee.

## QUALIFICATION:

- \*Applicants must show gross income three times the monthly rent amount. Example: If the rent amount is \$1,500- must show income of \$4,500.
- \*We will also check the past rental history-**NO EVICTIONS IN THE PAST 5 YEARS OR RENTAL COLLECTIONS ALLOWED.**
- \*A credit report will also be acquired for each applicant.

The owner reserves the right to require last month rent or additional security deposit. The owner also reserves the right to deny the application based on any of the above items. The decision is at the owners sole discretion. **NO refunds will be given on any application fees if the application is denied.**

## APPROVAL:

- \*Once the application is approved, a \$500 non-refundable hold deposit will be requested if the agreed upon move in date is more than a week away. The \$500 hold deposit will be credited towards the move in funds if the tenants complete the lease process for move in. If the tenants cancel, the deposit will be retained and given to the owner.
- \*All move in funds must be provided as money orders or cashiers checks. **NO personal checks.**
- \*If lease date is other than the first of the month, the rent will be prorated. A full first month rent must be collected at the time of move in. The prorated amount may also be paid at move in or at the first of the following month. Security deposit, pet deposit and last month rent (if required) is due at the time of the lease signing unless other arrangements are made ahead of time.

**APPLICANTS HEREBY ACKNOWLEDGE THEY HAVE REVIEWED AND AGREE WITH THE ABOVE.**

\_\_\_\_\_  
Applicant Date

APPLICATION FEE RECEIVED \_\_\_\_ / \_\_\_\_ / \_\_\_\_ AMOUNT \$ \_\_\_\_\_

CASH \_\_\_ MONEY ORDER \_\_\_ PAYPAL \_\_\_ BY: \_\_\_\_\_

CHERYL SMITH REALTY, INC  
738 MALABAR RD SE PALM BAY, FL 32907  
(2 BLOCKS WEST OF EMERSON)  
(321) 951-0322 (CALL OR TEXT)  
WEBSITE: LOTLADY.COM

NON-REFUNDABLE APPLICATION FEE:  
\$75.00 EACH FOR APPLICANTS 18 YEARS OF AGE OR OLDER  
CASH OR MONEY ORDER ONLY IF PAID IN OFFICE  
PAYPAL PAYMENT AVAILABLE ON WEBSITE  
APP FEE NOT COLLECTED UNTIL AFTER INITIAL REVIEW

## RESIDENTIAL RENTAL APPLICATION

EMAIL COMPLETED APP AND SUPPORTING DOCS TO CSR3@LOTLADY.COM OR DROP OFF

PROPERTY ADDRESS: \_\_\_\_\_ MOVE-IN DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

### APPLICANT INFORMATION

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I. \_\_\_\_\_

SSN: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### CURRENT ADDRESS

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE IN: \_\_\_\_\_ DATE OUT: \_\_\_\_\_ LANDLORD NAME: \_\_\_\_\_ LANDLORD PHONE: \_\_\_\_\_

MONTHLY RENT: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

### PREVIOUS ADDRESS

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE IN: \_\_\_\_\_ DATE OUT: \_\_\_\_\_ LANDLORD NAME: \_\_\_\_\_ LANDLORD PHONE: \_\_\_\_\_

MONTHLY RENT: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

### CURRENT EMPLOYMENT

OCCUPATION: \_\_\_\_\_ EMPLOYER/COMPANY: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ PHONE \_\_\_\_\_

MONTHLY GROSS SALARY: \_\_\_\_\_ START DATE \_\_\_\_\_

### PREVIOUS EMPLOYMENT & OTHER INCOME

OCCUPATION: \_\_\_\_\_ EMPLOYER/COMPANY: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ PHONE \_\_\_\_\_

MONTHLY GROSS SALARY: \_\_\_\_\_ START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

OTHER INCOME DESCRIPTION: \_\_\_\_\_ MONTHLY INCOME: \_\_\_\_\_

OTHER INCOME DESCRIPTION: \_\_\_\_\_ MONTHLY INCOME: \_\_\_\_\_

**PETS**

WILL THERE BE PETS? \_\_\_\_\_ IF SO, HOW MANY \_\_\_\_\_ WHAT TYPE? \_\_\_\_\_

**\* CURRENT VET RECORDS AND PHOTO WILL BE REQUIRED WITH APPLICATION\***

**EMERGENCY CONTACT**

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

**PERSONAL REFERENCES**

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

**BACKGROUND INFORMATION**

HAVE YOU EVER FILED FOR BANKRUPTCY? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED? \_\_\_\_\_ IF YES, PLEASE PROVIDE ADDRESS, LANDLORD NAME AND NUMBER

LANDLORD NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

HAVE YOU EVER WILLFULLY OR INTENTIONALLY REFUSED TO PAY RENT WHEN DUE? \_\_\_\_\_

HAVE YOU EVER BROKEN A LEASE? \_\_\_\_\_ IF YES, PLEASE LIST WHEN AND WHY: \_\_\_\_\_

**VEHICLE INFORMATION**

MAKE & MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE NUMBER & STATE: \_\_\_\_\_

MAKE & MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE NUMBER & STATE: \_\_\_\_\_

MAKE & MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE NUMBER & STATE: \_\_\_\_\_

OTHER VEHICLES: \_\_\_\_\_

**PLEASE LIST NAME AND DATE OF BIRTH OF ALL OTHER OCCUPANTS THAT WILL BE RESIDING AT THE PROPERTY**

NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

**OTHER INFORMATION**

HOW DID YOU HEAR ABOUT THIS PROPERTY? \_\_\_\_\_

PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUTE THIS APPLICATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY SIGNING BELOW I HEREBY AUTHORIZE CHERYL SMITH REALTY, INC. TO PULL MY CREDIT REPORT,  
BACKGROUND CHECK AND CONTACT ANYONE ON THIS APPLICATION FOR INFORMATION NEEDED.

X \_\_\_\_\_

APPLICANT SIGNATURE

DATE

**WHO SHOWED YOU THE PROPERTY?**

AGENT NAME : \_\_\_\_\_

OFFICE NAME : \_\_\_\_\_ AGENT NUMBER : \_\_\_\_\_

**PLEASE PROVIDE 4 PAYSTUBS, 3 BANK STATEMENTS, A COLOR COPY OF I.D. FOR EVERYONE THAT IS GOING TO BE LIVING IN THE HOME (18 YEARS OF AGE OR OLDER) ALONG WITH THIS FULLY FILLED OUT AND SIGNED APP. IF THERE WILL BE PETS IN THE HOME, PROVIDE CURRENT VET RECORDS SHOWING SHOTS UP TO DATE ALONG WITH A COLOR PHOTO OF THE PET. A \$350 NON-REFUNDABLE PET DEPOSIT IS REQUIRED AT MOVE IN. (BASED ON 1 PET AND N/A FOR ESA OR SERVICE ANIMALS) IF MULTIPLE PETS, DEPOSIT TO BE DETERMINED ON A CASE BY CASE BASIS. THE APPLICATION WILL BE REVIEWED AND IF MEETS REQUIREMENTS, THE APP FEE WILL BE COLLECTED PRIOR TO PROCESSING THE APP. APP FEES ARE NON-REFUNDABLE.**



## **Tenant/Lease Applicant Disclosure and Release Form**

As part of the application process for Tenant Rental/Leasing purposes from Cheryl Smith Realty, Inc, I understand that they and/or its agents may conduct an investigation of my personal information. The investigation might include, but is not limited to names and dates of previous/current addresses and/or employment, database search, criminal history records from state, federal and other agencies, bankruptcy records and credit history. I understand that these records may be used for the eligibility of my Tenant/Lease application. I authorize without reservation the full release of these records for AppFolio and Cheryl Smith Realty, Inc and/or its agents to obtain information.

I also release and discharge AppFolio and Cheryl Smith Realty, Inc and all of its agents and associates, any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also authorize the full release of the information described above, without any reservation on behalf of this application for Tenant/Lease verification purpose. I also certify that all information provided is correct on the application to the best of the knowledge. Any false statements provided will be considered just cause for cancellation of the Rental/Lease application.

AppFolio will upon request, supply a copy of the credit report and my rights under the Fair Credit Reporting Act. AppFolio can be reached at (866) 359-3630.

### **Credit/Criminal/Verification Release Authorization**

I hereby authorize AppFolio to obtain a credit report in connection with my application at

\_\_\_\_\_.

I understand that my credit report and the information therein shall be used in compliance with the Fair Credit Reporting Act or appropriate regulations. I also understand that I have a right to obtain a copy of my own credit report and can dispute any information.

I, \_\_\_\_\_ hereby authorize, without any reservation, any database/bureau contacted by AppFolio to obtain the above credit/other report type information.

PLEASE PRINT:

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Date