



RENTAL APPLICATION PROCESS

- Fill out the application in full. Leave no blank spaces.
- Current and previous landlords are contacted for references.
- Employment verification MUST be included with the application. We accept your most recent 3 months pay stubs or the most recent 3 months bank statements. 1099s are NOT accepted.
- References are contacted as needed.

REQUIRED WITH APPLICATION

- \$50 application fee per adult in adult money order or cashier's check ONLY.
- COMPLETED AND SIGNED application by ALL applicants/occupants 18 years and older.
- Copy of driver's license for EACH APPLICANT
- Employment Verification
- Pet application completed, Vet certificate that the pet is up-to-date on vaccinations, and photo of pet(s) listed on the application.
- No checks will be accepted for application fees – Money order or cashier's check ONLY

UPON APPROVAL

- Applicant(s) must pay security deposit in order to take the property off the market. The security deposit is NON-REFUNDABLE once paid. (Certified funds ONLY)
- Schedule lease signing within 48 to 72 hours of approval.
- Show proof of renter's pet insurance (Minimum \$100,000 in coverage)

PRIOR TO MOVE IN

- Sign Lease Agreement.
- Pay first month's rent and any additional fees or deposits that may be required (pet deposit, pet fee, etc)
- If moving in middle of the month, a full month's rent is required for move in and the 2nd month's rent will be pro-rated.

RENTAL APPLICATION

Anchor Real Estate & Property Management

2425 N Courtenay Pkwy #105,

Merritt Island, FL 32953

Phone: 321.506.1009

****A Non-Refundable Application Fee of \$50.00 per person 18 years and older is required in certified funds****

Address For Application: _____

Preferred Date Of Move In: _____

Agent That Showed The Property To You: _____

Agent Phone Number: _____ Email: _____

Applicant Name #1: First: _____ Middle: _____ Last: _____ D.O.B. _____

SS#: _____ DL# _____ State _____

Mobile Phone #: _____ Work Phone #: _____

Email Address: _____

Marital Status: _____ Have you ever had an eviction filed against you? ____ YES ____ NO

Have you ever been convicted of a felony offense? ____ YES ____ NO If yes, please explain: _____

Have you ever filed for Bankruptcy? ____ YES ____ NO If yes, Year _____ Discharged? ____ YES ____ NO

Applicant Name #2: First: _____ Middle: _____ Last: _____ D.O.B. _____

SS#: _____ DL# _____ State _____

Mobile Phone #: _____ Work Phone #: _____

Email Address: _____

Marital Status: _____ Have you ever had an eviction filed against you? ____ YES ____ NO

Have you ever been convicted of a felony offense? ____ YES ____ NO If yes, please explain: _____

Have you ever filed for Bankruptcy? ____ YES ____ NO If yes, Year _____ Discharged? ____ YES ____ NO

Vehicles:

Yr _____ Make: _____ Model: _____ Color: _____ Tag#: _____

Yr _____ Make: _____ Model: _____ Color: _____ Tag#: _____

Current Residence: Applicant #1 (provide verifiable residence for the past 2 years)

Address: _____

City: _____ State: _____ Zip: _____

Date Moved In: _____ Date Moved Out: _____ Rent Amt: \$ _____

Landlord Name: _____ Phone #: _____

Reason for leaving: _____

Previous Residence: Applicant #1

Address: _____

City: _____ State: _____ Zip: _____

Date Moved In: _____ Date Moved Out: _____ Rent Amt: \$ _____

Landlord Name: _____ Phone #: _____

Current Residence: Applicant #2 (provide verifiable residence for the past 2 years)

☐ Same as Applicant #1

Address: _____

City: _____ State: _____ Zip: _____

Date Moved In: _____ Date Moved Out: _____ Rent Amt: \$ _____

Landlord Name: _____ Phone #: _____

Reason for leaving: _____

Previous Residence: Applicant #2

☐ Same as Applicant #1

Address: _____
City: _____ State: _____ Zip: _____
Date Moved In: _____ Date Moved Out: _____ Rent Amt: \$ _____
Landlord Name: _____ Phone #: _____

Other Persons Who Will Occupy The Premises (ALL ADULTS MUST COMPLETE AN APPLICATION)

Name: _____ Age: _____ Sex: _____ Relation _____
Name: _____ Age: _____ Sex: _____ Relation _____
Name: _____ Age: _____ Sex: _____ Relation _____

Nearest Living Relative (not living with you):

Name: _____ Phone #: _____
Address: _____

Nearest Living Friend (not living with you):

Name: _____ Phone #: _____
Address: _____

Current Employment Applicant #1:

Company: _____ Position: _____
Address: _____ City: _____ ST _____ Zip _____
Gross Monthly Pay: _____ From: _____ TO _____
Supervisor Name: _____ Phone #: _____

Past Employment Applicant #1:

Company: _____ Position: _____
Address: _____ City: _____ ST _____ Zip _____
Gross Monthly Pay: _____ From: _____ TO: _____
Supervisor Name: _____ Phone #: _____

Current Employment Applicant #2:

Company: _____ Position: _____
Address: _____ City: _____ ST _____ Zip _____
Gross Monthly Pay: _____ From: _____ TO: _____
Supervisor Name: _____ Phone #: _____

Past Employment Applicant #2:

Company: _____ Position: _____
Address: _____ City: _____ ST _____ Zip _____
Gross Monthly Pay: _____ From: _____ TO: _____
Supervisor Name: _____ Phone #: _____

LIST ANY PETS THAT WILL OCCUPY THE PREMISES (Additional application fee & deposit or fee will be required)

Minimum of \$ _____ refundable pet deposit or \$ _____ non-refundable pet fee

Pet #1: Breed: _____ Name: _____
Weight: _____ Height: _____
Pet #2: Breed: _____ Name: _____
Weight: _____ Height: _____

APPLICANT(S) HEREBY AUTHORIZES ANCHOR REAL ESTATE & PROPERTY MANAGEMENT TO VERIFY AND CHECK ANY AND ALL INFORMATION REQUIRED TO PROCESS HIS/HER APPLICATION FOR RESIDENCY, INCLUDING A CONSUMER CREDIT REPORT, HIS/HER LANDLORD AND EMPLOYMENT REFERENCE. APPLICANT(S) UNDERSTANDS THERE IS A \$50.00 NON-REFUNDABLE APPLICATION FEE FOR EACH APPLICATION TO BE PAID IN CASHIER'S CHECK OR MONEY ORDER BEFORE THIS APPLICATION IS PROCESSED. THIS APPLICATION FEE WILL BE RETAINED BY ANCHOR REAL ESTATE & PROPERTY MANAGEMENT TO COVER THE COST OF PROCESSING THE APPLICATION AS FURNISHED BY THE APPLICANT(S).

Initials _____
Initials _____

APPLICANT(S) UNDERSTANDS THAT THE INITIAL MOVE IN CHARGES AND DEPOSIT MUST BE PAID IN CASHIER’S CHECK OR MONEY ORDER.

Initials
Initials

APPLICANT UNDERSTANDS ALL INFORMATION MAY BE DISCLOSED TO THE LANDLORD.

Initials
Initials

CERTIFICATION OF CORRECT INFORMATION: APPLICANT(S) CERTIFIES THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT. **APPLICANT(S) ACKNOWLEDGES THAT FALSE INFORMATION HEREIN MAY CONSTITUTE GROUNDS FOR REJECTION OF THIS APPLICATION, TERMINATION OF THE RIGHT OF OCCUPANCY AND/OR FORFEITURE OF DEPOSITS AND MAY CONSTITUTE A CRIMINAL OFFENSE UNER THE LAWS OF THE STATE OF FLORIDA.**

Initials
Initials

IF A RENTAL AGREEMENT IS ENTERED INTO AND THE LANDLORD OR ITS AGENTS SUBSEQUENTLY LEARNS THAT INCORRECT INFORMATION WAS GIVEN OR PERTINENT INFORMATION WAS OMITTED, THE LEASE MAY BE TERMINATION AT LANDLORD/AGENT’S OPTION.

Initials
Initials

ANCHOR REAL ESTATE & PROPERTY MANAGEMENT DOES BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW, AND DOES NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN.

Initials
Initials

APPLICANT UNDERSTANDS THAT OTHER APPLICATIONS MAY BE PROCESSED AND ANOTHER APPROVED APPLICANT MAY BE CHOSEN THIS APPLICATION IS PRELIMINARY ONLY, IN NO WAY IMPLIES THAT A PARTICULAR RENTAL UNIT SHALL BE AVAILABLE AND IN NO WAY OBLIGATES LANDLORD/MANAGEMENT TO EXECUTE A LEASE OR DELIVER POSSESSION OF THE PROPOSED PREMISES TO THE APPLICANT, EVEN IF APPROVED.

Initials
Initials

Applicant Signature

Date

Applicant Signature

Date

SECURITY DEPOSIT	\$		OFFICE USE ONLY
PET SECURITY DEPOSIT	\$		
PET FEE	\$		
1 ST MONTH RENT	\$		
LEASE PREP FEE	\$		
APPLICATION FEE	\$		
OTHER FEES	\$		
TOTAL DUE BEFORE MOVE IN	\$		
RECEIVED BY:	\$		
			RENT
			TERM OF LEASE
			MOVE IN DATE
			PHOTO ID’d

Tenant Selection Criteria

1. Your applications will not be processed without the correct funds.
2. All applicants over the age of 18 must submit a fully completed, dated, and signed rental application along with the non-refundable application fee of \$50.00 per adult applicant. 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. Two (2) forms of identification are required (driver's license, military ID, Social Security card, or state ID).
3. Applicants must have a combined gross income of at least 2.5 times the monthly rent. We reserve the right to require a co-signer.
4. Self employed applicants may be required to produce 6 months of bank statements.
5. Non-employed applicants must provide verifiable proof of income.
6. All sources of income must be verifiable if needed to qualify for a rental property.
7. Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, or illegal activities, no unpaid NSF checks, and no damage to the unit or failure to leave the property clean and without damage at time of lease termination.
8. Credit history must not contain eviction filings, unsatisfied liens or unsatisfied bankruptcies. For applicants with discharged bankruptcies, the applicants' credit history must reflect good credit history free of any collections, slow pays, and etc. We will not provide you a copy of the credit report or tell you of its' contents, but will provide you with the name of the credit reporting agency so you may receive a free copy.
9. In compliance with HUD Guidance released on April 4, 2016 Anchor Real Estate & Property Management will not rent to:
 1. Any person that has been convicted of the illegal manufacture or distribution of a controlled substance as defined in section 102 of the Controlled Substances Act, for a period of 7 years after release.
 2. No sexual offenses ever.
 3. All other matters will be reviewed on a case by case basis.
10. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of Landlord in the lease agreement, an addendum to lease, a non-refundable pet fee acceptable to the landlord and/or an additional refundable pet deposit. Fees and deposits are waived for medically necessary pets.
11. Resident will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and/or additional prepaid rent. We do not accept personal checks for the security deposit or first month's rent. All funds must be paid by cashier's check or money order. **We do not accept cash.**

Applicant Signature

Date

Applicant Signature

Date

RENTAL VERIFICATION

ATTN: _____
From: _____
RE: _____

Fax: _____
Title: _____

Applicant, please complete the following:

Applicant Name: _____

By signing below, the applicant agrees to hold harmless BROKER, the tenant verification service and all providers of information on the prospective tenant listed above. I do hereby authorize with my signature, the release of all rental information from current and previous landlords, whether by fax, photocopy, or original.

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY:

Applicant stated they resided in the property: _____

Are you the owner of the property or are you the property manager? OWNER _____ MANAGER _____

Their rental period was from: _____ to _____

Are they on a lease? YES NO If so, when does the lease expire? _____

How many adults on the lease? _____ How many children on the lease? _____

Do they have pets? YES NO If yes, number and type _____

While the applicant lived there, did they have:

Late payments YES NO If so, how many? _____

NSF checks YES NO If so, how many? _____

Disturbing the peace complaints YES NO If so, how many? _____

Other lease violations YES NO If so, how many? _____

Was proper notice given prior to vacating? YES NO

Would you rent to them again? YES NO

Are you a relative? YES NO

What is the date of your last inspection? _____

Is the property in good condition? YES _____ NO _____ Explain: _____

Were there any charges for damages or cleaning against the security deposit? YES _____ NO _____

If yes, how much was withheld? _____ For? _____

Name: _____ Title: _____ Date: _____

Your prompt response is appreciated. Thank you.

EMPLOYMENT VERIFICATION

Date: _____

To: _____ Fax: _____

From: _____ Title: _____

Applicant, please complete the following:

Applicant Name: _____

Applicant's SS Number: XXX – XX - _____

Applicant's Position: _____

Employer Name: _____

Employer Phone Number: _____

From (date): _____ To (date): _____

Gross Monthly Income: _____

Self Employed ☐ Own Company ☐ Retired ☐ Not Employed ☐

By signing the below, the applicant agrees to hold harmless BROKER, the tenant verification service and all providers of information on the prospective tenant listed above. I do hereby authorize with my signature, the release of employment verification of compensation amount, position, and length of employment by fax, photocopy, or original.

Applicant Signature: _____ **Date:** _____

Employer, please complete the following:

Start Date of Employment: _____ End Date of Employment: _____

Starting Position: _____ Current Position: _____

Full Time: _____ Part Time: _____ Seasonal: _____

Hourly Rate: _____ Number of hours per week: _____

Salary: _____ Weekly _____ Monthly _____ Yearly _____ Commission: YES _____ NO _____

Name of Person completing this form: _____

Title: _____ Date: _____

Your prompt response is appreciated.

Thanks,

Property Manager / Realtor

PET APPLICATION

This **PET APPLICATION** is for (name & address) _____

I do hereby request that my pet be approved to reside with me during the term of my lease agreement. If my pet is a Service Animal or a medically necessary pet I will notify **LANDLORD AND/OR MANAGEMENT** in writing and the **PET APPLICATION** may not be applicable.

NOTE: This is a PET APPLICATION ONLY. In order for the pet to be permitted on the premises, the pet must be approved by **LANDLORD AND/OR MANAGEMENT**, a **PET ADDENDUM** signed by **TENANTS** and **LANDLORD AND/OR MANAGEMENT** and all fees paid including but not limited to an additional security deposit, pet deposit, pet fee or additional rent as required by **LANDLORD AND/OR MANAGEMENT**. I understand that **LANDLORD AND/OR MANAGEMENT** is under no obligation to approve my pet for occupancy.

In consideration of having my **PET APPLICATION** being processed, I agree to pay a non-refundable **PET APPLICATION** fee (\$10.00 per pet) of \$_____ to **LANDLORD AND/OR MANAGEMENT**. This fee is paid as I understand that a pet occupied property often times causes more work, more frequent inspections and occasional complaints from neighboring properties. I further understand that the non-refundable **PET APPLICATION FEE** is strictly an administrative fee paid to **LANDLORD AND/OR MANAGEMENT** and is not considered a security deposit or pet deposit. **LANDLORD AND/OR MANAGEMENT** requires a photo of the pet for **LANDLORD AND/OR MANAGEMENT'S** files and the pet may be brought to the parking area of the **LANDLORD AND/OR MANAGEMENT** office for inspection by a representative of **LANDLORD AND/OR MANAGEMENT**.

BREED OF PET #1: _____ PET'S NAME #1: _____

PETS WEIGHT #1: _____ LBS PETS AGE #1: _____

ESTIMATE PET #1 AT MATURITY _____ LBS

DATE OF LAST RABIES SHOT #1: _____

DESCRIPTION OF PET #1: _____

BREED OF PET #2: _____ PET'S NAME #2: _____

PETS WEIGHT #2: _____ LBS PETS AGE #2: _____

ESTIMATE PET #2 AT MATURITY _____ LBS

DATE OF LAST RABIES SHOT #2: _____

DESCRIPTION OF PET #2: _____

I, owner of the above described pet, do hereby certify the following:

My pet is well trained, is not dangerous to others and does not have a propensity to be vicious. My pet has never bitten, clawed, or caused harm to another person or other pet. My pet is not pregnant and will not become pregnant while we are residing on the premises. If my pet becomes pregnant, I will be in violation of this

agreement and the pet and any offspring must be immediately removed from the premises OR I will be subject to eviction. I shall not engage in any pet-raising activities.

There shall be no other pets, other than listed above on the premises without the express written approval of **LANDLORD AND/OR MANAGEMENT**. Should I desire additional pets, I agree to apply to **LANDLORD AND/OR MANAGEMENT** for approval and obtain approval prior to pet occupancy. **LANDLORD AND/OR MANAGEMENT** does NOT guaranty any approval.

I agree to keep the pet from becoming a nuisance to neighbors and follow everything stated in the **PET ADDENDUM**. This includes but is not limited to controlling the barking of the pet, if necessary and cleaning any animal waste on and about the premises.

In the event that my pet causes damage or destruction to the property, I agree that all costs of said damage or destruction shall come out of our Security Deposit and/or Pet Deposit. Should the Security Deposit or Pet Deposit be insufficient to cover the cost of any pet damage or destruction, then I agree to be financially responsible for damages above and beyond the amount of my security deposit.

If the pet becomes a nuisance or causes damage or destruction to the premises or otherwise violates the terms of the **PET ADDENDUM OR PET APPLICATION, LANDLORD AND/OR MANAGEMENT** may terminate the **TENANT'S** privilege of having a pet and or **TENANT'S** tenancy.

I do hereby agree to the terms and conditions of the **PET APPLICATION** form this _____ day of _____, 20_____.

Applicant

Applicant

CHECKLIST:

- Vet certificate stating the animal(s) are up-to-date on vaccinations
- Photo of each pet listed on application
- \$10 application fee per pet