

RENTAL GUIDELINES

CAPITAL REALTY GROUP FLORIDA

Please Note: Because of our fiduciary relationship with the owner, if multiple applications are submitted before approval can be achieved, we are required to select the best application(s) for placement. Otherwise, applications will be processed on a "first come-first serve" basis.

- Our process of approving applicants is based on an overall review and thorough check of five main categories. (Rental History, Employment History, Credit History, Income and Criminal background).
- Proof of employment and three recent pay check stubs. Self-employment must be verified with tax returns, 1099's and/or bank statements. Any variance to employment requirements must be approved by Property Manager and agreed to by applicant(s). Written verification of active military status and income must be provided.
- A gross monthly income of at least three times the monthly rent. Roommates should each qualify individually. Insufficient income may be denied. All forms of income must be provided.
- Proof of rental history or mortgage verification in writing.
- Acceptable credit history.
- Prior evictions may be automatically denied.
- Government issued identification card (Example- **Driver's License**, Military Identification, Passport, along with Social Security card when applicable. **Copies must be provided.**
- Everyone 18 or older must fill out a **separate** application and be on the lease **UNLESS** it is verified in writing said persons are full-time college students not living full-time at premises applied for.

All applicants must have a have a criminal background check and applicants who have a criminal background may be automatically denied. A nationwide eviction search is run for each applicant.

Please do not submit incomplete applications. Incomplete applications may be automatically denied.

\$50 application fee per adult person 18 or over and is non-refundable.

\$500 hold fee per application/refundable if not approved; applies toward security deposit if approved.

ALL MOVE-IN MONIES, INCLUDING APPLICATION FEES, MUST BE CERTIFIED, CASHIER'S CHECKS OR MONEY ORDERS

In the selection of rental applicants, management will not discriminate based on race, creed, religion, sex, and national origin and equal opportunity laws.

Applicant Signatures

_____ Date _____

_____ Date _____



Rental Application

Property of Interest	
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Applicant

Full Name		Drivers License Number	
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Make, Model and Year of Vehicle(s):

Social Security Number		Birthdate		Contact Number	
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Current Address			
Length of Residency		Any Sums Owed?	
Landlord Address		Landlord Phone	

Previous Address			
Length of Residency		Any Sums Owed?	
Landlord Address		Landlord Phone	

Have you ever been convicted of a Felony	No	Yes	If Yes please explain:	
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Individuals other than Applicant to Occupy Home

Name		Relationship to Applicant?	
Age			

Name		Relationship to Applicant?	
Age			

Name		Relationship to Applicant?	
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Age			
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Employer Information			
Company Name			
Company Address			
Supervisor Name		Contact Number	
Previous Company Name			
Previous Company Address			
Previous Supervisor's Name		Contact Number	
Pets/gender/type/breed/we			
<p>Applicant agrees and realizes that this is an application for rental and/or lease through Capital Realty Group Florida Property Management and its affiliates. Any "good faith" deposits (i.e. "hold fee") on any property are forfeited if the applicant(s) is/are approved and then cancel(s). Cancellation of application, prior to approval, must be done in writing by applicant. If in the event that applicant becomes unresponsive to the Property Manager's inquiries geared towards application approval, then Capital Realty Group Florida Property Management and its employees may cancel the application without written notice and without liability. Applicant is also aware and agrees, that in the event that Capital Realty Group Florida Property Management cannot provide said applicant with a home, application fee(s) is/are non-refundable. In an effort to help find the applicant a home, the applicant is authorizing Capital Realty Group Florida Property Management to take necessary measures to find the applicant a home.</p>			
<p>This includes, but is not limited to, making other property management companies and locator services aware of the applicant's needs. Capital Realty Group Florida Property Management gives no expressed warrants on guaranteeing the applicant a new home. In the event that the applicant's information is sent to other companies to find a home, the applicant is aware, and agrees, that he or she may need to comply with said companies application requirements. Capital Realty Group Florida Property Management is not responsible for any fees or cost incurred by applicant to secure housing through another company. As part of the application process, Capital Realty Group Florida Property Management may have to share applicant's personal information to interested landlords or locators. The applicant understands and agrees to allow Capital Realty Group Florida Property Management to release pertinent information to these entities. Capital Realty Group Florida Property Management complies with the rules of the Federal Fair Housing Act</p>			
Applicant Signature			Date

VERIFICATION OF EMPLOYMENT

CAPITAL REALTY GROUP FLORIDA

Company name: _____

Address: _____

Zip code: _____

To Whom it may Concern:

The following individual has applied for residency through **Capital Realty Group Florida Property Management Division**. Your company name was listed as either a present or previous employer. In order to process the application, we request the following information be completed by a supervisor or a personnel representative and faxed back to 407-839-3993. Your prompt attention and response is most appreciated.

Applicant: _____

New Address: _____

S.S. #: _____

Employer please complete this section below:

Employment Date: _____

Position: _____

Gross Annual Income: _____

Signature/Title: _____

I authorize the above company to release to Capital Realty Group Florida Property Management Division pertinent information regarding my employment and income.

Applicant's Signature and Date:

VERIFICATION OF RESIDENCY

CAPITAL REALTY GROUP FLORIDA

Applicant Name(s): _____

Address _____

Zip code _____

To Whom It May Concern:

The following individual has applied for residency through **Capital Realty Group Florida Property Management Division**. Your Community name was listed as either a present or previous landlord. In order to process the application, we request the following information be completed and faxed back to 407-839-3993. Your prompt attention and response is most appreciated.

Applicant: _____

Address: _____

Apt # : _____

Landlord please complete this section below:

Move in date: _____ # of Late Pays: _____

Lease Term: _____ # of NSF Checks: _____

Proper Notice Given: _____ Monthly rent amount: _____

Did the tenant have any pets: _____ How many resided in the home: _____

Were Lease Terms Fulfilled _____ Would you Rent to again? _____

Signature of Verifier: _____

Title of Verifier: _____

I authorize you to release to **Capital Realty Group Florida Property Management Division** any pertinent information regarding my current or previous residency.

Applicant's Signature and Date
