

CHERYL SMITH REALTY, INC. RENTAL APPLICATION INSTRUCTIONS

APPLICATION:

- *Each adult over the age of 18 must complete an application. The application fee is \$60 each applicant. The fee is to be paid in cash or a money order. **Application fees are non-refundable.**
- *Applicant should write the move in date they are requesting on the application.
- *A copy of a photo ID and proof of income must be provided with each application.
- *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.

QUALIFICATION:

- *Applicants must show gross income three times the monthly rent amount. Example: If the rent amount is \$1,000- must show income of \$3,000.
- *We will also check the past rental history-NO EVICTIONS 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 \$250 non-refundable hold deposit may be requested if the move in date is more than a week away.
- *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 _____ BY: _____

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

APPLICATION FEE:
\$60.00 FOR ANY APPLICANTS 18 YEARS
OF AGE OR OLDER.
CASH OR MONEY ORDER ONLY

APPLICATION FOR RENTAL

NOTICE: ALL ADULTS (18 YEARS OR OLDER) MUST COMPLETE A SEPARATE APPLICATION FOR RENTAL

ALL SPACES MUST BE COMPLETED IF NOT APPLICABLE FILL IN N/A

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: _____

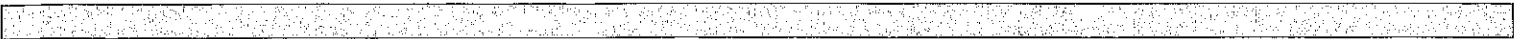
VEHICLE INFORMATION

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.

APPLICANT SIGNATURE DATE

WHO SHOWED YOU THE PROPERTY?

AGENT NAME : _____

OFFICE NAME : _____

AGENT PHONE NUMBER : _____

PLEASE HAVE PROOF OF INCOME, A COPY OF VET RECORDS FOR ALL PETS, A PHOTO OF PET, A COPY OF I.D. FOR EVERYONE THAT IS GOING TO BE LIVING IN THE HOME THAT IS 18 YEARS OF AGE OR OLDER. ALSO CASH OR MONEY ORDER MADE OUT TO CHERYL SMITH REALTY FOR THE APPLICATION FEE AT THE TIME THAT YOU ARE TURNING IN THE APPLICATIONS.

Cheryl Smith Realty, Inc.
738 Malabar Rd SE Palm Bay, FL 32907
Office (321)951-0322 Fax (321)984-7363 Email cheryl@lotlady.com

RENTAL REFERENCE REQUEST FORM

Please see below authorization signed by a current or previous tenant of your property allowing you to provide me information for a rental reference.

TO BE FILLED OUT BY APPLICANT

Applicant name _____

Reference address _____

I/We hereby authorize you to provide the information below to Cheryl Smith Realty, Inc.

Applicant Signature Date Applicant Signature Date

SECTION BELOW TO BE FILLED OUT BY CURRENT LANDLORD/PROP MGR

To _____ Fax/Email _____

Move in date _____ Move out date _____

Lease exp date _____ # People on lease _____ Rent amount \$ _____

In what condition did they keep residence _____

Security deposit refunded? _____ If not refunded, why? _____

Rent paid on time? _____ How many late payments? _____

How many late pays greater than 15 days? _____ How many NSF checks? _____

Are they current? _____ If not, how much do they owe? _____

Would you rent again? _____

Information provided by _____ Position _____

Date _____

***PLEASE RETURN THE FORM AS SOON AS POSSIBLE.
THANK YOU FOR YOUR ASSISTANCE!***

