



RENTAL APPLICATION

Date: _____

\$50 Application fee per adult applicant

Property Address: _____

Monthly rental Fee: \$ _____

Length of Lease Request: _____

Occupancy Date: _____

Applicant #1:

Mr. Mrs. Ms.

_____	_____	_____
Last Name	First Name	Middle Initial

Social Security No. _____

Birth Date: _____

Present Address: _____

Telephone:

Work

Home

Cellular: _____

Email: _____

Applicant #2:

Mr. Mrs. Ms.

_____	_____	_____
Last Name	First Name	Middle Initial

Work

Home

Cellular: _____

Email: _____

Social Security # _____

Birth Date: _____

No. of years at present address: _____

Current monthly rent/mortgage payment: \$ _____

Name and daytime phone # of present landlord:

_____	_____	_____
Name	Daytime phone #	Fax #:

Previous address if less than one year: _____

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.

Rental Application * Sam Folds Inc. Realtors * 3720 Kori Rd. * Jacksonville * FL. * 32257
*** 904-268-0268 * Fax: 1-904-214-0005**
Applicant's Initials: (____) (____)

 Name and daytime phone # of previous landlord: (if less than one year)

 Name Daytime phone #

Names and all persons to be in residency (age if under 18):

1. _____
2. _____
3. _____
4. _____
5. _____

<u>PET INFO: NAME</u>	<u>WEIGHT</u>	<u>BREED</u>	<u>COLOR</u>

NOTE: PETS ARE PERMITTED ONLY AT HOMEOWNER'S DISCRETION. A NON-REFUNDABLE \$250.00 PET FEE PER PET WILL BE REQUIRED. SEE PET POLICY FOR MORE INFORMATION.

Vehicle info:

<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>	<u>Tag #</u>

Applicant #1: EMPLOYMENT:

Present employer: _____

Address: _____ Phone #: _____

Name of immediate supervisor: _____ Phone #: _____

Position currently held: _____

Annual salary: \$ _____ Monthly salary: \$ _____

No. of years with current employer: _____

If less than one year, please provide the same information for your previous employer:

Other income: _____

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Applicant #2 EMPLOYMENT:

Present employer: _____

Address: _____ Phone #: _____

Name of immediate supervisor: _____ Phone #: _____

Position currently held: _____

Annual salary: \$ _____ Monthly salary: \$ _____

No. of years with current employer: _____

If less than one year, please provide the same information for your previous employer:

Other income: _____

All sources of other income must be verifiable if needed to qualify for a rental unit.

1. Have you or your spouse been denied credit in the past two years? Yes No
If yes, please explain: _____

2. In the past two years have you or your spouse been delinquent with any credit payments longer than thirty days? Yes No
If yes, please explain: _____

3. Has any kind of legal action ever been brought against you or your spouse by a creditor for monies past due? Yes No
If yes, please explain: _____

4. Have you or your spouse filed for bankruptcy within the last seven years? Yes No
If yes, please explain: _____

5. Do you own a car? Yes No . If yes, is the car financed? Yes No
Name and address of creditor _____

6. Have you or your spouse ever been evicted or served with an eviction notice? Yes No

If yes, please explain: _____

7. Do you currently owe money to another property? Yes No

If yes, please explain: _____

8. Have you ever been arrested, convicted, plead no contest to, received deferred adjudication, received probation or been a subject of any proceeding for a) violation of any controlled substance law, or b) any offense involving assault, battery, family or domestic violence, violence or threatened violence to any person, malicious destruction of property, theft, use of any weapon in the commission of any crime, any weapon related offense, lewd or immoral behavior, or any sex-related crime? Yes No

If yes, please explain: _____

Applicant #1: Driver's License # _____

Applicant #2: Driver's License # _____

PLEASE ATTACH COPY OF DRIVER'S LICENSE WITH THIS APPLICATION

Please provide as much of the requested information as possible to expedite processing. If you are self-employed, you are required to provide us with a financial statement from your tax attorney or accountant or a copy of Form 1040-Schedule C from the previous two tax years. Bank statement might also be requested to provide proof of income.

* 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.

* Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.

* The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.

*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.

*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.

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Date of Application: _____

Property you are applying for: _____

Applicant #1: Name: _____ (Please Print)

Applicant #2: Name: _____ (Please Print)

I acknowledge I have seen and accept the rental property I am applying for in "as-is" condition.

Initials: () ()

In order to consider my/our rental application, I/we authorize Sam Folds Inc. Realtors or its designee to use my/our personal information for the following express purposes:

- a) to obtain my/our credit report from any or all major credit reporting agencies, as may be deemed appropriate, to determine my/our creditworthiness.
- b) at its sole discretion, to perform certain background checks as Sam Folds Inc. Realtors deems appropriate
- c) verify rental history, current employment and income as disclosed within this application

I/we further authorize Sam Folds Inc. Realtors to provide copies of my/our credit report to parties who have an expressed interest in the performance of my obligations under any lease for the premises that I/we would execute.

For purposes of this consent, "personal information" may include, but is not limited to use of my/our Social Security Number(s), or banking account information. This Personal Information Authorization should be signed by all persons whose names appear on the lease application for the premises address shown above.

I/We certify that the information I/we have provided to Sam Folds Inc. Realtors is true and accurate to the best of my/our knowledge. Further, I/we understand and acknowledge that the provision of false information will be grounds for Sam Folds Inc. Realtors to refuse this lease application. In the event information that I/we have or will provide in connection with this application is not discovered until after the application has been approved, and a lease agreement has been signed, I/we understand and acknowledge that Sam Folds Inc. Realtors will have the right to immediately terminate the lease with written notice to me/us.

Signed

Date

Signed

Date

To submit your completed application, please email to davies32@comcast.net or fax to 904-214-0005.

Be sure to provide the following with your application:

1. copy of Driver's license
2. Last two pay stubs for each adult applicant
3. If receiving social security benefits, retirement benefits or child support, please provide proper documentation to show income for such.
4. Application fee is \$50 per adult making application- no exceptions! Each adult living on the property MUST have a background/credit check completed.

Paying application fee Online:

go to paymentservicenetwork.com

click middle box (first time users)

enter account id rt17086 then start

click Make a payment

Payment amount is \$_____ (\$50.00 per adult applicant)

click Continue

Under Name- enter your name

Under Invoice- put application fee

Click application fee in drop down box

Click checking or savings

fill in address info. and email

Fill in your name as it appears on your Check

fill in your routing number

fill in your checking account number

click continue

The next screen allows you to review what you entered, then click continue and it will process payment. You will receive an email notification of the transaction.

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Rental Process & Application Disclosure

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin."

You may preview any of our available rentals for FREE! Our property manager will be happy to show you our available rental homes at NO CHARGE TO YOU!

We lease SINGLE FAMILY HOMES AND CONDOS throughout Jacksonville and it's surrounding areas. Simply call our office for a showing appointment at (904) 268-0268.

You may also preview our properties 24 hours a day on line at www.samfolds.com

Application Processing and Time Frame:

· Processing an application normally takes between 2-3 days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial. **All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application, pay all application fees in full and provide a copy of a valid driver's license..**

Cost:

· If you decide to apply to rent one of our properties, there is a \$50.00 per adult applicant fee that is "non-refundable". This must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fees will not be considered and application fees paid will not be refunded for incomplete applications.

· Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.

The Application:

· Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your employment and identity; and (4) verify your previous landlord references; and (5) do a criminal background check. Co-signers may be considered on an individual basis.

Once you have been notified of your approval, you must place (at a minimum) a holding deposit (by cashier's check or money order), equal to at least one months rent, within 24 hours of your

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approval notification. Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before you applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 72 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.

- All initial funds, the holding deposit - first months rent and security deposit must be paid by cashiers check or money order payable to "Sam Folds Inc., Property Management". Subsequent months thereafter may be paid by check.

- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Sam Folds Inc., Property Management and an additional Non-refundable fee per pet. Some properties may require higher fees or higher rent amounts. If a higher fee or rent amount is required, you will be notified at the time of the application. The following pets will not be allowed under ANY circumstances: German Sheppard, Doberman, Pit Bull, Chow, Rotweiller or Snakes of any kind.

- Any exceptions to these criteria will need to be submitted in writing to Sam Folds Inc., Property Management for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.

Other Issues:

- Rents quoted are the rental amounts due if paid on time, (on the 1st of each month by 5:00 PM) otherwise, if paid after the 5th of the month you will be charged a one-time fee of \$50.00 and \$5/per day for each day rent is delinquent, not to exceed a total of \$200 in late fees per month. All Late charges are considered "Additional Rent" under the terms of your lease for collection purposes

- Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Sam Folds Inc., Property Management's prior approval.

- Security deposits are security for faithful performance by tenant of all terms, covenants and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. The security deposit is refundable when the tenants move out of the property at the expiration of the lease term, except for costs outlined in lease agreement in regards to carpet cleaning, non-returned keys and/or equipment, cleaning fees, a \$100.00 administrative fee and any/all costs associated with the violation of lease terms and conditions. These fees and charges are due upon the closing of the lease and if the amount exceeds the amount of the security deposit, tenant will be liable for balance due and ALL costs for collection of such fees to include collection agencies and/or attorney's fees.

- Maintenance and Repair - When you rent a home from our company, we strive to ensure that all

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items are in good working order. Please report any maintenance or repair request during your first 3 days of possession. Thereafter, we require residents to pay a \$25.00 maintenance fee for each maintenance and repair item requested, regardless of fault or negligence.

*****TENANT IS RESPONSIBLE FOR ALL COSTS OF PLUMBING CLOGS/BACKUPS, A/C DRAIN LINE CLOGS OR BACKUPS (LEAKING) AND ALL PEST CONTROL!!!*****

· Multiple Applications - It is entirely possible that Sam Folds Inc., Property Management may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Sam Folds Inc., Property Management to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence, our policy that the application fee is Non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.

· Property managers - Sam Folds Inc., Property Management provides a property manager to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. The property manager will process your application. Other Sam Folds Inc. agents are available to show you our rental properties , however these agents are not authorized to negotiate on behalf of Sam Folds Inc., Property Management. Verbal representations are non-binding. Once your application is submitted to Sam Folds Inc., Property Management, the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.

· This "Rental Process and Application Disclosure" is hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.

Applicant #1 Signature: _____ Date: _____

Applicant #1 printed Name: _____

Applicant #2 Signature: _____ Date: _____

Applicant #2 printed Name: _____

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