



RENTAL APPLICATION PROCESS

Application

- + IT'S HIGHLY RECOMMENDED TO REVIEW THE LEASE. DISCUSS ANY ISSUES WITH OUR PROPERTY MANAGER BEFORE PUTTING APPLICATION. YOU CAN REVIEW THE LEASE BY GOING TO www.85andSunnyPropertyManagement.com/tenant_services/page_1700382.html OR REQUESTING A COPY FROM THE PROPERTY MANAGER. **LEASE WILL NOT BE MODIFIED.**
- + Fill out the application in full. Leave no blank spaces. EACH ADULT OVER THE AGE OF 18 MUST FILL OUT AN APPLICATION AND COMPLETE IN FULL.
 - o **\$50.00** application fee for the FIRST APPLICANT to run credit and background/criminal history.
 - o **\$20.00** application fee for ANY ADDITIONAL PERSON RESIDING AT THE UNIT OVER 18 to run background/criminal history and employment verification.
 - o Application fees MUST be paid BY **CASH, CASHIER'S CHECK, OR MONEY ORDER. NO PERSONAL CHECKS WILL BE ACCEPTED.**
 - o **COPY OF DRIVER'S LICENSE** FOR EACH APPLICANT/PERSON MUST BE PROVIDED.
 - o **\$25.00** attorney lease signing fee. This MUST be paid once a tenant is approved to get the lease approved by our attorney. This fee MUST be paid BY **CASH, CASHIER'S CHECK, OR MONEY ORDER.**
- + Credit, eviction, and criminal checks are completed online by our property manager.
- + Current and previous landlords are contacted for references.
- + Employment verification needs to be included with the application, i.e., last pay stub, tax statement, or bank statements.
- + References are contacted as needed – if you are aware of any potential problems, please put into writing the details of that situation to help us clearly understand the circumstances better.
- + Owners are contacted for final approval and all decisions relating to the property. Our company does not make the final decision.
- + Some condo and Homeowner's associations require a separate application and application fee; if so, you must also apply separately to those associations and pay their fees too.
- + Based on the results of the investigation, Owner reserves the right to require a co-signer and/or higher security deposit, before last month, or any other type of deposits to ensure payment and compliance.
- + Once the Owner approves the application, any pending applications for the same property will be contacted informing them the property is no longer available if security deposit was given at the time of the application.

Approval

- + Applicant must give holding funds (security deposit) in order to take the property off the market (again certified funds only). REMEMBER: Until these funds are given, the UNIT will NOT be off the market and will be available for showings to other prospective tenants.
- + Remember that **any holding funds deposited with this application will be applied to the security deposit and first month's rent if this application is approved, or refunded if not approved (application fee is non-refundable). Upon approval of this application, a rental agreement must be signed within 5 calendar days from notification of approval or all holding funds will be forfeited. _____ (Initials)**
- + Applicant must schedule lease signing with the Property Manager within 5 calendar days from approval.
- + Prior to move in, sign lease agreement and bring the rest of the monies needed to move in (these may include first* and last month). * If moving in the middle of the month, you may need to bring the pro-rated amount for the partial month and the first full month before moving-in. **Discuss your situation with the property manager, so that you are aware of all the payments needed.**

Applicant's signature

Date

Applicant Information (Min. 2 years address information)	Attached other pages if needed
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Application Date:	Move-In Date:	Address to Rent:
Are you working with an agent? Yes No (Circle)		If yes, Name of Agent and Company:

Name:

Date of birth:	SSN:	Phone:
Driver's License Number:	Issuing State:	Expiring Date:

Vehicle/Year/Make/Model/Tag #/State:

Current address:

City:	State:	ZIP Code:
Own Rent (Circle)	Monthly payment or rent:	How long?

Reason for leaving current residence:

Name and phone number of manager/landlord:

Previous address:

City:	State:	ZIP Code:
Owned Rented (Please circle)	Monthly payment or rent:	How long?

Name and phone number of previous manager/landlord:

Miscellaneous Information

Pets? Yes No (Please circle)	If yes, how many? (Specify)
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PET POLICY: DOG OWNERS MUST PROVIDE UP-TO-DATE REGISTRATION TAGS FOR DOGS. BREEDS NOT ACCEPTED ARE: ROTTWEILERS, DOBERMANS, PITBULLS, CHOWS, ALASKAN MELAMUTES, GREAT DANES, ST. BERNARDS, AKITAS, WOLF HYBRIDS, PRESA CANARIO'S, STAFFORDSHIRE BULL TERRIERS, AND MIXES CONTAINING ANY OF THESE BREADS.

AT MOVE-IN, YOU ARE REQUIRED TO PAY \$100 UNTIL YOU PRODUCE A CERTIFICATE OF LIABILITY INSURANCE COVERING ACTIONS OF YOUR PET. A CERTIFICATE OF INSURANCE CAN BE OBTAINED FROM YOUR INSURANCE COMPANY, NAMING 85 & SUNNY PROPERTY MANAGEMENT, AS AN ADDITIONAL INSURED ON YOUR RENTER'S POLICY. IF WE DO NOT RECEIVE YOUR CERTIFICATE WITHIN 20 DAYS OF MOVE-IN, YOU

Do you own a Waterbed? Yes No	Do you have Renter's Insurance? Yes No (Circle)
Do you own any real estate? Yes No (Circle)	If yes, please explain:

Name, relationship, and age of all other persons to occupy residence:

Employment Information (Min. 2 years)	Attached other pages if needed
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Current employer:

Employer address:	How long?
Current Manager:	Manager's Phone:
Work Phone:	E-mail:
City:	State:
Position:	Hourly Salary (Circle)
	Fax:
	ZIP Code:
	Annual income:

Previous employer:

Employer address:	How long?
Previous Manager:	Manager's Phone:
Work Phone:	E-mail:
City:	State:
Position:	Hourly Salary (Circle)
	Fax:
	ZIP Code:
	Annual income:

Background Information

Attached other pages if needed

Have you or anyone in this household been convicted of a crime? Yes No (Circle)

Have you or anyone in this household been evicted, served with an eviction notice, or late with rent? Yes No (Circle)

Are you or anyone in this household a sexual offender? Yes No (Circle)

Have you ever filed for Bankruptcy? Yes No (Circle)

Have you ever been foreclosed on? Yes No (Circle)

If you or anyone in this household answer YES to any of the above questions, explain:

References (Min. 2 references)

Name:	Phone:	Address:

I understand that there is a \$50.00 cash non-refundable credit/background/employment check fee required to be paid with this application. I also understand that any holding funds deposited with this application will be applied to the security deposit and first month's rent if this application is approved, or refunded if not approved. Upon approval of this application, a rental agreement must be signed within 5 days or all holding funds will be forfeited. Prospective Tenant (Applicant) is hereby given notice that 85 & Sunny Property Management or 85 & Sunny Real Estate is the agent of the landlord and is paid by same. The undersigned acknowledges that this written notice was received prior to the undersigned receiving a contractual offer or rental agreement in compliance with F.S. 475.25 and Rule 21v-10.033 Fla. Admin. Code. I authorize the verification of the information provided on this form as to my credit and employment. I authorize a credit report, legal background check, employment and reference check to be performed. I certify all answers are true.

Signature of applicant:	Date:

85 & Sunny Property Management
2295 W. Eau Gallie Blvd., Ste. A
Melbourne, FL 32935
Phone: 321-254-1353
Fax: 321-254-1350



SPECIAL REQUESTS

Lease term: 1-yr lease 7-month lease Other (specify): _____

Lease start date: _____ Lease end date: _____

Pets: No Yes (specify number, type and size): _____

Smoking: No Yes, outside Yes, inside

Number of vehicles: _____

Repairs required prior to move-in: _____

Appliances required prior to move-in: _____

Other (specify): _____

Please attach additional sheets if necessary.

NOTE: To move-in, first, last, and security deposits will be required and it is subject to owner's approval. All monies prior to move-in **MUST** be in cash, cashier's check, or money order. No personal checks will be accepted.

REMEMBER: The items above are requests you make with this application. These may be agreed upon or not by the landlord. If agreed upon, you have been approved, and you have put holding funds to secure the property, **a rental agreement must be signed or all holding funds will be forfeited.** If any of the items requested above are not agreed upon by the landlord and you have given holding funds to secure the property, all holding funds will be released to you if you decide not to lease.

All requests have been detailed here. No additional requests are outstanding. Oral requests are invalid and will not be honored.

Signature of Applicant

Date

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PREVIOUS LANDLORD VERIFICATION FORM

I, _____, give 85 & Sunny Property Management permission to obtain information about my previous rental history. Please complete this request and return by Fax to 85 & Sunny Property Management.

Please answer the following questions to the best of your ability:

1). Please Specify Dates of Rental Period Beginning _____ Ending _____

2). Has tenant ever been late with the rent? YES or NO (circle one) If yes, number of times late _____

3). Has tenant ever violated their lease? YES or NO (circle one) If yes, please explain:

4). Have you have had any complaints about this tenant? YES or NO (circle one) If yes, please explain:

5). Have you ever started eviction proceedings against this tenant? YES or NO (circle one) If yes, please explain:

6). Would you rent to this tenant again? YES or NO (circle one) If NO, please explain:

Please attach additional sheets if necessary.

Signature of Applicant – I give permission to release this information.

Signature of Prior Land Lord

Name _____
Company _____

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2295 W. Eau Gallie Blvd., Ste. A
Melbourne, FL 32935
Phone: 321-254-1353
Fax: 321-254-1350



EMPLOYMENT VERIFICATION FORM

I, _____, give 85 & Sunny Property Management permission to obtain information about my current and previous employment history. Please complete this request and return by Fax to 85 & Sunny Property Management.

Please answer the following questions to the best of your ability:

1). Please Specify Dates of Employment:

Period Beginning _____

Ending _____ (if applicable)

2). What's the applicant's salary? _____ per month _____ per year

If an hourly rate,

How much per hour? _____

How many hours per week does applicant work? _____

3). Name of person completing this form: _____

Position of the person completing this form: _____

Phone Number to reach person completing form: _____

Please attach additional sheets if necessary.

Signature of Applicant – I give permission to release this information.

Signature of Person Completing Form

Print Name _____

Company Name _____

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Tenant Selection Criteria

1. All Adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and fee. Applicant must provide proof of identity
2. Applicants should have a combined gross income of at least three times the monthly rent. We reserve the right to require a cosigner. A minimum of two years residential history is required.
3. Credit history and/or Civil Court Records should not contain slow pays, judgments, eviction filing, collections (except medical that may be allowed), liens or bankruptcy within the past 5 years. If your application is denied because of credit, we will not provide you with 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 of your credit report.
4. Self employed applicants may be required to produce 2 years of tax returns or 1099s.
5. Non employed individuals must provide proof of income.
6. All sources of other income must be verifiable if needed to qualify for a rental unit
7. Criminal records should contain no convictions for felonies in the past seven years and no sexual offenses at all.
8. Previous rental history reports from landlords should reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
9. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
10. Resident(s) will be required to pay a security deposit in a minimum amount of one months rent plus \$100. We reserve the right to require a higher security deposit and/or additional prepaid rent.
11. Current occupancy standards are a maximum of 2 persons per bedroom except for infants under 2 years of age.
12. Any exceptions to these 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, cosigners, and / or additional advance rent payments may be required.

Applicants Signature _____ Date: _____

Applicants Signature _____ Date: _____