



## RENTAL APPLICATION PROCESS

APPLICATION FEE \$45.00 (non-refundable) per person - regardless of marital status – **CASH OR MONEY ORDER ONLY**

All applicants 18 & order must be on lease and fill out a separate application

|                  |           |
|------------------|-----------|
| RENT             | As posted |
| SECURITY DEPOSIT | As posted |
| KEY DEPOSIT      | \$25.00   |
| LEASE PREP FEE   | \$75.00   |

TOTAL AMOUNT DUE  
AT MOVE IN First Month's rent, key deposit, lease prep fee, security deposit  
Pet deposit (if applicable), Pool pass ( if applicable)

### **REQUIRED WITH APPLICATION:**

\$45.00 application fee per person  
Completed and signed application by all applicants over the age of 18  
Copy of driver's license and social security cards  
Copy of Sample Lease initialed by all parties  
Employment verification - we accept most recent pay stub or 3 months bank statements  
Copy of current shot records for all pets from veterinarian

**CASH OR MONEY ORDER ONLY WILL BE ACCEPTED FOR APPLICATION FEES. UPON APPROVAL, SECURITY DEPOSIT AND ALL MOVE IN MONIES MUST BE CERTIFIED FUNDS, CASHIER'S CHECK OR MONEY ORDER.**

### **UPON APPROVAL:**

Applicant must sign a Reservation Agreement and pay security deposit to take the property off the market. Applicant must take possession within two weeks of signing Reservation Agreement. In the event the applicant fails to enter into a lease, the applicant forfeits the security deposit.

Schedule move in date and time with Property Manager. All persons on the lease must be present at move in.

If moving during the middle of the month, first month's rent is required in full and the second month will be prorated.

## RENTAL PROCESS AND 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.” **Underill Management Company, LLC.** is the management agent for many separate property owners; therefore, policies at each property may vary depending on the particular owner’s preference.

### Application Processing Time Frame:

- Processing an application normally takes between 2 – 3 business 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 proposed renters over the age of 18 must submit a fully completed, dated and signed rental application and application fee.

### Cost:

- If you decide to apply to rent one of our properties, there is a **\$45.00** per adult application fee that is **non-refundable**. This must accompany the fully completed application form provided to you by our company. **Personal checks will not be accepted for application fees.**
- Some Homeowner and Condominium Associations may require a separate application and fee 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. Approval by homeowners or condo association is a necessary prerequisite to our approval of your application.
- Our leases are currently reviewed by an Attorney at Law to comply with Florida laws. If you are the successful leasing candidate, there is a one-time document preparation fee of **\$75.00**.

### The Application:

- Upon receipt of your rental application and application fee, you can expect that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your income; and (4) verify your previous rental references; and (5) do a criminal background check. We would encourage you not to apply if you have bad references or have ever been evicted in the past.
- All applicants must see the interior of the property before an application can be submitted.

### Resident Selection Criteria:

- Applicants must have a combined verifiable gross income of at least 2 1/2 times the monthly rent or can verify ability to otherwise meet financial requirements of the rental agreement. Rental history must be rated satisfactory or better. We reserve the right to require a co-signer and/or a higher security deposit.
- If bankruptcy has been filed, it must have already been discharged.

Applicant's Initials:                      (        )                      (        )                      (        )

- We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- Valid current photo ID documentation (driver's license, military ID, or State ID), social security card, and employment verification is required. We will make copies of this for the file.
- Current occupancy standards are a maximum of 2 persons per bedroom, except for children under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit. Consequently, Underill Management Company, LLC also prohibits the rental of a single family dwelling to more than two (2) unrelated adults, except in rare circumstances.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Underill Management Company, LLC and an additional non-refundable pet application fee of \$250.00 per pet. The following pets will not be accepted under any circumstances, ROTTWEILERS, DOBERMANS, PITBULLS, CHOWS, GERMAN SHEPHERDS, ALASKAN MALAMUTES, GREAT DANES, ST. BERNARDS, AKITAS, WOLF HYBRIDS, PRESA CANARIO, STAFFORDSHIRE BULL TERRIER and mixes containing any of these.

**Other Issues:**

- Multiple Applications – It is entirely possible that Underill Management Company, LLC 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. In order to evaluate the various applications it is necessary for Underill Management Company, LLC to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence, our policy is 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.
- 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.
- Our lease agreement provides for administrative fees paid by Lessee.

Applicant's Initials:

( )

( )

( )

**CONTRACT TO LEASE: I (WE) DO HEREBY MAKE APPLICATION FOR OCCUPANCY OF THE FOLLOWING RENTAL UNIT UNDER THE FOLLOWING TERMS:**

**PROPERTY ADDRESS:** \_\_\_\_\_, FLORIDA.

**INITIAL TERM:** SHALL BE FOR \_\_\_\_\_ MONTHS, BEGINNING \_\_\_\_\_, 20\_\_\_\_,  
AND ENDING THE LAST DAY OF \_\_\_\_\_, 20\_\_\_\_.

**RENT:** THE RENT (IF PAID ON TIME) SHALL BE \$ \_\_\_\_\_ PER MONTH.  
(NOTE: THIS ASSUMES THAT THE RENT IS PAID ON OR BEFORE THE 1<sup>ST</sup> OF EACH MONTH BY 5:00 PM)

**OTHER ITEMS REQUESTED (IF ANY):** \_\_\_\_\_

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**ASSOCIATION APPROVAL:** Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective Resident(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within 3 days from the effective date of this contract. Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association and/or Underill Management Company, LLC, this contract will terminate and any rents, reservation deposit, and/or security deposits paid will be refunded to the prospective Resident(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable application fees paid to the association and to Underill Management Company, LLC are not refundable under any circumstance.

**AUTHORIZATION:** I (we) affirm that the information contained in this rental application to lease to be true and correct. I (we) agree that Underill Management Company, LLC may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I (we) agree and affirm that Underill Management Company, LLC may question and seek information from all persons and/or firms named by us in this application and contract to lease, and further authorize Underill Management Company, LLC to acquire my (our) credit reports and criminal background check from any authorized credit agency. I (we) agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to Underill Management Company, LLC

**FAILURE TO PERFORM:** I (we) agree to enter into a lease for the rental unit upon the terms outlined above. I (we) agree that I (we) have toured, previewed and seen the rental unit being applied for and I (we) are accepting it in "AS IS" condition, unless otherwise noted above in "Other Items Requested". If I (we) refuse to sign the reservation agreement and provide the appropriate reservation funds within twenty four (24) hours of notification or refuse to enter into the management company's Rental Agreement as scheduled, AND/OR if occupancy is not taken by me (us) on or before the occupancy date indicated, then Underill Management Company, LLC may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by Underill Management Company, LLC as liquidated damages.

**RENTAL PROCESS AND APPLICATION PROCEDURE:** I/we do hereby acknowledge that I/we were provided the handout entitled "Rental Process and Application Procedures" and that I/we understand and agree to the terms of application and rental process. I/we have read and initialed or signed all six (6) pages of this application package and have them submitted with this application for consideration by Underill Management Company, LLC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE





RENTAL APPLICATION

(Notice: Co-Applicant must complete a separate Rental Application Form) You are notified that Underill Realty LLC is the agent of the owner and will be paid by the owner upon move-in. This information will be used for the purposes described and will not be otherwise shared or sold with other parties.

The undersigned hereby makes application to rent the [ ] house [ ] apt [ ] duplex [ ] other located at \_\_\_\_\_ beginning on \_\_\_\_\_ 20\_\_\_\_ at a monthly rental of \$ \_\_\_\_\_

PLEASE TELL US ABOUT YOURSELF:

E-mail address \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone( ) \_\_\_\_\_ (H)

Cell ( ) \_\_\_\_\_ Smoker \_\_\_\_\_ Non-smoker \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security#: \_\_\_\_\_ Phone( ) \_\_\_\_\_ (W)

Previous Name(s) or Alias: \_\_\_\_\_

Name of Co-Applicant: \_\_\_\_\_ Phone( ) \_\_\_\_\_ (H)

Other occupants, their relationship & ages \_\_\_\_\_

Pets (Number and Breed): \_\_\_\_\_ Size/Weight: \_\_\_\_\_

Do you have any water filled furniture? \_\_\_\_\_ yes \_\_\_\_\_ no

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ Rent Amount: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Previous Address: (if within three years): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ Rent Amount: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Owner or agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Previous Address (if within three years): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ Rent Amount: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Owner or agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

PLEASE GIVE YOUR EMPLOYMENT INFORMATION:

Your status: Part time \_\_\_\_\_ Full time \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_ Unemployed \_\_\_\_\_

Employer (Current): \_\_\_\_\_

Date(s) employed: \_\_\_\_\_ Employed as: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Gross Salary: \$ \_\_\_\_\_ per [ ] week [ ] biweekly [ ] month [ ] year.

If employed by above for less than 6 months, give us the name, address and phone number of previous employer or school.

Previous Employment Information

Employer : \_\_\_\_\_

Date(s) employed: \_\_\_\_\_ Employed as: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_ Gross Salary: \$ \_\_\_\_\_ per [ ] week [ ] biweekly [ ] month [ ] year.

**PLEASE LIST ANY ADDITIONAL INCOME REFERENCES:**

If there are other sources of income you would like us to consider, please list income source and person (banker, employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application:

Other income sources:

- 1. \_\_\_\_\_ Amount \$ \_\_\_\_\_  per week  month  year
- 2. \_\_\_\_\_ Amount \$ \_\_\_\_\_  per week  month  year

Your Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_  
 Your Vehicle make/model; \_\_\_\_\_ Year \_\_\_\_\_ Tag#: \_\_\_\_\_ State: \_\_\_\_\_  
 Second Vehicle make/model; \_\_\_\_\_ Year \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 Other Vehicles: \_\_\_\_\_ Year \_\_\_\_\_ Tag #: \_\_\_\_\_ State \_\_\_\_\_

In emergency, notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone: W \_\_\_\_\_ H \_\_\_\_\_  
 Nearest relative not living with you: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Phone: W \_\_\_\_\_ H \_\_\_\_\_

Have you ever filed for bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, has it been discharged? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Arrested or convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ : If yes, was it violent? Yes \_\_\_\_\_ No \_\_\_\_\_ Have you  
 ever had an eviction filed on you? Yes \_\_\_\_\_ No \_\_\_\_\_ : Have you applied for residency anywhere in the past 2  
 years, but did not move in? Yes \_\_\_\_\_ No \_\_\_\_\_ : Have you ever refused to pay rent when due? Yes \_\_\_\_\_  
 No \_\_\_\_\_

If you have answered "Yes" to any of the above questions, please explain in detail the circumstances regarding the situation below or on the back of this page.

**APPLICANT REPRESENTS THAT ALL OF THE ABOVE INFORMATION AND STATEMENTS ON THE APPLICATION FOR RENTAL ARE TRUE AND COMPLETE, AND HEREBY AUTHORIZES VERIFICATION OF ANY AND ALL INFORMATION RELATING TO RESIDENTIAL HISTORY (RENTAL OR MORTGAGE), EMPLOYMENT HISTORY, CRIMINAL HISTORY RECORDS, COURT RECORDS, AND CREDIT RECORDS. THIS APPLICATION MUST BE SIGNED BEFORE IT CAN BE PROCESSED BY MANAGEMENT. APPLICANT ACKNOWLEDGES THAT FALSE OR OMITTED INFORMATION HEREIN MAY CONSTITUTE GROUNDS FOR REJECTION OF THIS APPLICATION, TERMINATION OF RIGHT OF OCCUPANCY, AND/OR FORFEITURE OF FEES OR DEPOSITS AND MAY CONSTITUTE A CRIMINAL OFFENSE UNDER THE LAWS OF THIS STATE. APPLICANT UNDERSTANDS THAT HE IS BEING CHARGED A NON-REFUNDABLE APPLICATION PROCESSING FEE OF \$35.00; THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE OWNER OR OWNER'S AGENT TO EXECUTE A LEASE OR DELIVER POSSESSION OF THE PROPOSED PREMISES. NO ORAL AGREEMENTS HAVE BEEN MADE.**

Date: \_\_\_\_\_

\_\_\_\_\_  
**APPLICANTS SIGNATURE**