

Charles Stallions Real Estate Services Inc.
Office: 850-478-8811 Fax: 850-332-6838
139 Burgess Rd Pensacola, Florida 32503

Rental Application and Lease Policies

Property will not be taken off market or considered rented until security deposit is in the office. When there is more than one application, all parties will be told of approval and the property will be rented to the first one bringing in the security deposit. All application fees are non refundable. The security deposit is non-refundable should you back out of renting unit. The policies herein will become a part of the lease should a lease be entered into by the applicant.

Property Applying for: _____
Term of Lease Preferred: _____ Move in date: _____

**** Applicant 1:**

Full Name: _____
E-mail Address: _____
Drivers Lic.# _____ DOB: _____
Social Security # _____
Address: _____
City: _____ St: _____ Zip: _____
Phone: _____ Wk: _____ Cell: _____
Own/Rent: _____ Lease Date: _____
Landlord Name: _____ Phone: _____

Previous Address: _____
Own/Rent: _____ Lease Date: _____
Landlord Name: _____ Phone: _____
Have you ever been evicted? _____ When: _____

Present Employer: _____
Address: _____ Phone: _____
Supervisor: _____ Position: _____
Employment Date: _____ to _____
Income: _____ monthly/weekly

Previous Employer: _____
Address: _____ Phone: _____
Supervisor: _____ Position: _____
Employment Date: _____ to _____
Income: _____ monthly/weekly

Reason for Leaving: _____

Initials _____

Initials _____

Applicant 2

Full Name: _____

E-mail Address: _____

Drivers Lic.# _____ DOB: _____

Social Security # _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Wk: _____ Cell: _____

Own/Rent: _____ Lease Date: _____

Landlord Name: _____ Phone: _____

Previous Address: _____

Own/Rent: _____ Lease Date: _____

Landlord Name: _____ Phone: _____

Have you ever been evicted? _____ When: _____

Present Employer: _____

Address: _____ Phone: _____

Supervisor: _____ Position: _____

Employment Date: _____ to _____

Income: _____ monthly/weekly

Reason for Leaving: _____

If present employment less than two years, please provide previous.

Previous Employer: _____

Address: _____ Phone: _____

Supervisor: _____ Position: _____

Employment Date: _____ to _____

Income: _____ monthly/weekly

Reason for Leaving: _____

Children Occupying Unit:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Banking:

Company: _____ Account: _____

Address: _____

Initials _____

Initials _____

How many people will be occupying the property? _____

Three Non Family personal references must include addresses:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Emergency Contact:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Automobiles:

Year: _____ Make: _____ Model: _____ Color: _____

Tag #: _____ Vin #: _____

Year: _____ Make: _____ Model: _____ Color: _____

Tag #: _____ Vin #: _____

Year: _____ Make: _____ Model: _____ Color: _____

Tag #: _____ Vin #: _____

DID A REALTOR HELP YOU FIND THIS PROPERTY AND IF SO PLEASE GIVE US THEIR NAME SO WE MAY THANK THEM?

Initials _____

Initials _____

** Applicant represents that all of the statements and representations are true and complete, and hereby authorize verification of the above information, references, and credit records. Applicants understand that an investigative consumer report including information about my character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records can be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void my lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicants authorize verification of all information by the landlord and/or management company. Applicant has the right to make a written request within reasonable amount of time to receive additional, detailed information about the nature and scope of the investigation. Applicant will pay a non-refundable application fee to management company here within the sum of \$ 25.00 per applicant for costs, expenses, and fees in processing the application. Upon approval of this application the applicant must pay the security deposit (cashiers check/money order) within 2 days in order for the unit to be taken off the market. Keys will be furnished only after all rental documents have been properly executed by all parties and only after applicable unit rental fees have been paid to management company in money order, certified funds or cash and possession of the premise have been delivered. Applicant has inspected property with regard to livability, condition, measurements etc. and has not relied upon any other source either verbal or implied as to their decision.

_____ I have read and agree to the provisions as stated.

Applicant Date

Applicant Date

Applicant Date

Applicant Date

OFFICE USE ONLY	
Approve/Denied	_____
Manage Name	_____
Date	_____
Reason	_____
Lease Start Date	_____
Security Deposit	Pro Rated Rent _____
Application Fee	Pet Fee _____

Rental/Lease Policies

The following policies are established to ensure that all prospective applicants for a property processed by Charles Stallions Real Estate Services will be treated equally.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. An incomplete application will not be considered.

Applicants:

- Each person 18 years of age or older must complete and sign an application and only the applicant may reside in the property.
- Credit score below 600 may be required to pay first and last months rent.
- If a co-signer is necessary, the co-signer must also sign and complete an application. The acceptance of a co-signer is not normal policy and is subject to the individual approval or denial by Real Estate Services or Landlord.
- To be processed and considered, a non-refundable processing fee must accompany applications.
- The applications will not be considered with missing or false information.
- Applicants must provide proof of identity with valid photo identification.

Processing Fees:

- 25.00 non-refundable processing fee (per applicant)
- Property will not be taken off the market without receipt of security deposit

Credit/Income Criteria:

- Credit history must not obtain judgments, evictions, filings, liens, collections or bankruptcies for the past year.
- Previous rental history reports from landlord must reflect timely payment, sufficient notice to vacate, no complaints regarding noise or illegal activities, no unpaid NSF checks and no damage to the unit upon move out.
- Applicant's gross monthly income must be three (3) times the amount of the monthly rent.
- Applicant must have a checking or savings account or may be required to pay an extra deposit.
- A minimum of one year residential history may be required
- Income will be verified from copies of the prior months pay stubs provided with application.
- Self-employed applicants must provide their most recent tax return and three months bank statements.
- Tenant gives Charles Stallions Real Estate Services the right to release deposits, rents, advanced rents and all monies to any parties as Property management deems necessary.

Initials _____

Initials _____

Condition of Move In:

- Hours for lease signing are Monday-Friday between 10am and 4pm.
- All utilities and garbage accounts, where applicable must be transferred into the residents name as the date of possession.
- Security deposit and first months rent are due in cash or money order or cleared check before keys will be provided.
- When moving in on or after the 15th of the month tenant will pay for the next full month in addition to prorated rents and deposits.
- Tenant will have 48 hours from time of move in to report in writing any pre- lease conditions or else property will be considered to be in complete working and livable condition.
- Tenant agrees to respect property owners or tenants surrounding the property by not having loud noises or parties that cause undue hardship with said owners or tenants, parking on the lawn, trash stored, keeping grass mowed to no more than six inches in height.
- Tenant will maintain the property by changing air filters, removal of debris, not having a disabled vehicle for more than 48 hours.
- Tenant will notify property management of any repairs in writing within 24 hours.
- Tenant will not store gas or any hazardous material on property.
- Tenant will at all times obey any laws, neighborhood rules etc.
- Tenant will be given a 48 hour notice to correct any issues that arise from this or other agreements or property management will correct and charge the tenant any cost associated with correcting said issues.
- Tenant is made aware that landlord can and will be the ultimate decision maker as to whether to lease or not to lease said property.
- Tenant understands that management will give a 48 hour notice to correct and violations of the conditions set forth and agrees to pay Management Company a \$40.00 fee plus any additional cost to correct the problem.

Example: if a notice is given to tenant that the grass is above six inches and needs mowing, the tenant will have 48 hours to take care of the grass or management will send a lawn person and tenant will pay \$40.00 plus the cost of the lawn persons services.

Any exception to this policy will need to be submitted in writing to the agent for presentation to the owner for consideration. If approval is given for such exceptions, additional security deposits, co-signers, and/or additional advance rental payments may be required. Our company policy is to report all non compliance with the terms of your rental agreement or failure to pay rent or any amounts due to the credit bureau.

Tenant agrees that Property Management can deduct any monies owed to Property Management or Landlord will be taken from Security Deposit if not paid in advance.

_____ I have read and agree to the provisions as stated.

Initials _____

Initials _____