

# **Application for Lease**

Unit Applied For \_\_\_\_\_ Application Date \_\_\_\_\_

Length of Lease Term Desired (in months) \_\_\_\_\_ Move-in Date \_\_\_\_\_

## **1. Applicant's Information**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Driver's License Number \_\_\_\_\_ SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_ Own or Rent? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer's Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_ Salary \_\_\_\_\_ Length of Employment in months \_\_\_\_\_

Please list the name and phone number of previous employer if you worked at your last place of employment fewer than 3 months & landlord's/manager's name with contact info if you rent

## **2. Co-Applicant's Information**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Driver's License Number \_\_\_\_\_ SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_ Own or Rent? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer's Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_ Salary \_\_\_\_\_ Length of Employment in months \_\_\_\_\_

Please list the name and phone number of previous employer if you worked at your last place of employment fewer than 3 months & landlord's/manager's name with contact info if you rent

**3. Local Personal References (Please list at least three family members and two friends)**

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Full Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Full Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Full Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Full Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Full Address \_\_\_\_\_

**4. Please list number of people (including yourself) and animals to occupy premises**

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Number of Dogs \_\_\_\_\_ Please comment on their size & weight \_\_\_\_\_

Number of Cats \_\_\_\_\_ Please comment on their size & weight \_\_\_\_\_

Please describe if you have pets of other kind

**Note: \$200 non-refundable per pet fee will apply for the duration of the lease**

**5. Please list information about vehicles you and your co-applicant own (year, make/model, color, tag, state)**

**CREDIT & CRIMINAL BACKGROUND REPORTS AUTHORIZATION**

The applicant understands and agrees that the landlord will require a credit and a criminal background reports. A **\$25.00** credit reference fee per person must accompany this application. **The fee is non-refundable.**

**The Applicant states he/she has been advised that The CornerStone Group is the agent for The Owner of the property about to be rented and is not the agent of the Applicant. The undersigned(s) acknowledges that this written notice was received before the undersigned(s) signed a lease agreement, in compliance with 475.25 (1xq) Florida Statutes, and Rule 21V-10.033 of Florida Administrative Code.**

**The Applicant may be asked for, or voluntarily offer, an additional deposit to hold the unit for which they applied. If the Applicant is approved, but refuses to rent the unit mentioned herein, their deposit will be retained. However, accepting the deposit does not prevent the possibility of either the tenant's application not beign approved, or a more qualified applicant being accepted by the Owner.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**RESIDENT SELECTION CRITERIA**

1. All adult applicants of over 18 years old submit a fully completed, dated and signed residency application and fee. Applicants must provide proof of identity. A non-refundable application fee is **\$25.00** for the initial application per person and **\$25.00** for each additional adult who may co-sign or plans to occupy the rental property.
2. 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 of residential history is required.
3. Credit history and/or Civil Court records must not contain slow pays, Judgements, eviction filings, collections, liens or bankruptcy within the past five years. 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 for you to receive a free copy.
4. Self-employed applicants may be required to produce upon request two years of tax returns or 1099 forms.
5. Not employed individuals must provide a proof of income.
6. All sources of other income must be verifiable if needed to qualify for a rental unit.
7. Criminal records must contain no convictions or felonies and no sex offenses.
8. 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 NSF checks, and no damages to unit or failure to leave the property clean and without damage at time of lease termination.
9. No pets (with 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 additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# The CornerStone Group Property Management

1019 Town Center Drive, Orange City, FL 32763

tel. 386.774.0203 fax. 386.775.7921

## Tenant Release and Consent

I/We, \_\_\_\_\_, the undersigned, hereby authorize all persons of companies in the categories listed below to release information regarding employment, income, and/or wages/assets for the purpose of verifying information on my/your apartment/home rental and related information. I/We authorize release of information without liability to the Owner/Manager to the rental company listed above.

I/We understand that previous or current information about me/us may be needed. Verifications and inquiries that may be requested include, but not limited to: personal identity, student status, employment, income, assets. I/We understand this authorization cannot be used to obtain about me/us that is not pertinent to my/our eligibility for and continued participation as a Qualified Tenant.

The Groups or Individuals that may be asked to release the above information include, but are not limited to: past and present employers, welfare agencies, utility information, support and alimony providers, state unemployment agencies, retirement systems, educational institutions, social security administration, previous landlords, banks and other financial institutions, public housing agencies, and law enforcement authorities.

I/We agree that a photocopy or facsimile of this authorization may be used for the purpose stated above. The original of this authorization is on file and will stay in effect for one year and one month from the date signed. I/We understand I/We have the right to review this information and correct any information that is incorrect.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_