

APPLICATION FOR RENTAL

EACH ADULT APPLYING FOR UNIT MUST COMPLETE A SEPARATE APPLICATION

PLEASE PRINT - ALL information must be completed. All blanks must be filled in.

The decision to rent to you will depend in great part on your income, employment history and references from past landlords. Only clean, responsible people who pay their rent on time need apply.

Return application to: CPS Investments, PO Box 47227, Jacksonville, FL 32247

How did you find out about us? Sign : Newspaper : Friend : Other _____

Property you are interested in: _____

Date of desired occupancy _____ Anticipated length of stay _____

YOUR PERSONAL INFORMATION

Full Name _____ Phone (_____) _____ Work Phone (_____) _____

Social Security Number _____ - _____ - _____ Current Driver's License # _____ State: _____

Date of Birth: _____ Email Address: _____

Present Address _____

City _____ State: _____ Zip: _____

How Long? _____ If renting, Apartment name _____ Current Rent: \$ _____

Important Landlord/mgr's name _____ **Important** Phone: (_____) _____

Why are you leaving? _____

Previous Address _____

City _____ State: _____ Zip: _____

How Long? _____ If renting, Apartment name/location _____ Previous Rent: \$ _____

Important Previous Landlord/mgr's name _____ **Important** Phone: (_____) _____

Why did you leave? _____

Present Employer _____ Position: _____ How Long? _____

Address _____ Phone: (_____) _____

Gross Monthly Income before deductions: \$ _____ Other Income: \$ _____ Source: _____

Former Employer _____ Position: _____ How Long? _____

Address _____ Phone: (_____) _____

Why did you leave? _____

PLEASE CONTINUE ON NEXT PAGE

YOUR FAMILY'S INCOME AND EXPENSES:

INCOME:

Your Gross Monthly Income \$ _____

+ Partner's Gross Monthly Income \$ _____

+ Monthly Child Support Received \$ _____

+ Other Income per month \$ _____

+ Other Income per month \$ _____

TOTAL INCOME \$ _____

EXPENSES:

Total Monthly Credit Card Payments \$ _____

Outstanding Credit Card Balance _____

Total All Cards \$ _____

+ Child Support Payments \$ _____

+ Total Car Payments \$ _____

+ Other Loans \$ _____

TOTAL PAYMENTS \$ _____

Bank _____

Acct #(s) _____

Approx. Balance - Checking \$ _____ How Long Open? _____

Approx. Balance - Savings \$ _____ How Long Open? _____

Are ALL your payments current? YES NO

How much do you spend each month on day care? \$ _____

List all motor vehicles, including recreational vehicles, to be kept at the property:

| MAKE | MODEL | COLOR | YEAR | LICENSE PLATE # | STATE | MONTHLY PAYMENT |
|-------|-------|-------|-------|-----------------|-------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | \$ _____ |

PERSONAL REFERENCES - List three persons, *OTHER THAN YOUR RELATIVES*, that we may contact to verify your character.

Name _____ Relationship _____ Phone: (____) _____

Address _____ City _____ State _____ Zip _____

Name _____ Relationship _____ Phone: (____) _____

Address _____ City _____ State _____ Zip _____

Name _____ Relationship _____ Phone: (____) _____

Address _____ City _____ State _____ Zip _____

Have you ever been evicted? YES : NO : Have you ever had a foreclosure/repossession? YES , Date _____ NO :

If yes, explain: _____

Have you ever filed for bankruptcy? YES , Date _____: NO : If yes, Chapter 7 or Chapter 13 ?

Explain: _____

Have you ever been convicted of a crime, other than a traffic violation in the last seven years? YES : NO :

If yes, explain: _____

EMERGENCY - In an emergency you may contact (List two, other than spouse/roommate, nearest relatives first)

Name _____ Relationship _____ Phone: (____) _____

Address _____ City _____ State _____ Zip _____

Name _____ Relationship _____ Phone: (____) _____

Address _____ City _____ State _____ Zip _____

OTHER INFORMATION

PERSONS (INCLUDING CHILDREN) WHO WILL LIVE IN THE DWELLING UNIT

Name _____ Name _____

Name _____ Name _____

* Pets: Name _____ Type _____ Weight ____ lbs. Name _____ Type _____ Weight ____ lbs.

*** NOTE: No pets are allowed at any time on the premises without prior Management consent and payment of fees - NO EXCEPTIONS**

Do you own: Vacuum cleaner : Lawn mower : Water bed : Musical instruments : Does anyone smoke? Yes : No :

A non-refundable application fee of **\$30.00** and a reservation fee of \$ _____ are required for processing this application, and is being paid herewith. The undersigned expressly agrees that if this application is approved applicant herewith agrees to rent this property. Applicant further agrees that if applicant is accepted by Management and then decides, for any reason, not to move into the premises, then all monies paid herewith shall be retained as liquidated damages since other prospective tenants may have been turned away and it may be necessary for Management to re-advertise the property and evaluate other applicants. Processing of application shall be as timely as possible and the results may be delivered via telephone, fax or mail. Once approved, applicant agrees to pay the balance of funds and complete the paperwork within 48 hours, otherwise management will assume that applicant has decided to forfeit the reservation/earnest money payment made herewith and will begin re-marketing the property. If applicant is not approved, all monies given herewith, less application fee shown above, shall be returned to applicant. Applicant understands and agrees that rent begins as of the day after application approval and will be prorated for the following month.

A PHOTOSTATIC COPY OF MY DRIVER'S LICENSE OR PICTURE IDENTIFICATION CARD, SOCIAL SECURITY CARD, LATEST PAY CHECK STUB(S) AND LAST YEAR'S W-2(s) OR COPY OF LAST YEARS INCOME TAX RETURN ARE ATTACHED TO THE APPLICATION [], OR WILL BE PROVIDED [].

I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of this application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

Applicant's Authorization

Date

CO-APPLICANT'S PERSONAL INFORMATION

Full Name _____ Phone (_____) _____ Work Phone (_____) _____

Relationship to Primary Applicant _____ For How long? _____

Social Security Number _____ - _____ - _____ Current Driver's License # _____ State: _____

Date of Birth: _____ Email Address: _____

Present Address _____

City _____ State: _____ Zip: _____

How Long? _____ If renting, Apartment name _____ Current Rent: \$ _____

Important Landlord/mgr's name _____ **Important** Phone: (_____) _____

Why are you leaving? _____

Previous Address _____

City _____ State: _____ Zip: _____

How Long? _____ If renting, Apartment name/location _____ Previous Rent: \$ _____

Important Previous Landlord/mgr's name _____ **Important** Phone: (_____) _____

Why did you leave? _____

Present Employer _____ Position: _____ How Long? _____

Address _____ Phone: (_____) _____

Gross Monthly Income before deductions: \$ _____ Other Income: \$ _____ Source: _____

Former Employer _____ Position: _____ How Long? _____

Address _____ Phone: (_____) _____

Why did you leave? _____

Have you ever been evicted? YES : NO : Have you ever had a foreclosure/repossession? YES , Date _____ NO :

Have you ever filed for bankruptcy? YES , Date _____: NO : If yes, Chapter 7 or Chapter 13 ?

Have you ever been convicted of a crime, other than a traffic violation in the last seven years? YES : NO :

If yes, explain: _____

I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of this application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

Applicant's Authorization

Date

RESIDENT SELECTION CRITERIA

1. All adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicants must provide proof of identity. **A NON-REFUNDABLE application fee of \$30 will be required for all adult applicants.** We support the US Policy for the Achievement of Equal Housing in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.
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.
3. **All sources of other income must be verifiable.** Provide copies of last two weeks paystubs.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
5. **A minimum of two years residential rental history is required.** 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.
6. Credit history and or Civil Court Records must not contain judgments, eviction filing, collections, liens or bankruptcy within the past 2 years.
7. Criminal records must contain **no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms within three years; no felonies within the past seven years and no sexual offenses ever.** In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
8. **No pets** (with the exception of medically necessary pets for the benefit of the occupant(s)) 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.
9. A minimum non-refundable property preparation fee may be charged to the Resident(s) at the time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning and rekeying. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying etc may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc that exceed this non refundable property preparation fee or minimum fees.
10. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit, generally **no more than two persons per bedroom.**
11. Normally applications will be processed on a "first come - first served basis", however, due to our fiduciary relationship with the owner, if more than one (1) application is submitted before approval can be achieved, we are required to select the highest rated applicant.
12. If your application is approved, **you must sign a lease and provide a security deposit within forty-eight (48) hours of approval notification.** Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of 75% of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent. **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR THE SECURITY DEPOSIT OR FOR THE FIRST MONTH'S RENT.** This deposit is required to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the owner for consideration. **If approval is given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.**
14. 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 and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

Applicant Signature

Co-Applicant Signature