

TENANT INFORMATION PACKET-MUST ACCOMPANY ALL APPLICATIONS!

**Application Cost, Processing and Time Frame:**

\*\*Processing an application normally takes 24-48 hours ONCE ALL REQUIRED DOCUMENTATION HAS BEEN RECEIVED. In some cases, required approvals by homeowner associations, condo associations, and Landlord overrides, may require some applications to take slightly longer to process. You will be contacted immediately upon determination of approval or denial.

\*\*Some Homeowner and Condominium Associations may require a separate application and fees; and also require their own approval of the tenant. These are their policies and CRPM has no control over them. If such is the case, you must also apply to that association and remit the required application fee prior to our final approval.

\*\*All adult applicants over the age of 18 must submit a completed, dated, and signed rental application with application fee. Application fee is \$100 per unit.

\_\_\_\_\_ (initial) **Application fees are "non-refundable" REGARDLESS of whether you are approved, declined or you choose not to move forward.** Approved CRPM applications are good for 90 days. Should the property you apply for have multiple applications, and you are not the accepted applicant, you may transfer your approval to another CRPM property without having to pay additional fees or reapply (for up to 90 days).

\*\*Within 24 hours of been notified of approval, you must place a holding deposit on the property. Holding deposits are equal to the amount of your required security deposit (based on credit and application strength). Upon occupancy, your holding deposit will automatically convert to your security deposit.

\_\_\_\_\_ (initial) **Holding deposits must be paid by cashier's check or money order and are non-refundable should you be unable to take occupancy for any reason on the scheduled date.** In the event that you fail to enter into the lease agreement or refuse to take possession of the property, your holding deposit is forfeited to the Landlord for losses sustained while you had the property on hold and unmarketable. Regardless of whether the property is off the market for one day or 29 days, the entire holding deposit is forfeited. Due to the high demand for rental homes, we are only able to hold a property for **24 hours**, from approval, without the required holding deposit. If you do not bring in your holding deposit within **24 hours**, we may rent the home to the next approved applicant.

\*\*Once a holding deposit is placed on a property, that property may be held, pending move in, for up to 30 days. Longer holding times must be approved by the Property Manager and Landlord.

\_\_\_\_\_ (initial) **Within 7 days of placing a holding deposit, your lease must be signed.** Failure to do so can result in loss of the home, and the loss of your holding deposit.

\_\_\_\_\_ (initial) **There is a onetime administrative fee of \$100.00 due upon signing of your lease.** This fee is a necessary fee which helps to defer the costs associated with staffing our company to better serve your needs. It allows us to have a licensed agent on call 24/7/365 for emergencies. This administration fee also includes the cost to prepare your lease.

**Approval Criteria:**

Upon receipt of your rental application(s) and application fee(s), you can expect us to, and hereby authorize us to:

- (1) check your credit report
- (2) check the public records for any past evictions
- (3) verify your employment
- (4) verify your previous landlord references
- (5) do a criminal background/sexual predator check

Approval criteria is as follows:

\*\*Valid current photo ID documentation (driver's license, military ID, or State ID) is required with all applications for applicants over the age of 18 years old.

\*\*Valid Social Security Number for all applicants over the age of 18 and a copy of Social Security Identification.

\*\*Credit scores are based on the mean credit score for all applicants over 18 year of age applying to live in the home.

\*\*Applicants must have a combined net income of at least two and a half (2.5) times the monthly rent, after all expenses. Incomes must be verified, in writing, via a recent pay stub showing YTD figures or a current year tax return.

\*\*Previous rental references which must reflect timely payment; sufficient notice of intent to vacate; no complaints regarding noise, disturbances or illegal activities; no NSF checks; and confirmation that the property was left in the same, or better, condition than it was rented. These references will be checked.

## Culver Realty & Property Management – Tenant Application

\*\*Approval, by management, is not available to applicants with an eviction, sexual offender status, or a felony conviction on their record. In some cases, landlords may override this policy.

\*\*We reserve the right to require a guarantor and/or a higher security deposit than listed above if you fall short of more than one of our applicant criteria.

\*\*We are unable to provide you with a copy of your credit report or tell you of its contents; however, if denied, 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

**All applicants must see the interior of the property, in person, before an application can be submitted. CHOOSE ONLY ONE:**

\_\_\_\_\_ (initial) I/We have viewed the property, in person. I/We are aware that the property is being rented in "AS IS" condition & acknowledge that the condition is acceptable to me/us. **OR**

\_\_\_\_\_ (initial) I/We require the following repairs, maintenance or upgrades to be performed, at the landlord's expense, prior to our application being approved-see below.

**OR**

\_\_\_\_\_ (initial) I/We request permission to perform the following repairs, maintenance or upgrades, at our expense, prior to our application being approved. We realize that we may use only licensed & insured vendors, and that permits need to be pulled/provided, as necessary.

Requested Work:

\_\_\_\_\_ (initial) Applications requesting repairs, maintenance or upgrades, will not obtain final approval of their application until the landlord has approved or denied their request. In the event that another application comes in on the same property, the applicant understands that the manager has the right to select the applicant accepting the property in "AS IS" condition, over the applicant requesting maintenance or repairs, without obligation to the first applicant. The order in which the applications come in, is irrelevant. Management has the right to choose who they believe to be the best overall Tenant for the Landlord. In all cases, the application fee is Non-Refundable.

\_\_\_\_\_ (initial) No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Culver Realty & Property Management AND the Landlord. An additional **non-refundable pet fee of \$250 will be due prior to the move in date**. To have a pet considered for approval, you must bring a **Veterinarian record showing the pet is up to date on all shots**; and you must bring a **photo of the pet**. **This policy is at the discretion of the owner and or manager.**

\_\_\_\_\_ (initial) **ALL OF OUR HOMES ARE NON-SMOKING HOMES.** This includes the outdoor portion of the home as well. Our policy is absolutely NO SMOKING anywhere on the rented property.

\_\_\_\_\_ (initial) Washers, dryers, garbage disposals, stopped up toilets, sinks, and pool heaters (of any kind) when present in the home are not warranted and if in need of repair, are at the tenants' expense.

\*\*Current occupancy standards exist based on city ordinances, homeowner's associations and management company policy. If you plan on having more than 2 unrelated adults share housing, please seek management approval prior to applying.

Other Information You Should Know (please initial each):

\_\_\_\_\_ (initial) Rents are due on the first of the month and late on the second of the month. On the 15th of the month, evictions are filed on all properties whose rent has not yet been paid. In order to stop the eviction process, you must pay all incurred expenses, and sign a stipulation. There are no exceptions to the eviction policy. You will be glad to know that we have the best tenants ever, and evictions are extremely rare, but if you don't pay, you won't stay. Sorry!

If rent is paid by check, money order, or cashier's check, it MUST be paid, in its entirety, via one check, money order, or cashier's check. Separate checks/ partial rental payments, and cash is not accepted.

\_\_\_\_\_ (initial) Keys will be released on the first (1st) day of occupancy, as stated in the lease agreement. Request for keys prior to the beginning of the lease, must be accompanied with additional pro-rated rent, must have an addendum to the lease to grant you possession, and must have CRPM prior approval. Non returned keys are subject to a \$50.00 fee. Specialty keys such as pool keys, mailbox keys and amenity keys are priced on a one-off basis depending on cost and labor to obtain said keys.

\_\_\_\_\_ (initial) All initial funds: the holding deposit, first month's rent, and security deposit, must all be paid by certified funds, payable to "Culver Realty & Property Management". Rent, thereafter, may be paid by personal check or money order. If a tenant's check is returned for any reason, CRPM reserves the right to require that all subsequent payments to be made by certified funds. All late payments are to be made by certified funds.

Money/ Paperwork timetables:

Culver Realty & Property Management – Tenant Application

- Application/Admin fee of \$200                      With application
- Holding deposit due                                      Within 24 hours of approval
- Lease Signing done                                      Within 7 days of placing holding deposit
- Walk through and pay rent                              Before moving into the unit

\_\_\_\_\_(initial) Security deposits are security for faithful performance by tenants of all terms, covenants and conditions of the lease agreement. Tenants may not dictate that the security deposit be used for any other purpose prior to vacancy, *including rent due*. Unless claimed for unpaid rent, damages or to perform work that was contractually the tenant's responsibility, the security deposit is fully refundable upon vacating the property at the expiration of the lease term. Security deposits, in which no claim is being made, must be processed, in accordance with FL law, within 15 days from vacating & turning in your return of possession form. Security deposits, in which a claim is being made, must be processed within 30 days from vacating & turning in your return of possession form. We ALWAYS process security claims within the limits of the law. Calling to check on your security deposit will only slow your property manager down. *Handing in your Return of Possession forms in a timely manner will speed the return of your security deposit.*

\_\_\_\_\_(initial) When you rent a home from our company, we strive to ensure that all items are in good working order. Please report, in writing and during your first 5 days of possession, any deficiencies you discover at the property. CRPM cannot guarantee that the landlord will correct these issues, as only repairs listed on page 3 are automatically approved, but we promise to at least address these issues with the landlord and see what we can do.

\_\_\_\_\_(initial) Multiple Applications - It is entirely possible that CRPM may receive multiple applications on the same property. *If this happens, we will process all applications for consideration, and, in our sole discretion, choose the applicant we deem best for the property, which may not necessarily be the first application received.* In such cases, more than one applicant may be approvable, however only one will be approved. If your application is approvable, but not approved for the property for which you applied, you may apply for another available CRPM property for up to 90 days without paying another application fee. Once an application has been processed, application fees are NOT REFUNDABLE.

\*\*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.  
 \*\*We acknowledge that I/we have received and agree to the terms of the Tenant Handbook and that all terms herein are part of your lease agreement and are legally binding on both parties.

*Please sign below and include this form, in its entirety, with your rental application forms, rental reference forms, income verification forms, and any additional requests you may have. Application may be delivered in person to Tracie Culver at 39 Pajaro Way, St. Augustine, FL 32095, or to Tracie.Culver@tculverrealty@gmail.com.*

Thank you for applying!

Applicant 1 Signature

Applicant 2 Signature

\_\_\_\_\_

\_\_\_\_\_

Your may call us with any questions at 386-414-3445

## RESIDENTIAL RENTAL APPLICATION FORM

**Location Requested:** \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

<b>Primary Applicant Name:</b> _____		
Social Security #: _____	Driver's License #: _____	
Date of Birth: _____	Contact Number: _____	
Make and Model of Vehicle: _____	License Plate #: _____	
<b>Income Information - Current Employer Name &amp; Address:</b> _____		
Job Title: _____	How Long? _____	Monthly Gross Income: _____
Supervisor Name & Phone: _____		
Name of your banking institution: _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

<b>Secondary Applicant Name:</b> _____		
Social Security #: _____	Driver's License #: _____	
Date of Birth: _____	Contact Number: _____	
Make and Model of Vehicle: _____	License Plate #: _____	
<b>Income Information - Current Employer Name &amp; Address:</b> _____		
Job Title: _____	How Long? _____	Monthly Gross Income: _____
Supervisor Name & Phone: _____		
Name of your banking institution: _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

**Please list Name, Age and Relationship of any others that will occupy the property.** Anyone over age 18 must complete the application

\_\_\_\_\_

\_\_\_\_\_

<b>Residential History</b>		
Current Address: _____	City: _____	State: _____
How long at present address? _____	Why are you moving? _____	
Landlord Name and Phone: _____		

<b>Questions:</b>			
Have you ever had an eviction filed on you?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain _____
Have you broken a lease or been asked to move out?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain _____
Have you ever been convicted of any crime?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain _____
Have you declared Bankruptcy?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Year _____

<b>Personal and/or additional Credit References: (Include address, phone and relationship)</b>	
1. _____	_____
2. _____	_____
3. _____	_____

I, the undersigned applicant, certify that the answers I have given in this application are true and correct. I authorize and consent to the release of any information the landlord may need to obtain a credit report or any other report necessary to verify the accuracy of my application or to determine my eligibility. I understand that if any part of my application has been falsified, it shall be grounds for denial of residency, or future eviction if discovered after moving into a property. I understand that a home will continue to be offered for lease until I have paid a deposit to hold the home for my move in. I understand that my deposit is NOT refundable if I cancel my application or it is discovered that I falsified my application to hide information that could have caused my application to be denied.

\_\_\_\_\_  
Signature and Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Email

\_\_\_\_\_  
Date

**RENTAL REFERENCE FORMER LANDLORD**

Dear Landlord,

A current or former tenant of yours has applied to rent a property from our company.  
PLEASE TAKE A MOMENT TO COMPLETE THIS RENTAL FORM AND SCAN IT BACK TO US AT:  
Tracie.Culver@tculverrealty.com.

**Applicant Fill out:**

Name(s): \_\_\_\_\_ Former Address: \_\_\_\_\_

**Landlord Fill out:**

Period Tenant Rented from: From \_\_\_\_\_ to \_\_\_\_\_

Amount of Rent Paid? \_\_\_\_\_

Was Security deposit refunded in full Yes / No?

If no, what was money retained for? \_\_\_\_\_

Did they have pets? Yes / No

If yes, what type of pet? \_\_\_\_\_

Number of late rental payments: \_\_\_\_\_

Number of NSF's: \_\_\_\_\_

Any complaints received regarding these tenants: \_\_\_\_\_

Would you re-rent to these tenants? \_\_\_\_\_

Your name: \_\_\_\_\_ Position: \_\_\_\_\_

For any questions, please call (386) 414-3445.

\_\_\_\_\_  
Prior Landlord Signature