

## **RENTAL/LEASE POLICIES**

**THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY ALL COUNTY® PREFERRED PROPERTY MANAGEMENT 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. Please be advised that the following guidelines are for general information only. A number of criteria are used to evaluate an application. We reserve the right to evaluate individual circumstances used to make a final decision, subject also to our client's approval. In some cases, alternative procedures can be used to approve an application. It should be noted that the owner of the property has the final authority for any decision made. We strictly adhere to Fair Housing Laws and do not discriminate against any federally protected class or handicap.

### **Applicants**

- Each person eighteen (18) years of age or older must complete and sign an application and only the applicants may reside in the property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by All County® Preferred Property Management and/or its clients.
- To be processed and considered, a non-refundable processing fee must accompany each application.
- The applications may not be processed to completion with any missing or false information.
- Be careful to enter information correctly. Incorrectly entered information may require additional processing to complete the application process and may result in additional processing fees.
- After submitting an application, applicants should submit pay stubs, bank statements, and any other supporting documentation that provides verification of income or available funds.
- Applicants may be required to provide rental history verification and employment verification to complete the application process.

### **Processing Fees**

- \$65.00 Non-refundable processing fee (per applicant) will be collected. (**money order, cashier's check, or accepted online payment**).

### **Credit Criteria**

- All County® Preferred Property Management will obtain a credit report for each applicant and co-signer eighteen (18) years of age or older. Reports supplied by applicants or other parties **will not** be accepted.
- Discharged bankruptcies are acceptable.

### **Identification**

- A legible Copy of your government-issued **Photo ID** must be provided at the time of application. A government-issued passport or other photo ID may be acceptable.

### **Conditions of Move-In**

- Lease signing is available Monday through Friday by appointment only.
- All utilities, when applicable, must be transferred into the residents' name as of the date of possession.
- Security deposits and first month's rent are to be paid in certified funds and lease must be fully executed and utilities transferred into tenant's name before keys are provided.

### **Conditions of Move-Out**

- Applicants understand that All County® Preferred Property Management may charge a minimum carpet & unit cleaning charge at the expiration of the lease. Refer to the Tenant Handbook for additional information.

**Note: Some properties do not allow pets.**

All County® Preferred Property Management  
1802 S. Fiske Blvd., Suite # 108  
Rockledge, Florida 32955



Address of Property You are Applying For: \_\_\_\_\_

**Preferred Property Management**  
1802 S. Fiske Blvd., Suite # 108  
Rockledge, Florida 32955

## Application to Rent

**Applicant Information** (All applicants age 18 or older must complete an application)  
PLEASE FILL OUT COMPLETELY- Incomplete applications may not be considered!

Applicant Name Last		First		MI	*Date of Birth	*Social Security #	
*Drivers License #	State Issued	Home Phone ( )		Work Phone ( )			
Current Address		Apt. #	City		State	Zip	
Lived at Present Address Since	Reason For moving		Email Address				
Landlord's Name		Phone ( )		Current Rent Amount: \$			
Previous Address		Apt. #	City		State	Zip	
Lived at Previous Address	Reason For moving						
Landlord's Name		Phone ( )		Rent Amount: \$			

**Employment Information** (Include wages, pensions, alimony, and any other form of income)

Present Employer		Phone ( )		Job Title			
Address		City		State	Zip		
Supervisor's Name			Length of Employment				
Current Gross Monthly Income				Self Employed YES / NO			
Previous Employer		Phone ( )		Job Title			
Address		City		State	Zip		
Supervisor's Name			Length of Employment				
Gross Monthly Income				Self Employed YES / NO			

**Vehicle Information**

Automobile Make	Model	Year	License Plate #
Automobile Make	Model	Year	License Plate #
Motorcycles (Other Vehicles)			

**Banking Information**

Name of Bank	Address	City	State
Checking Account #		Savings Account #	

**Miscellaneous Information**

Number of Occupants (Including Yourself)					
Adults:			Children		
Child's Name.	Date of Birth	SS#	Child's Name	Date of Birth	SS#
Emergency Contact Name		Phone ( )		Relationship	
Address		City		State	Zip
How did you find out about this property?				<b>*Have you ever been evicted or asked to move? YES / NO</b>	
Have you ever filed for bankruptcy? YES / NO		Has it been dismissed? YES / NO		If yes when?	
Have you ever been arrested? YES / NO If yes, please explain:					

**Pet Information**

Type of Pet	Breed	Age	How many pounds?
Type of Pet	Breed	Age	How many pounds?

**\* I hereby agree to rent this property under the following terms:**

Monthly Rent	\$	Advanced Rent	\$
Security Deposit	\$	Additional Security	\$

Please list any additional information that may aide in the processing of this application:

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**Applicant represents that all the information provided by applicant are true and correct and hereby authorizes Agent/Landlord to conduct a full background check and verification of the information provided including but not limited to: the obtaining of a credit report, employment verification, rental/eviction history verification, criminal/civil background, and sex offender check. Applicant agrees to furnish additional references and verification information upon request.**

**This application is for qualification purpose only and does not in any way guarantee the applicant that he/she will be offered this property. I authorize Agent/Landlord to collect a processing fee and I acknowledge that more than one application may be taken on any rental property. Agent/Landlord, in its sole discretion, will select the best-qualified tenant. Any omissions or inaccurate entries on this application are grounds for denial or application may be returned to applicant for completion.**

**\*Non-refundable application processing fee is \$65.00 for each person eighteen (18) years of age or older.**

Requested date to start lease/rental: \_\_\_\_\_. Applicant agrees upon approval of this application to sign a lease agreement and to pay all sums due, including deposits, before occupancy.

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

Non-refundable application processing fee of \$\_\_\_\_\_.00 collected by: \_\_\_\_\_ Date: \_\_\_\_\_

***Applications may not be considered until the application fee and a copy of applicant's Photo ID (or other accepted ID) have been received. To avoid delays, applicants should immediately submit pay stubs, bank statements, and any other supporting documentation that provides verification of income or available funds for consideration.***

If a real estate professional (agent or Realtor®) helped you find the property you are applying for, you must provide their information below in order for them to receive referral compensation:

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