



LEASE PROCESS and APPLICATION

"We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin."

STEP 1:

All adult occupants, over age 18 **MUST** submit a completed/signed application along with the non-refundable application and lease fees by check or money order payable to International Golf Realty, Inc. or online (www.igolfrealty.com) credit card payment of \$50 for the primary applicant and \$25 for each add't applicant, \$25 for the pet application (if applicable), plus a required \$75 lease fee. **Documents can be faxed to (904) 940-9989, emailed to info@igolfrealty.com, or delivered to 559 W. Twincourt Trail #610, St. Augustine, FL 32095.** Incomplete applications will NOT be processed. Any special terms/conditions must be requested at the time the application is submitted for consideration. The leasing fee is only refundable if the application is denied or additional provisions required by Landlord for leasing are rejected by Tenant prior to lease preparation.

Step 1 checklist:

- _____ Completed application with signatures
- _____ Pet application (if applicable)
- _____ Application Fee(s)
- _____ Leasing Fee
- _____ Holding Deposit (if paying with application)
- _____ Legible copy of driver's license for all applicants
- _____ Photo of pet(s), if applicable
- _____ Proof of income (paystubs, tax records, etc.)

STEP 2:

Upon receipt of the completed application and fees, International Golf Realty, Inc. will perform credit, criminal, background, reference and employment verification checks. Upon completion, the offer will be presented to the property owner for final approval. In some cases, additional requirements may be necessary pending the information obtained in the credit report or criminal background check or the reference/employment checks.

STEP 3:

The applicant will be notified of approval or denial by telephone and/or email within 2-4 business days (or sooner). If approved, applicants will be given 72 hours to submit the Holding Deposit (if not already submitted with application - payable by check or money order to International Golf Realty, Inc. or online credit card payment – www.igolfrealty.com). A sample lease is available for review at www.igolfrealty.com.

STEP 4:

Upon receipt of the Holding Deposit, an attorney drawn lease will be prepared **and the Holding Deposit will be deposited in the bank.** Our leases are prepared by an attorney at law to comply with Florida statutes. The lease will be emailed to the applicant for signature. Tenants can contact the property manager to set a lease signing appointment or deliver the signed lease within 48 hours of receipt.

STEP 5:

After lease signing your Holding Deposit will become your Security Deposit. Prior to occupancy, applicants will be required to pay the first month's rent and/or any pro-rated portion due, along with the non-refundable pet fee of \$300 per pet (if applicable). The property condition report will be completed prior to occupancy by the property manager. Keys will be provided the first day of the lease, and Tenants will have the opportunity to inspect the property and complete an assessment prior to moving in. Tenants need to contact their property manager for a Saturday or Sunday move-in.

RESIDENT SELECTION CRITERIA

1. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a guarantor.
2. A minimum credit score of 600 is required.
3. 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.
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. All sources of income and employment must be verifiable.
6. Credit history and/or civil court records must not contain past due accounts, judgments, eviction filings, collections, liens. Bankruptcies cannot be current and must be discharged.
7. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; 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 of any kind, with the exception of medically necessary pets for the benefit of the occupant(s), are permitted without specific, written permission of landlord in the lease document, an addendum to the lease, a non-refundable pet fee acceptable to the landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.

Any exceptions to our criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions an additional security deposit, guarantor, and/or additional advanced rent payments may be required.

Rental Property Address: _____

Requested Move-In Date: _____ Rent Amount: _____

Lease term or end date: _____ Referring Agent: _____

Primary Applicant Name: _____

Co-Applicant Name: _____

Co-Applicant Name: _____

Guarantor Name, if any: _____

List first & last names of all other occupants, and their relationship to you:

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all PETS intended to be kept on the property. Pets must be approved in advance.

Type (dog, cat)	Breed	Age	Name	Current Weight / Weight at Maturity	male/female declawed/crated Spayed/neutered
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Vehicle Information (list ownership of cars, trucks, vans, trailers, boats, RVs, motorcycles, motor bikes, etc.)

Year	Make	Model	Color	State	Tag #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Submit application to:

International Golf Realty, Inc.
 559 W. Twincourt Trail #610
 St. Augustine, FL 32095

Business: (904) 940-9990

Fax: (904) 940-9989

Email: info@igolfrealty.com

PRIMARY APPLICANT

First Name: _____ Middle Initial: _____ Last Name: _____

Nickname: _____ Maiden Name: _____

Social Security #: _____ Date of Birth: _____ Male / Female

Driver's License #: _____ State Issued: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email Address: _____

Please answer the following questions. Use a separate sheet of paper if necessary. (circle yes or no)

Will you have water-filled furniture? Yes / No If yes, please specify _____

Do you smoke? Yes / No If yes, are you willing to smoke outdoors? _____

Have you ever declared bankruptcy? Yes / No If yes, when & why _____

Have you listed or sold your home as a short sale? Yes / No If yes, status _____

Has a foreclosure or lis pendens ever been filed against you? Yes / No If yes, when & why _____

Has an eviction ever been filed against you? Yes / No If yes, when & why _____

Have you ever been charged or convicted of a felony? Yes / No If yes, when & why _____

OWNERSHIP OR LANDLORD HISTORY – all information is REQUIRED**Current Address** (including city, state, and zip): _____**Rent or Own** (circle one) **From** (month/year): _____ **To** (month/year): _____**Landlord Name:** _____ **Phone #:** _____**Reason for leaving:** _____**Previous Address** (including city, state, and zip): _____**Rent or Own** (circle one) **From** (month/year): _____ **To** (month/year): _____**Landlord Name:** _____ **Phone #:** _____**Reason for leaving:** _____**INCOME – supply documentation for all income****Current Employer:** _____ **Supervisor Name:** _____**Supervisor #:** _____ **Human Resources #:** _____ **# yrs employed:** _____**Work Address:** _____ **Position:** _____ **FT / PT** (circle one)**Base Income** (per month): _____ **Bonus/Commissions:** _____ **Pay Frequency:** _____**Previous Employer:** _____ **Supervisor Name:** _____**Supervisor #:** _____ **Human Resources #:** _____ **# yrs employed:** _____**Work Address:** _____ **Position:** _____ **FT / PT** (circle one)**Base Income** (per month): _____ **Bonus/Commissions:** _____ **Pay Frequency:** _____**Other Income** (retirement, support, annuity, gifts, etc.)**Source:** _____ **Monthly Amt:** _____ **Source:** _____ **Monthly Amt:** _____

CO-APPLICANT

First Name: _____ Middle Initial: _____ Last Name: _____

Nickname: _____ Maiden Name: _____

Social Security #: _____ Date of Birth: _____ Male / Female

Driver's License #: _____ State Issued: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email Address: _____

Please answer the following questions. Use a separate sheet of paper if necessary. (circle yes or no)

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International Golf Realty, Inc. acknowledges receipt of processing fee as outlined below to check income, rental or home ownership and credit for the above referenced property. Well-qualified applicants can submit a holding deposit at the time of application, however, this does not guarantee acceptance of the application. Holding deposit funds should never be commingled with the application fee or rent.

Application and Leasing Fees REQUIRED with Application

_____ Primary Application Processing Fee (Includes 1 applicant) – non-refundable – \$50.00
 _____ Co-applicant(s) including occupants 18 years old older – non-refundable – \$25.00 each
 _____ Pet Application Fee (One Time Fee) – non-refundable – \$25.00
 _____ Leasing Fee (One Time Fee) – \$75.00
 _____ Holding Deposit (must be a separate check from all other funds) – optional now but due within 72 hours of approval
 _____ Total Amount submitted with Application

I, the undersigned applicant, affirm that the information contained in this application is true and correct, and I authorize International Golf Realty, Inc. to verify all information contained in this application. Misstatements, either false or incorrect are reason for denial of occupancy. I also understand that if I rent from International Golf Realty, Inc. and I fail to fulfill my obligations, International Golf Realty, Inc. can submit a negative credit report reflecting my rental history to a credit reporting agency. This application remains the property of International Golf Realty, Inc.

I, the undersigned applicant, authorize International Golf Realty, Inc. to verify all information contained in this application and grant permission for my references, employers and landlord's to provide information regarding my character, credit history, general reputation, personal characteristics, mode of living, and employment. If required, I give International Golf Realty, Inc. permission to give my criminal and background check to the appropriate Home/Condo Owner's Association.

Tenants will NOT be accepted on a "first come, first served" basis. All prospective tenants will be screened, and a decision made based on the applicant's qualifications, including information obtained in the criminal background/credit check.

Tenant understands that Owner carries no insurance for dogs or personal belongings or possessions of the tenant's and their guests. Tenants are encouraged to carry their own renter's insurance policy for maximum protection.

HOLDING DEPOSIT AGREEMENT

_____ A Holding Deposit HAS been paid with this application.
 _____ A Holding Deposit HAS NOT been paid with this application but is due within 72 hours of application acceptance. The undersigned Applicant(s) understands a Holding Deposit is paid in consideration of taking the dwelling off the market while the application is being processed. If applicant is approved, but fails to enter into a lease agreement within 3 days of lease being offered, and/or take possession after lease signing, the FULL Holding Deposit shall be forfeited to International Golf Realty, Inc. in addition to any penalties as provided in the lease, if the lease has been signed by the applicant.

The Holding Deposit shall be refunded only if applicant is not approved or requests a refund within 24 hours of receiving approval. This application is preliminary only, and in no way implies that a particular rental unit shall be available and in no way obligates International Golf Realty, Inc. to execute a lease or deliver possession of the proposed premises.

 Applicant Signature/Date

 Co-Applicant Signature/Date

 Co-Applicant Signature/Date

 Guarantor Signature/Date