



CHECK LIST FOR RENTAL APPLICATION

1. **Attach a copy of a legal photo ID**
2. **Attach copy of proof of income (Paystub, Letter from employer on letter head, Military LES, Last two income tax returns front page, Bank statement showing at least three same amount deposits)**
3. **COMPLETELY filled out application for EVERY adult that will be living in the property.**
Person(s) under the age of 18, need not complete an application and will not be financially responsible for the lease.
4. **\$75 application fee PER application**
5. **ALL application fees are NON-REFUNDABLE**
6. **Do to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 48 hours without completion of the lease and receipt of security deposit.**

Please return this application to

**Heth Realty, Inc.
711 Margaret St.
Jacksonville FL, 32204
904-387-6433
www.hethrealty.com**



PLEASE READ CRITERIA CAREFULLY THERE WILL BE NO EXCEPTIONS

Property Applying for: _____

Move In Date: _____ Rental Amount.: \$_____

Rental Process and Application Disclosure

"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 a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin."

Application Processing and Time Frame:

- Processing an application normally takes between 2-3 days. In some cases, approval of homeowner, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial.
- **No rental property will be held vacant for more than two (2) weeks, unless approved by Heth Realty, Inc.**

Cost:

- **If you decide to apply to rent one of our properties, there is a \$75.00 per adult (18 yrs. of age or older) process fee that is "non-refundable." This must accompany the completed application form provided to you by our company. Applicant must provide a valid state issued photo identification card or a driver's license. We reserve the right to require a co-signer. Incomplete applications or applications submitted without the proper processing fees will not be considered and process fees will not be refunded for incomplete applications.**
- Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium associations and remit whatever other application/process fee may be required.
- Our company charges a (\$25.00) twenty-five-dollar mortgage verification processing fee, in the event you should require a mortgage verification form to be filled out during or after your lease term.
- In the event you owe Heth Realty, Inc. any NSF fees, late fees, damages, rent, release fees, advertising costs, lock change fees, etc. after distribution of your security deposit, we will forward all balances due to our collection agency. The costs associated with the collection efforts are typically 40% of the total amount due and will be charged against your account as well.

The Application:

- Upon receipt of your rental application and process fee, you can expect and hereby authorize that we will (1)

check your credit report; (2) check the public records for any past evictions (including dismissed filings); (3) verify your employment/income and income ratio; (4) verify your current and previous landlord references; (5) do a criminal background check. We would encourage you not to apply if you have bad credit; bad references have ever been evicted in the past or have a criminal record. Co-signers may be considered on an individual basis.

Applicant's Initials _____

Pg. 1 of 9

- **The property must be accepted in "AS IS" condition before an applicant can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application under "Other Items Requested," in the contract to lease portion of your application. If your maintenance and repair request are acceptable to Heth Realty, Inc., then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding. In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands the manager may select the applicant desiring the property in "AS IS" condition, over another applicant requesting maintenance or the applicant that would be most desirable to the owner.**
- **All initial funds must be paid by cashiers check or money order payable to "Heth Realty, Inc."** Subsequent months thereafter may be paid by check.

Resident Selection Criteria:

General Requirements:

- Every resident at least 18 years old must complete applications in full
- Incomplete, inaccurate or falsified information will be grounds for denial
- If your application comes back approved with conditions, additional funds will be required automatically.

Income:

- Applicant or Applicants and Spouse combined income must be (3) three times the monthly rental amount.
- Income amounts must be verified in writing; applicant may provide (3) recent pay stubs.
- If applicant is self-employed, then the most recent tax returns or statements from a CPA must be provided.

Supplemental Income:

- All supplemental income must be verified in writing.
- All verifiable bank accounts & investment accounts are assumed to earn 1% per month.
- Co-signers income must not exceed 25% of monthly income

Rental History:

- Applicant must have (24) or more months' verifiable rental/mortgage history during the past three (3) years with a maximum of (2) late pays/NSF during the past (12) months.

- Applicant must have no lease violations requiring legal notice.
- Applicant must not receive a "NO" answer to question "Would you re-rent?"
- If Applicant has rented from a private landlord within the past 12 months, then applicant must provide most recent canceled checks or money order receipts of rental payments made to a private landlord.

Credit History:

- Applicant must have a satisfactory credit rating of report obtained from major credit bureau with a beacon score of 600 or better.
- Beacon scores from 500 to 575 will require a double security deposit. Beacon scores from 576 to 599 will require a 1 ½ security.
- Beacon scores under 500 will require a co-signer. In addition to above criteria, applicant must meet below criteria or applicant will be denied.

Applicant's Initials _____

Pg. 2 of 9

Criminal History:

- A criminal record report will be run on every applicant
- Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past 7 years, or any conviction of any length of time for any drug related distribution, arson related crime or any violent crimes against person or property.
- A conviction, guilty plea or no-contest plea for any felony involving assault, intimidation, sex related, drug related, property damage, weapons charges criminal trespass, theft, dishonesty or prostitution will be grounds for denial regardless of time.
- Any criminal record activity that could be deemed harmful or threatening to the health and safety of an individual, sexual related, murder related, the rental property, neighborhood or property of others will be grounds for denial **regardless of time.**
- Pending charges or outstanding warrants for any of the above will result in a suspension of the application until charges are resolved. Properties will not be held off market while awaiting resolution of pending charges.

Eviction/Broken lease:

- Applicant must not have been evicted or moved out without notice from any residence the past 5 years.

Pet Policy:

- Additional fees and deposits are waived for service animals. No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Heth Realty, Inc. in the lease document, and an addendum to the lease. Some properties may require higher application fees or

higher rent amounts. The following pets will not be accepted under any circumstances, GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS, STAFFORDSHIRE TERRIERS, PRESA CANARIOS, AKITAS, WOLF HYBRIDS, AND HUSKIES.

Security Deposit

- Security deposits are security for faithful performances by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.

Liquid Furniture

- Liquid furniture is acceptable provided that the home is structurally safe for the weight and the applicant provides proof of insurance naming the owner and Heth Realty, Inc. as beneficiary of any claim paid. The applicant will be responsible for 100% of any repairs and or replacements that were caused by liquid furniture malfunctions or abuse.

No Verbal Agreements

- Any exceptions to our company's criteria will need to be submitted in writing for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required. No verbal agreements will be executed or honored. Any agreements must be in writing and signed by both parties.

Burden of Proof:

- It is the applicant's sole responsibility to provide all documentation as stated in this criterion, as well as any further required during the application process. Failure to provide requested documentation will result in the application being declined. We need all phone numbers of prior rentals, human resources phone numbers. If your company goes through a company that provides your employment information for a charge, it is up to you, the Applicant, to provide that information to us as Heth Realty, Inc. does not pay for employment verification.

Applicant's Initials _____

Pg. 3 of 9

Other Issues:

- Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Heth Realty, Inc.'s prior approval. Proof of utility changer over in the tenants name **WITH** conformation number from utility company is required for keys be released.
- **This "Rental Process and Application Disclosure" is hereby made as an integral part of my rental application. I do hereby acknowledge that I understand and agree to the terms of application and rental process as described herein. I further acknowledge that I have seen and previewed the rental property for which we are applying.**
- The applicant agrees that a move in after the 20th of the month will require the prorated rent for that month and the full rent for the next month to be paid prior to gaining possession of the property.

CONTRACT TO LEASE:

I do hereby make application for occupancy of the following rental unit. Property Address:

Other items requested (if any): _____

ASSOCIATION APPROVAL: Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective Resident(s) will pay any non-refundable application fee required by the condo/HOA association and make application for association approval within three (3) days from the effective date of this contract. Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association and/or Heth Realty, Inc., this contract will terminate and any rents and/or security deposits paid will be refunded to the prospective Resident(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable process fees paid to the association and to Heth Realty, Inc. are **NOT** refundable under any circumstance.

AUTHORIZATION: I affirm that the information contained in this rental application to lease to be true and correct. I agree that Heth Realty, Inc. may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I agree and affirm that Heth Realty, Inc. may question and seek information from all persons and/or firms named by me in this application and contract to lease, and further authorize Heth Realty, Inc. to acquire and to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account, employment, eviction, criminal background checks and authorize property manager to contact any persons or companies listed on the application. Failure to give accurate and correct information, is unlawful and is immediate grounds for the application to be rejected, and/or reason for the lease to be held in default and may result in eviction, with loss of all deposits and any and other penalties as provided by the lease terms, if any. I agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to Heth Realty, Inc. Every applicant is approved with the owner's permission and in accordance with the rental process and application disclosure that accompanies this application.

FAILURE TO PERFORM: I agree to enter into a lease for the rental unit upon the terms outlined above. I agree that I have toured, previewed and seen the rental unit being applied for and that I am accepting it in "as is" condition, unless otherwise noted above in "Other items requested". If I refuse to enter into the lease (within 48 hours of notification of approval), **and/or** if occupancy is not taken by me (on or before the occupancy date indicated), then Heth Realty, Inc. may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by Heth Realty, Inc. as liquidated damages.

RENTAL PROCESS AND APPLICATION DISCLOSURE: I do hereby acknowledge that I was provided the handout entitled "Rental Process and Application Disclosure" and that I have fully read, understand, and agree to the terms of application and rental disclosure. I have read and initialed or signed all nine (9) pages of this application package and have submitted them with this application for consideration by Heth Realty, Inc.

Applicant's Initials _____

Pg. 4 of

RENTAL APPLICATION

HETH REALTY, INC.

- Application fee is \$75.00 and is non-refundable.
- All deposits must be paid with certified funds and will not be accepted until application has been approved.
- Any false information or blanks not filled in will constitute grounds for rejection of application.
- Property is accepted in its AS IS condition before acceptance of application.
- All pet application fees are non-refundable and are \$250.00 per pet.
- Your credit history, criminal history, and an eviction search will be checked.

AGENT: _____

PROPERTY ADDRESS: _____

PERSONAL INFORMATION

DATE: _____

MOVE-IN DATE: _____

NAME OF APPLICANT: _____

TELEPHONE: _____

EMAIL ADDRESS _____

SOCIAL SECURITY NO: _____

DATE OF BIRTH: _____

DRIVER'S LIC NO: _____

STATE: _____

PRESENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ HOW LONG? _____

Applicant's Initials _____

Pg. 5 of 9

LANDLORD: _____ TELEPHONE: _____ RENT _____

PRIOR ADDRESS: _____

CITY:_____ STATE:_____ ZIP:_____ HOWLONG?_____

LANDLORD:_____ TELEPHONE:_____ RENT_____

EMPLOYER:_____ TELEPHONE:_____

HOW LONG?_____ POSITION:_____ MONTHLY SALARY:_____

OTHER INCOME:_____

VEHICLES

Make/Model / Year Color Tag# State

Make/Model / Year Color Tag# State

Make/Model / Year Color Tag# State

OTHER OCCUPANTS

Children:_____ Age:_____

Children:_____ Age:_____

Children:_____ Age:_____

Pets: ☐ YES: ☐ NO

See attached Pet Application

Applicant's Initials _____

OTHER INFORMATION

Bank Name: _____

Address: _____ Telephone: _____

Reason for leaving present residence: _____

Have you ever been evicted or an eviction filed against you? _____

Filed bankruptcy? _____ If yes, when: _____ Discharge Date _____

How were you referred to us? _____

Nearest relative name: _____ Telephone: _____

DISCLOSURE

Radon Gas: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in this State. Additional information regarding radon and radon testing may be obtained from your County Public Health Unit.

Heth Realty, Inc. are the listing and rental agents represent the Owner in this transaction and the undersigned further certifies that this notice was received prior to entering into any lease agreement.

NO SECURITY DEPOSIT WILL BE TAKEN FROM APPLICANT UNTIL THEIR APPLICATION HAS BEEN APPROVED. The security deposit must be paid with certified funds at time of lease signing. If applicant fails to take possession under the terms of the Rental Agreement, I understand and agree that the entire Security Deposit shall be **FORFEITED** by me and I will be held liable for all rents and damages as set forth in the Lease Agreement.

The undersigned applicant hereby consents to allow Heth Realty, Inc., itself or through its designated agents or employees, to obtain a consumer report and criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease an apartment or house to me. I also agree and understand that owner, its agents, and employees may obtain additional consumer reports on each of us in the future to update or review our account. Upon my request, owner will tell me whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

Tenant will **NOT** be accepted on "a first-come, first-served basis" and that the terms of Heth Realty, Inc with Owner, Broker shall screen prospective tenants based on the applicant's qualifications and the Owner's needs.

I/We declare the foregoing information is true and correct.

Applicant Signature

Date

Applicant's Initials _____



PET APPLICATION

HETH REALTY, INC.

Pet Application fee is \$250.00 per pet and is non-refundable (Separate Application for each Pet)

We are not able to accept the following pets: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS, STAFFORDSHIRE TERRIERS, PRESA CANARIOS, AKITAS, WOLF HYBRIDS, AND HUSKIES.

- All pet application fees must be paid with certified funds.
- Any false information will constitute grounds for rejection of application; this also includes tenant application
- All pet application fees are non-refundable and due a lease signing.
- A pet photo must be attached to the application.
- Tenant must sign a separate pet addendum.
- HETH REALTY, INC. reserves the right to meet the pet in question.

PROPERTY ADDRESS: _____

PET INFORMATION

DATE: _____ DESIRED MOVE-IN DATE: _____

NAME OF PET: _____

BREED: _____ AGE: _____

WEIGHT: _____ TEMPERMENT: _____ COLOR: _____

IN DOOR PET: _____ OUT DOOR PET: _____

NEUTERED: _____ SPAYED: _____

DECLAWED: _____ HOUSE BROKEN: _____

LEASH TRAINED: _____ CRATED: _____

LENGTH OF TIME OWNED: _____ TAGGED: _____ LICENSED: _____

SHOT RECORDS: _____ HEALTH ISSUES: _____

VETERINARIAN NAME _____ TELEPHONE: _____

PET PHOTO (required)

Facial Shot and Side Shot

Applicant's Initials _____

Pg. 8 of 9



**Heth Realty, Inc.
Rental History**

TO: _____
Owner/Property Manager

Phone

Fax

FROM: _____
Heth Realty, Inc Rental Agent

Phone
HETH REALTY, INC. FAX: 904-387-6436

RE: _____
Tenant/Applicant

Tenant/Applicant: Please complete the information below and the contract person and number above in order for Heth Realty to complete the rental reference. We will contact Owner/Property Manager for conformation of the information provided.

-Rental History-

Tenant/Applicant should complete this section

Property Address: _____
Monthly Rent: _____ All names on lease: _____
Occupancy: From- _____ To- _____ Reason for leaving: _____

I hereby authorize Heth Realty, Inc. and its agents to verify information provided here and to obtain credit information and history from either their designated credit bureau(s) for use in this application.

Tenant/Applicant Signature

Printed name of Tenant/Applicant

Date

Rental History: Owner/Property Manager should complete this section and fax back.

Please confirm or correct the information provided by the tenant/applicant whose name and signature appear above. Please call with any questions. We try to complete the application process within 48 hours. Your help in this process is greatly appreciated.

Proper notice given? _____ If not please comment: _____
Lease fulfilled? _____ If not please comment: _____
Has rent ever been late? _____ If so how often? _____ Any returned/NSF checks? _____ If so how many? _____
Any pet problems? _____ Any noise complaints? _____ Any damage to the property? _____
Would you rent to them again? _____ Comments? _____

Owner/ Property Manager Signature

Printed name of Owner/ Property Manager

Date

Rental Property address: _____

Applicant's Initials _____

Pg. 9 of 9

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud; C you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive

credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.