

DOUGLAS REALTY PROPERTY MANAGEMENT

RESIDENT SELECTION CRITERIA

We accept certified bank checks, cashier's checks or money orders. **NO CASH IS EVER ACCEPTED.** Personal checks will be accepted after one (1) month of occupancy only.

All applicants must see the interior of the property before an application can be submitted. We will not accept an application for a property that is "sight unseen" for whatever reason.

Your application will be reviewed and processed within 3 business days AND only upon submitting an application fee of \$60.00 for each applicant and a good faith deposit in the amount of half of one month's rent. **NO application will be processed until the fees are paid.** You will be authorizing us to check your credit report, check criminal and eviction reports, verify employment through your employer and verify your landlord history. You will be notified by phone and mail if you have been accepted or denied. **If you are denied, the good faith deposit is refundable, but not your application fee.**

1. All adult applicants, 18 or over (including adult children), must submit a fully completed, dated and signed residency application, application fee(s), and a good faith deposit. Applicant must provide proof of identity in the form of a driver's license, ID card or passport. A non-refundable application fee will be required for **all adult applicants**. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit. **ALL ADULTS MUST SIGN THE LEASE AS RESIDENTS AND LEASE SIGNERS.**

2. Applicants must have a combined gross income of at least three (3) times the monthly rent. Must provide 3 month's worth of paystubs for verifiable income. We reserve the right to require a co-signer.

3. Credit history and or Civil Court records, slow pays, judgments, collections, liens or bankruptcy within the past five (5) years will be considered for review and a last month's rent or additional security deposit may be required. **Bankruptcies must be discharged.** Any applicant who has been evicted or have had an eviction filed against them or whose bankruptcy has not been discharged, will not be considered for tenancy. **NO CORPORATE RENTALS.**

4. Self-employed applicants will be required to produce, upon request, two (2) years of tax returns or 1099's. Non-employed individuals must provide verifiable proof of income and may be required to pay three (3) month's rent in advance.

5. Criminal records must contain no felonies within the past seven (7) years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.

6. 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 un-paid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.

7. Pets are permitted with specific written permission of landlord/owner in the lease document, an addendum to the lease. **A non-refundable pet fee of \$250.00 for the first initial pet and \$200.00 additional security deposit per pet thereafter is required.** Any pets or additional pets found to occupy or visit the residence without prior written approval, for any reason whatsoever, will be charged a \$500.00 pet violation fee and tenancy is subject to eviction. **Rottweilers, German Shepard's, Dobermans, Chows, and Pit Bulls will not be accepted.**

8. A good faith deposit is required to hold the property off the market for **no longer than 15 days**. In the event the application is approved and the applicant *fails* to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit. **ALL leases must be signed within 7 days from your application being approved, regardless of move-in date.** Additional monies required can be paid at lease signing or when the keys are picked up.

9. Applicants will be required to pay a security deposit at the time of lease execution in the minimum amount of one month's rent + \$100 or more. We reserve the right to require a higher security deposit and/or additional prepaid rent. *All deposits are to be paid with a cashier's check or money orders. No personal checks will be accepted for deposits.*

10. The number of occupants must be in compliance with HUD standards/guidelines.

11. Any exceptions to our company's 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, additional security, co-signers, and/or additional advance rent payments may be required.

12. Verbal representations are non-binding. This criteria is subject to change.

Thank you for allowing DOUGLAS REALTY & DEVELOPMENT, INC to assist you in finding a place for you to call "HOME".

Douglas Realty Property Management

4821 Coronado Parkway
Cape Coral, Florida 33904
(239) 542-2710 Office (239) 542-3253 Fax
1-888-208-5129 Toll-Free
www.douglasrealty.net

Date: _____

NOTE: A \$60.00 per person application fee is required with this application and is non-refundable. A \$25.00 pet application fee is required along with a completed pet application. Properties are held only after completion of this form and payment of application fee and holding deposit. Certified bank checks, cashier's checks or money orders will only be accepted for the application and holding fee. Applications can take up to 3 days to process. You will be notified by phone and mail regarding the status of your application. A copy of your driver's license will be required with your application.

Office use: Application fee: In State \$60.00 _____ Rush Fee (2-3 day move in request) \$50.00

Holding Fee: _____ 1st month's rent: _____ Pet fee: _____ LMR rent: _____

Approved: ___ Yes ___ No

**APPLICATION OF RESIDENCY
PLEASE FILL OUT COMPLETELY**

The undersigned hereby makes application to rent: _____

RENT TO INCLUDE: ___ LAWN ___ POOL ___ SALT/WELL
(CONDO/ASSOCIATION ONLY: ___ WATER ___ BASIC CABLE)

Were you referred by someone: ___ Yes ___ No **If yes, who:** _____

Move in date: _____

ALL APPLICANTS OVER 18 YRS OF AGE MUST PROVIDE INFORMATION

Applicant: _____	Co-Applicant: _____
Maiden Name: _____	Maiden Name: _____
SS #: _____	SS #: _____
DL# & State: _____	DL# & State: _____
Birth date: _____	Birth date: _____
Cell Phone #: _____	Cell Phone #: _____
Email: _____	Email: _____

Co-Applicant: _____ Co-Applicant: _____
Maiden Name: _____ Maiden Name: _____
SS #: _____ SS #: _____
DL# & State: _____ DL# & State: _____
Birth date: _____ Birth date: _____
Cell phone #: _____ Cell phone #: _____
Email: _____ Email _____

Occupants and relationship (under 18): _____

CURRENT VEHICLES

Vehicle's make/model: _____ Color: _____

Year: _____ State: _____ Plate #: _____

Vehicle's make/model: _____ Color: _____

Year: _____ State: _____ Plate #: _____

Additional vehicles/boats/motorcycles: _____

CURRENT ADDRESS

If you lease, your landlord will be notified. Please provide accurate information.

Current address: _____ City/State: _____

Do you own it: Yes No If no, do you rent it: Yes No Rental amount: _____

Owner or agent: _____

Phone #: _____ Fax #: _____

Date of occupancy: _____ Reason for moving: _____

Former address (if less than 2 years): _____

EMPLOYMENT INFORMATION

**Your employer will be notified and income verified
Please turn in recent paycheck stub with application**

Current Employer: _____

Address: _____ City/State: _____

Phone #: _____ Fax #: _____

Supervisor Name: _____ Supervisor Phone: _____

Occupation: _____ Date employed: _____ Income per month: _____

Previous employer (if less than one year): _____

Address: _____ City/State: _____

Phone #: _____ Fax #: _____

Supervisor Name: _____ Supervisor Phone: _____

Occupation: _____ Date employed: _____ Income per month: _____

CO-APPLICANT EMPLOYMENT INFORMATION

Current Employer: _____

Address: _____ City/State: _____

Phone #: _____ Fax #: _____

Supervisor Name: _____ Supervisor Phone: _____

Occupation: _____ Date employed: _____ Income per month: _____

If there are other sources of income you would like us to consider, please list income, source and person who we can contact to verify. You do not have to reveal alimony and/or child support unless you want us to consider it as income.

**HAVE ANY APPLICANT EVER:
False information is subject to this application being denied**

Filed for Bankruptcy: ____Yes ____No If yes, has it been discharged: ____Yes ____No

Been arrested for a felony: ____Yes ____No

Been evicted from tenancy or eviction filed: ____Yes ____No

**PETS
Subject to approval. Dangerous breed dogs not accepted (see #7 on resident criteria)**

Do you have a pet(s): ____Yes ____No If yes, how many _____

Please turn in a picture of pets with additional pet application. \$25.00 per pet application fee

IN CASE OF EMERGENCY

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

SUMMARY OF FEES

Rent received on the 4th day of the month	\$50.00 initial late fee
Each day late thereafter	\$2.00 per day additional
Posting of notices	\$25.00
Right of entry violation	\$100.00
Pet violation	\$500.00
Security deposit claim fee	\$100.00
Code Violation fee	\$75.00

All fees subject to change without notice.

Fees noted in *sample lease* do not reflect Douglas Realty & Development, Inc policies.

IMPORTANT INFORMATION-PLEASE READ AND INITIAL THAT YOU UNDERSTAND

Applicant(s) represents that all of the statements and representations are true and complete. Applicant(s) agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms, if any. Applicant(s) has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

Applicant(s) understand this application is subject to acceptance by the owner and execution of a lease or rental agreement and is offered without respect to race, color, religion, sex, national origin, familiar status or handicap.

Applicant(s) authorizes verification of all information by Douglas Realty & Development, Inc. By initialing and understanding, and signing below (where indicated), applicant is authorizing Douglas Realty & Development, Inc. to make inquiries through the credit bureau, do background checks, verify employment through present/past employer(s), verify current/past rental history and any other references that applicant has supplied on this application.

Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rents/security deposits have been paid.

This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Douglas Realty & Development, Inc. to execute a lease or deliver possession of the proposed premises.

_____ Applicant(s) understands that if he/she is found not qualified to rent the property that has been applied for, the holding fee will be refunded within 10 business days but not the application fee.

_____ Applicant(s) further understands that if he/she is qualified to rent the property that he/she has applied for, and declines to rent the property, the holding fee will be forfeited.

_____ I hereby affirm that I have read the resident criteria, application and that I understand and agree to all the terms and all charges due.

_____ Applicant(s) understands that if he/she employer uses an outside agency to verify employment that the applicant(s) will be responsible for the fee they charge.

INITIAL(S) _____
All applicants must initial

SIGNATURES
All applicants must sign

Applicant: _____ Date: _____

Applicant: _____ Date: _____

Applicant: _____ Date: _____

Applicant: _____ Date: _____

THE APPLICATION MUST BE FILLED OUT IN ITS ENTIRTY-IF NOT, THE APPLICATION PROCESS WILL BE PUT ON HOLD AND THE PROPERTY MAY NOT BE HELD FOR YOU.

Thank you!