



9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

## RENTAL APPLICATION

APPLICANT NAME : \_\_\_\_\_

PROPERTY ADDRESS : \_\_\_\_\_ UNIT: \_\_\_\_\_

RENTAL RATE: \$ \_\_\_\_\_ MOVE-IN DATE: \_\_\_\_\_

APARTMENT RESERVATION DEPOSIT AMOUNT: \$ \_\_\_\_\_

### **Burkett Properties, Inc. RENTING POLICIES & PROCEDURES**

Burkett Properties, Inc. thanks you for looking to us for assistance with your residential housing needs. The owners of the properties we manage and their tenants including our co-workers, employees, neighbors, family and friends welcome you. We feel an obligation to ensure that properties managed by Burkett Properties, Inc. are rented and maintained in a manner that protects the quality of the dwellings and of the neighborhoods where our tenants reside. For this reason, Burkett Properties, Inc. utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have selected a rental unit, you must complete, sign, and return the Rental Application. Each person over the age of 18 years who intends to reside in the selected rental unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$55.00 APPLICATION FEE**. **If there are additional applicants there is an additional \$45.00 FEE per Rental Application.** The fee covers the cost of processing your application and obtaining your credit report. **If you are financially supported by someone other than yourself or if you have poor/no credit, you may also need a co-signer to complete a Third Party Guaranty Form.** **There is an additional \$45.00 handling fee if a Third Party Guaranty is required.** If any of items 1-3 of the Minimum Applicant Requirements (detailed below) are not met, a Third Party Guaranty will be required. The Application and Third Party Guaranty Fees must be paid by Money Order or Cashier's Check and are due upon submission of each application. The **APPLICATION AND THIRD PARTY GUARANTY FEES ARE NOT REFUNDABLE.** The Applicant should meet the following Minimum Applicant Requirements.

1. **Sufficient Monthly Income** - Able to prove monthly income at least equal to three times the Rental Rate. Income may be combined by multiple Applicants for the same rental unit. (Permanent employment of at least 4 months at the same job is preferred).
2. **Verifiable Good Credit** - Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** - Burkett Properties, Inc. will make a reasonable attempt to contact the previous landlord(s) and/or mortgage holder(s) of Applicants. However, it is agreed the ultimate responsibility for supplying true and correct contact information for such person(s)/entities to Burkett Properties, Inc. lies with the Applicant. Burkett Properties, Inc. reserves the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application** - This application must be completed in its entirety. To be sure your application is complete refer to checklist (page 12). Failure to complete the entire application may delay processing or result in a denial of the application. Complete applications will be processed in the order in which received.

\*Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

for management office only: Date \_\_\_\_\_ Time \_\_\_\_\_

Received by: \_\_\_\_\_



9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

Burkett Properties, Inc. makes every effort to process applications within 24 hours of complete submission. However, processing can take several days due to occurrences like delayed responses by previous landlords, employers or other references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from our office within 2 business days of submission. Applications will not be "pre-screened" outside the standard process under any circumstances. Incomplete or falsified applications may be rejected without further notice. All applications submitted become the property of Burkett Properties, Inc..

We cannot guarantee any specific rental unit you have seen will be available by the time your application is processed. Rental Units are rented to the first approved applicant that pays the full Apartment Reservation Deposit. The Apartment Reservation Deposit will not be deposited until your Rental Application is approved.

If your application is approved and your move-in date is not immediate, the balance of applicant's security deposit and first month's rent will be due. Upon collection subject to the agreements herein and the impending lease these amounts are not refundable once the application is approved. **PAYMENTS ASSOCIATED WITH MOVE-IN INCLUDING, SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE PAID BY CASHIER'S CHECK OR MONEY ORDER.** Subject to the terms and conditions of your Lease Agreement, Security Deposits are fully refundable within 30-days of move-out, depending upon the condition of the unit (including damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owed at the time of departure. Those **properties that allow pets require payment of an additional Security Deposit or Fee** that will be specified in the Lease Agreement. Please be aware that only select properties allow pets. The presence of unauthorized pets in a unit is grounds for collection of additional fees and/or immediate termination of Lease Agreement.

Applicant has deposited an "Apartment Reservation Deposit" equal to at least 100% of the rental rate, in consideration for Burkett Properties, Inc. removal of the unit off the market while considering approval of this application. If Burkett Properties, Inc. approves this application and the contemplated Lease is executed as agreed, The Apartment Reservation Deposit will be credited first to the Required Security Deposit and then, if applicable, to any rent due for the 1<sup>st</sup> month. If this application is approved but applicant fails to enter into the contemplated Lease within 5 days, the Apartment Reservation Deposit shall be forfeited to Burkett Properties, Inc.. The Apartment Reservation Deposit will be refunded only if Application is not approved. Keys will be furnished to tenants only after the contemplated Lease and other rental documents have been completely executed by all parties and only after applicable rental and security deposit amounts have been paid and all Applicant funds have cleared into Burkett Properties, Inc. bank account (which may take up to 10 working days after being deposited). This application is preliminary and does not obligate Burkett Properties, Inc. or its agent to execute Lease or deliver possession of the proposed premises. **I UNDERSTAND THAT THE SECURITY DEPOSIT PAID DOES NOT INCLUDE "LAST MONTH'S RENT", NOR DOES BURKETT PROPERTIES, INC. TAKE OR HOLD A LAST MONTH'S RENT.**

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND BURKETT PROPERTIES, INC.: Burkett Properties, Inc. is the sole and exclusive agent of the Owner of the property where the unit is to be leased and represents the Property Owner's interest in any and all transactions related to the rent or lease of said property.

**\*Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## **DISCLOSURE AND AUTHORIZATION**

I \_\_\_\_\_ (your name here) “Applicant” declare that the information contained in this Rental Application is true, complete and correct, and understand and agree that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by Burkett Properties, Inc.. I specifically authorize and direct any and all persons or entities named by me the Applicant herein to receive, provide, and exchange with Burkett Properties, Inc., its principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to the my credit and payment history, the opinions and recommendations of my personal and employment references, and rental history. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to Burkett Properties, Inc., its principals, employees and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Burkett Properties, Inc. will rely upon this Rental Application as an inducement for entering into a future Lease agreement (“lease”) of real property. Further, I warrant that the facts, matters and information contained in this Application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate, Burkett Properties, Inc., in its sole discretion and determination, may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney’s fees resulting therefrom. The Rental Application and Third Party Guaranty are an integral part of the impending lease and will be used in conjunction with all legally binding documents and/or agreements. After executing the lease with Burkett Properties, Inc., I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours of any such change.

I understand that Burkett Properties, Inc. reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any lease subsequently executed by me, including any amendments, renewals or extensions thereof. Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any lease including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the lease of a residence for which application was made.

Beginning at the time that I tender an Apartment Reservation Deposit for a property which intend to lease, and Burkett Properties Inc., accepts said Deposit, I understand that I have made a commitment to lease the dwelling according to the terms and conditions of the Lease agreement for that property, although at the time a written lease may not be signed yet. I acknowledge that I have reviewed The Burkett Properties Inc. lease and will sign same. The said lease has been made available to me and is available for inspection and download from the internet at [www.burkettproperties.com](http://www.burkettproperties.com). The starting date for my occupancy of the dwelling will be the date outlined on the first page of this application. I agree that the Lease Agreement terms shall be in full force and effect from the time that my application is approved, even if the initial occupancy date is after the date that this application is approved. All disputes between the parties concerning the provisions of this application and any future lease shall be submitted to binding arbitration pursuant to the State of Florida. Each side will be responsible for their own fees and costs.

Should any part of the agreements in this application be rendered or declared invalid by a court of competent jurisdiction in the State of Florida, such invalidation of such part or portion of the agreement(s) in this application should not invalidate the remaining portions thereof, and they shall remain in full force and effect.

Burkett Properties, Inc. welcomes all applicants and supports the precepts of equal access and “Fair Housing.” Burkett Properties, Inc. will not refuse access to any housing, accommodation, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

**\*Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

**PERSONAL INFORMATION**

Be advised all information will be verified – please ensure accuracy.

Applicant's Full Name: \_\_\_\_\_

Have you ever used another name(s) ? Y / N If yes, other name(s) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_\_

Current Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Home E-mail Address: \_\_\_\_\_ Work E-Mail Address: \_\_\_\_\_

Will anyone be living with you in the unit? \_\_\_\_\_ List all other persons who will live with you below (Include age and relationship):

Names: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ages: \_\_\_\_\_

Do you have pets? Y / N If yes, how many? \_\_\_\_\_ What type(s)? \_\_\_\_\_ Breed(s)? \_\_\_\_\_  
Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Gender(s)? \_\_\_\_\_

Do any of the people who will be residing in this unit smoke? Y / N

If you own the following, please check: \_\_\_\_\_ Space Heater \_\_\_\_\_ Firearms \_\_\_\_\_ Items that need storage

Do you have any special needs or requirements that we need to be aware of? Y / N

If yes, please describe \_\_\_\_\_

Name of nearest living relative or friend: \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Who should we contact in case of emergency (Must be different than contact above)? \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_

**RESIDENCE HISTORY :**

Present Address \_\_\_\_\_ How long at this address? From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent/Mort. Amount: \$ \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Is your lease expired? Y / N If not, when is your lease expiration date? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long at this address? From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent/Mort. Amount: \$ \_\_\_\_\_

Previous Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? Y / N  
If yes, please explain, including dates, rental premises address, and contact information for property owner and property manager:  
\_\_\_\_\_

\*Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CRIMINAL HISTORY AND DISCLOSURE**

**This section amends and supersedes, wherever applicable, any provisions or language in any Lease and /or Application inconsistent herewith. This information shall be part of the impending Lease.**

**Please answer the following questions (Any unanswered questions shall be considered a “Yes”)**

- 1. Have you ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or “no contest” to a felony?      Yes\_\_\_\_\_ No\_\_\_\_\_**
- 2. Have you ever been convicted of or pleaded guilty or “no contest” to a misdemeanor involving sexual misconduct whether or not resulting in a conviction?      Yes\_\_\_\_\_ No\_\_\_\_\_**
- 3. Are you required to register as a Violent or Sex Offender in any jurisdiction?      Yes\_\_\_\_\_ No\_\_\_\_\_**

**If you answered “Yes” to any of the above questions, please explain, provide the location, date and nature of the offense:**

---



---



---



---

**By signing this section of the application you declare that all your responses are true and complete and authorize Burkett Properties, Inc., or its appointed Agent to verify this information. Any “Yes” response or any false statement of this section of the Application will lead to rejection of your application and/or immediate termination your Lease. A refusal to sign this section will also result in a rejection of the Application or an immediate termination of any existing lease.**

**\*Applicant Signature:\_\_\_\_\_**

**Date:\_\_\_\_\_**

**Print Name:\_\_\_\_\_**



9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

**EMPLOYMENT INFORMATION:**

Employed By \_\_\_\_\_ How Long? \_\_\_\_\_ Yrs \_\_\_\_\_ Mos.  
 Employers Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Previously Employed By \_\_\_\_\_ How long? \_\_\_\_\_ Yrs \_\_\_\_\_ Mos.  
 Employers Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Position \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_ Supervisor \_\_\_\_\_

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, family assistance, etc.)

**\*Provide recent copies documenting each source of income.**

**BANKING & CREDIT INFORMATION:**

**\*Provide most recent copy of statement for each bank account**

Bank Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Bank Address \_\_\_\_\_  
 Checking Acct # \_\_\_\_\_ Savings Acct # \_\_\_\_\_  
 Have you ever filed bankruptcy? Y / N When? \_\_\_\_\_ Are there any judgments against you? Y / N  
 If Yes, list specifics of judgments and collections: \_\_\_\_\_  
 \_\_\_\_\_

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc.)

- 1) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo
- 2) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo
- 3) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo
- 4) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo
- 5) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo

**AUTOMOBILE INFORMATION:**

**\*Provide a copy of registration for each vehicle**

Make \_\_\_\_\_ Model \_\_\_\_\_ VIN # \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate: \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ VIN # \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate: \_\_\_\_\_

**\*Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

### RENTAL HISTORY VERIFICATION FORM

**\*Applicant: Please sign the last line on this page. We will fax this form to your current landlord.**

(Applicant) has made an application for a property managed by Burkett Properties, Inc. It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Attention (current manager): \_\_\_\_\_  
Fax number for manager: \_\_\_\_\_  
Current home Address: \_\_\_\_\_

### RENTAL HISTORY QUESTIONS

1. Is this the social security number you have on file for this applicant? Y / N  
If yes: Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
2. Is the applicant currently living in your community? Y / N
3. Are you related to the applicant? Y / N
4. Did the applicant have a lease? Y / N
5. Date applicant moved in \_\_\_\_\_ Moved out \_\_\_\_\_
6. What was the monthly rent? \$ \_\_\_\_\_
7. Did the applicant have a record of paying rent promptly? Y / N
8. If applicant paid late, how many days late? \_\_\_\_\_ How often? \_\_\_\_\_
9. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
10. Does the applicant still owe you money? Y / N If yes, how much? \_\_\_\_\_
11. Did the applicant keep the unit clean? Y / N
12. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear?  
Y / N
13. Did the applicant pay for the damage? Y / N
14. Did you keep any of the applicant's security deposit? Y / N  
If yes, how much and why? \_\_\_\_\_
15. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y / N  
If yes, describe \_\_\_\_\_
16. Did the applicant ever create any noise disturbances or disruptions? Y / N  
If yes, describe \_\_\_\_\_
17. Did the applicant ever have anyone other than those named on the lease living in the unit? Y / N
18. Did the applicant ever have any pets in the unit? Y / N If so, were they authorized? Y / N
19. Did the applicant give you proper notice before moving? Y / N
20. Did you ever give the applicant a termination notice? Y / N  
If yes, why? \_\_\_\_\_
21. Would you rent to this applicant again? Y / N  
Why or why not? \_\_\_\_\_

**INFORMATION PROVIDED AND VERIFIED BY:** Company \_\_\_\_\_  
Name (please print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to Burkett Properties, Inc..

**\*Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

### **RENTAL HISTORY VERIFICATION FORM**

**Applicant: Please sign the last line on this page. We will fax this form to your previous landlord.**

\_\_\_\_\_ (Applicant) has made an application for a property managed by Burkett Properties, Inc.. It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of lease violations or eviction notices. The information that we ask you to supply below will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Attention (previous manager): \_\_\_\_\_  
Fax number for manager: \_\_\_\_\_  
Previous home Address: \_\_\_\_\_

### **RENTAL HISTORY QUESTIONS**

- 22. Is this the social security number you have on file for this applicant? Y / N  
If yes: Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- 23. Is the applicant currently living in your community? Y / N
- 24. Are you related to the applicant? Y / N
- 25. Did the applicant have a lease? Y / N
- 26. Date applicant moved in \_\_\_\_\_ Moved out \_\_\_\_\_
- 27. What was the monthly rent? \$ \_\_\_\_\_
- 28. Did the applicant have a record of paying rent promptly? Y / N
- 29. If applicant paid late, how many days late? \_\_\_\_\_ How often? \_\_\_\_\_
- 30. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
- 31. Does the applicant still owe you money? Y / N If yes, how much? \_\_\_\_\_
- 32. Did the applicant keep the unit clean? Y / N
- 33. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear?  
Y / N
- 34. Did the applicant pay for the damage? Y / N
- 35. Did you keep any of the applicant's security deposit? Y / N  
If yes, how much and why? \_\_\_\_\_
- 36. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y / N  
If yes, describe \_\_\_\_\_
- 37. Did the applicant ever create any noise disturbances or disruptions? Y / N  
If yes, describe \_\_\_\_\_
- 38. Did the applicant ever have anyone other than those named on the lease living in the unit? Y / N
- 39. Did the applicant ever have any pets in the unit? Y / N If so, were they authorized? Y / N
- 40. Did the applicant give you proper notice before moving? Y / N
- 41. Did you ever give the applicant a termination notice? Y / N  
If yes, why? \_\_\_\_\_
- 42. Would you rent to this applicant again? Y / N  
Why or why not? \_\_\_\_\_

**INFORMATION PROVIDED AND VERIFIED BY:** Company \_\_\_\_\_  
Name (please print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### **RESIDENT RELEASE**

By my signature below, I hereby authorize the release of the information requested on this application to Burkett Properties, Inc..

**\*Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

### EMPLOYMENT VERIFICATION FORM

**Applicant: Please sign the last line on this page. We will fax this form to your past and current employer.**

\_\_\_\_\_ (Applicant) has made an application for a property managed by Burkett Properties, Inc.. It is important that we determine the applicant's current employment history. The information that we ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Applicant's Name: \_\_\_\_\_

Dear Employer:

Please answer the following questions regarding the above named:

Employer: \_\_\_\_\_

Is the applicant currently employed?: \_\_\_\_\_

Is applicant expected to continue to be employed?: \_\_\_\_\_

Applicant's Position: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Annual Gross Salary (Including bonuses, commissions & tips): \_\_\_\_\_

Information supplied by: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Upon completion of the above information, please fax this form to Burkett Properties, Inc. at (305) 673-2075.

Please call with any questions or comments at (305) 534-0102.

Leasing Specialist: \_\_\_\_\_

**Thank you very much for your assistance!**

#### **RESIDENT RELEASE**

By my signature below, I hereby authorize the release of the information requested on this application to Burkett Properties, Inc.

**\*Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

**THIRD PARTY GUARANTY**  
(Co-signer Agreement)

For the purpose of the provisions within this enclosure, "I," "me" or "my" means the person ("Guarantor") signing below and "you" or "your" means Burkett Properties, Inc. Applicant(s), Future Tenant and Tenant(s) refer to the person(s)

This rider is attached to and made an integral part of the Rental Application and impending Lease Agreement for the following named Applicant(s)\_\_\_\_\_.

In consideration of your lease of the Premises to the above Applicant(s), I hereby guaranty, and agree to be personally and individually, jointly and severally liable for, any and all of the Applicant(s) liability to you arising as a result of the impending Lease Agreement. I further expressly guaranty payment of the rent, any damages, cleaning expenses, unpaid utilities, fees, fines, exemplary or punitive damages, costs, administrative charges, including without limitation attorney's fees, court costs, or any other liability incurred and full performance of the impending Lease Agreement including any extensions, renewals, modifications or amendments thereto. I agree to be bound by all terms and conditions of the Lease Agreement, I specifically and irrevocably waive all rights to possession of the Premises for the entire term of the Lease Agreement, including all extensions thereto.

I give permission to and agree to have Burkett Properties, Inc., run a full credit check on me (at the cost of \$45.00) for the purpose of financial verification. I understand that as a guarantor I will be required to pay an additional deposit equal to one-month's rent. This deposit is in addition to the regular security deposit that is required by the Lessor of the applicant(s). I further agree to provide copies of documentation as follows: 1) Drivers license or government issued picture identification 2) Social Security Card and 3) Vehicle Registration.

The Guarantor's liability will remain in force for the term of the Lease Agreement and associated agreements, unless the Tenant(s) can show the ability satisfy the Minimum Applicant Requirements (see page 1), without a Guarantor and Burkett Properties, Inc. verifies and approves same. There is application and a nonrefundable processing fee of \$45.00 to verify the Tenant(s) request to remove guarantor.

*This Guaranty shall be a continuing Guaranty, and the liability of Guarantor hereunder shall in no way be affected, modified, or diminished by reason of any dealings or transactions or matter or thing occurring between Lessor and Lessee, including, without limitation, any adjustments, compromises, settlements, accord and satisfactions, or releases.*

This guaranty constitutes a legally binding contract enforceable by law. The undersigned co-signs as unconditional Guarantor on any Lease Agreements executed by the Applicant(s).

**GUARANTOR'S INFORMATION**

NAME (Print)\_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PHONE: Home\_\_\_\_\_ Work\_\_\_\_\_ Monthly Income:\_\_\_\_\_

ADDRESS\_\_\_\_\_ CITY\_\_\_\_\_ STATE\_\_\_\_\_ ZIP\_\_\_\_\_

I agree to pay a guarantor deposit equal to one month's rent in the amount of \$\_\_\_\_\_. This deposit is in addition to the regular security deposit that is required by the Lessor.

Guarantor Employer's name & address\_\_\_\_\_

Guarantor's signature: \_\_\_\_\_ Date\_\_\_\_\_

\*\*\* Guarantors must provide copies of their last 3 pay stubs and last two month's bank statements or 1 year Tax Return\*\*\*

For administrative use below this line\_\_\_\_\_

Copy of Social Security Card  Copy of Driver's License  Copy of Vehicle Registration  Guarantor Deposit



9429 Harding Avenue, Unit 2  
Surfside, FL 33154  
Main: (305) 534-0102  
Fax: (305) 673-2075  
www.burkettcompanies.com

## ***Take advantage of these offers from Burkett Properties, Inc.***

We do not charge fees and there is no postage for:

- Automatic Check Handling***  
Allows you to set up automatic payment drafts directly from your checking or savings account on the first of every month.
- Bill Pay***  
Allows you to set up one time or automatic monthly payments directly from your bank account.
- PayPal***  
Allows you to set up payments much like bill pay.

**If you would like to take advantage of the above program, please consult with a leasing agent.**

### **APPLICANT CHECKLIST:**

**Applicant, please remember to:**

- \_\_\_ Read through entire application; Fill in each blank (if not applicable, write N/A)
- \_\_\_ Supply **ALL** necessary phone #'s and addresses. **Applications will not be processed without a fax number and or an email address for rental and employment verification.**
- \_\_\_ Complete each page of the application and sign where noted
- \_\_\_ Include copy of driver's license or other government issued picture identification
- \_\_\_ Include copy of your two most recent bank statements
- \_\_\_ Include Verification of Income/employment i.e.: trust fund; public benefits statement; financial aid; W2; 1099; copies of pay stubs (for at least 2 pay periods); or if self employed include tax return.
- \_\_\_ Include a copy of your vehicle registration
- \_\_\_ Include a copy of your social security card.
- \_\_\_ Pay the \$55 application fee (and \$45 third party fee, if applicable)
- \_\_\_ **Apartment Reservation Deposit** (equal to at least 100% of the rental rate)

## Office Processing Check List

<u>Item:</u>	<u>Processor</u>	<u>Date</u>
Is application complete (are all twelve pages here)?		
Has tenant <u>filled in every blank</u> , signed and/or initialed all pages?		
Copy of Bank Statements (at least two):		
Verification of Income (3 x Rent and 4 months minimum at current job). Does the Applicant meet this requirement?		
Copies of least 2 pay period pay stubs or copies or W2:		
If self-employed: last year's tax return?		
Copy of Drivers License or Passport?		
Copy of Social Security Card?		
Copy of Vehicle Registration?		
Has Applicant paid the \$55.00 Application Fee?		
Saferent Credit and Criminal Search?		
Verification of Present Address?		
Verification of Previous Address		
Verification of nearest relative and/or friend?		
Verification of emergency contact (different than relative or friend)		
Has Applicant paid The Apartment Reservation Deposit equal to at least one month's rent?		

**Did the Tenant receive an ACCEPT message from Saferent? \_\_\_\_\_, if yes proceed with application.**

**If no, was the tenant DECLINED? \_\_\_\_\_ if yes, cancel this application.**

**If the tenant was not DECLINED, was the tenant ACCEPTED WITH CONDITIONS? \_\_\_\_\_**

**If yes, stop and get manager's approval here for accept with conditions: Mgr's Initials \_\_\_\_\_**

**How much extra security deposit was charged? (Minimum one month extra) \$ \_\_\_\_\_**

**Final Rental Agent Approval: \_\_\_\_\_ Date: \_\_\_\_\_**

**Final Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_**

\*\*Get manager's final approval before communicating any information to applicants\*\*