



801 Alton Rd., Suite 2
Miami Beach, FL 33139
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, you must complete, sign, and return the following Rental Application Form. Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$45.00 FEE PER APPLICATION** which 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 will also need a co-signer to complete a Third Party Guaranty Form. There is an additional \$30.00 handling fee if a Third Party Guaranty is required or if there are additional applicants each shall be required to pay \$30.00.** 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 requirements. If any of the following requirements are not met, a Third Party Guaranty will be required:

1. **Sufficient Income** -Three times the rental amount per month. Income may be combined by multiple Applicants for the same Dwelling 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 previous landlord(s) and/or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying this information 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. 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.

Burkett Properties, Inc. makes every effort to process applications within 24 hours of complete submission; however, processing can take several days due to inability to contact 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 and incomplete or falsified applications may be rejected without further notice. All applications submitted become the property of Burkett Properties, Inc..

We cannot guarantee any unit you have seen to be available by the time your application is processed. Dwelling Units are rented to the first approved applicant with the full security deposit paid. The Initial Apartment Reservation Deposit will not be deposited until the Rental Application is approved.

*Applicant Signature: _____ Date: _____

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 collected in advance and is also not refundable once the application is approved. **PAYMENTS ASSOCIATED WITH YOUR MOVE-IN INCLUDING, THE 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 Rental Agreement, Security Deposits are fully refundable within 30-days of move-out, depending upon the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. Those **Dwelling Units that allow pets require payment of an additional Security Deposit and monthly pet rent** as specified in the individual Rental Agreements of such units. Please be aware that only select properties allow pets and the presence of unauthorized pets in a dwelling unit is grounds for collection of additional fees and/or immediate termination of lease under our standard Rental Agreement.

Applicant has deposited an "Apartment Reservation Deposit" equal to at least 50% of one month of the rental amount, in consideration for Lessor's removal of the unit off the market while considering approval of this application. If Lessor approves Applicant and the contemplated Lease entered into, The Apartment Reservation Deposit will be credited first to the Required Security Deposit and then, if applicable, to any rent due for the 1st month. If Applicant is approved but fails to enter into the contemplated Lease within 5 days, the Apartment Reservation Deposit shall be forfeited to Lessor. The Apartment Reservation Deposit will be refunded only if Applicant is not approved. Keys will be furnished 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 the Lessor's bank account (which may take up to 10 working days after being deposited). This application is preliminary and does not obligate the Lessor or Lessor's agent to execute Lease or deliver possession of the proposed premises. **I UNDERSTAND THAT THE SECURITY DEPOSIT PAID FOR MY APARTMENT DOES NOT INCLUDE "LAST MONTHS RENT", NOR DOES BURKETT PROPERTIES TAKE OR HOLD A LAST MONTH'S RENT.**

DISCLOSURE AND AUTHORIZATION

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees 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.. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Burkett Properties, Inc., its principals, agents and employees, any information pertaining to applicant, including but not limited to confidential information pertaining to the applicant's credit and payment history, the opinions and recommendations of my personal and employment references, and applicant's 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 will rely upon this Rental Application as an inducement for entering into a rental agreement or lease of real property and 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 in the sole discretion and determination of Burkett Properties, Inc., Burkett 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 rental agreement and will be used in conjunction with all legally binding documents and/or agreements. After executing a rental agreement (“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.

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 rental agreement 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 Rental Agreement including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the rental or lease of a residence for which application was made.

Beginning at the time that I tender an Apartment Reservation Deposit for a property which I intend to lease, and Burkett accepts said deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, although at the time a written lease may not be signed. I acknowledge that I have reviewed The Burkett Properties lease and will sign same (said lease has been made available to me and is available for inspection at any time in our offices or available for download from the web at www.burkettproperties.com. The starting date for my occupancy of the property 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 the application is approved. All disputes between the parties concerning the provisions of this application 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 this Agreement be rendered or declared invalid by a court of competent jurisdiction of the State of Florida, such invalidation of such part or portion of this Agreement 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.

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 properties listed for rent or lease and represents the Property Owner’s interest in any and all transactions related to the rent or lease of said property.

***Applicant Signature** _____ **Date** _____ **Time** _____

Received by: _____ **Date** _____ **Time** _____

ALL INFORMATION WILL BE VERIFIED – PLEASE ENSURE ITS ACCURACY.

PERSONAL INFORMATION:

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

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

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 you declare that all your responses are true and complete and authorize Lessor or Lessor’s 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 immediately terminate 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:_____

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 _____ Phone # _____

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: _____



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

RENTAL HISTORY VERIFICATION FORM

_____ (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
SS# _____
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** _____



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

RENTAL HISTORY VERIFICATION FORM

_____ (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 (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
SS# _____
- 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** _____



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

EMPLOYMENT VERIFICATION FORM

_____ (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 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** _____



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THIRD PARTY GUARANTY
(Co-signer agreement)

For the purpose of the provisions within this enclosure, "I," "me" or "my" means the person or Guarantor signing below and "you" or "your" means Burkett Properties, Inc.

This rider is attached to and made an integral part of the Rental Application and Rental 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 jointly and severally liable for, any and all of the Applicant(s) liability to you arising as a result of the Rental 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 Rental Lease Agreement including any extensions, renewals, modifications or amendments thereto. While agreeing to be bound by all terms and conditions of the Rental Lease Agreement, I specifically and irrevocably waive all possessory rights to the Premises for the entire term of the Rental 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 \$30.00) 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. I further agree to provide copies of documentation and identification as follows: 1) Drivers license or government issued I.D. 2) Social Security Card and 3) Vehicle Registration

The Guarantor's liability will remain in force for the term of the Rental Agreement and subsequent agreements, unless the Tenant wishes to show his ability to handle his own tenancy, without a Guarantor. This will require the Tenant to re-submit an application and qualify independently based on the criteria listed in the Rental Application.

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 Rental Lease Agreements executed by the Applicant(s).

GUARANTOR'S INFORMATION

NAME (Print)_____ SOC. SECURITY#_____ - _____ - _____

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

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

Automatic Check Handling

Allows you to set up automatic payment drafts directly from your checking or savings account on the first of every month. No cost, No fees, No postage!

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 the Entire Application**
- ___ **Supply ALL Necessary Phone #'s and Addresses**
- ___ **Complete Each Page of the Application and Sign Where Noted**
- ___ **Fill in Each Blank (if Not Applicable, write N/A)**
- ___ **Include at least one copy of your two Most Recent Bank Statements**
- ___ **Include Verification of Income: i.e. Employment, Trust Fund, SSI, Financial Aid (copies of pay stubs for at least 2 pay periods) If self employed include a tax return.**
- ___ **Include a Copy of Your Vehicle Registration**
- ___ **Include a copy of your Social Security card.**
- ___ **Pay the \$45 Application Fee (and \$30 Third Party Fee, if applicable)**
- ___ **Apartment reservation deposit (One month's rent)**

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 \$45.00 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