



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

COMMERCIAL RENTAL APPLICATION

APPLICANT NAME: _____

PROPERTY ADDRESS: _____ **UNIT:** _____

RENTAL RATE: _____ **MOVE-IN DATE** _____

UNIT RESERVATION DEPOSIT AMOUNT: \$ _____

Burkett Properties, Inc.

RENTING POLICIES & PROCEDURES

Burkett Properties, Inc. thanks you for looking to us for assistance with your commercial space needs. The owners of the properties we manage and their tenants include our co-workers, employees, neighbors, family and friends. Therefore, 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 commercial spaces 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.

1. **Sufficient Income**
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 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 Burkett Properties, Inc. 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..

Applicant shall deposit a “Unit 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 Unit Reservation Deposit will be credited first to the Required Security Deposit and then, if applicable, to any rent due for the 1st month. If this application is approved but applicant fails to enter into the contemplated Lease within 5 days, the Unit Reservation Deposit shall be forfeited to Burkett Properties, Inc.. The Unit 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 the Burkett Properties, Inc. bank account (which may take up to 10 working days after being deposited). This application is preliminary and does not obligate the 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.**

We cannot guarantee any unit you have seen to be available by the time your application is processed. Units are rented to the first approved applicant with the full security deposit paid.

***Applicant Signature:** _____ **Date:** _____

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 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 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 Properties, Inc. may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom. The Rental Application is an integral part of the Lease / 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.

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** _____

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 #: _____

E-mail Address: _____

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 _____

PERSONAL RESIDENCE HISTORY :

Present Address _____ How long at this address? From _____ To _____

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

Present Landlord or Mortgage Holder _____ Telephone _____

Fax # _____ Email Address _____

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:

PERSONAL AND BUSINESS REFERNCES :

Please list three personal and three business references with contact information:

Personal #1 _____ Phone _____

Personal #2 _____ Phone _____

Business #1 _____ Phone _____

Business #2 _____ Phone _____

*Applicant Signature: _____

Date: _____

CRIMINAL HISTORY

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 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 _____

By signing this section 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 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 _____
Position _____ Monthly Income _____	Supervisor _____
Previously Employed By _____	How long? _____ Yrs _____ Mos.
Employers Address _____	Telephone _____
Position _____ Monthly Income _____	Supervisor _____

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: _____

***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.**

Thank you,

Burkett Properties, Inc.

Date

Current Address

RENTAL HISTORY QUESTIONS (as applicable)

1. Is this the social security number you have on file for this applicant? Y / N
SS# _____
2. Is the applicant currently renting from you? 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 space clean? Y / N
12. Did the applicant or applicant's 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 tenants 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 using 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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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 \$75 application fee per applicant.