



667 Kingsley Avenue, Orange Park, FL 32073
Phone: (904) 215.2910 Fax: (904) 215.2911

Application Process Checklist

Completed Application

- The application fee is \$50.00 for each person over the age of 18. The application fee is NON-REFUNDABLE, CERTIFIED FUNDS OR MONEY ORDERS ONLY. NO CASH OR PERSONAL CHECKS ACCEPTED. Please make payable to Island Realty, Inc.
- Applications of which are incomplete, unreadable, not signed, or without a fee will be returned to you. If you are military, please submit your most recent LES along with your orders assigning you to the area. If you are self-employed please submit a copy of previous (2) years tax returns and bank statements from the last (3) months.

(Two) Forms of ID

- (One form must be a Government Issued Photo ID such as a Driver License)

Verification of Income

- Pay Stub, W-2, Tax Returns, Court Decree for Child Support/Alimony

Rental History

- Please provide us with Landlord Contact Number(s)

Pet Application (If Applicable)

- Attach a photo of the pet with the application
- Pet Fee(s) will be due at the time of the lease signing (\$250 per pet)

Within 48 hours of notification of approval, applicants MUST schedule a time to:

- Pay the Security Deposit in certified funds
- Pay the Lease Preparation Fee in certified funds (\$100.00)
- Pay the Pet Fee in certified funds (\$250.00)
- Pay 1st Months' Rent in certified funds
- Sign the lease

Resident Selection Criteria

1. All adult applicants 18 years of age and older must submit a fully completed, dated and signed rental application and non-refundable application fee of \$50.00 per application. Applicant may be required to be approved by a condo/homeowner’s association and may have to pay an additional application fee for this approval.
2. Applicants must have a combined gross income of at least three times the monthly rent. A minimum of two years residential rental history will be required from a *corporation or real estate property management company*.
3. Credit history and/or Civil Court Records must not contain slow pays, judgements, eviction filing, collections, liens or bankruptcy within the past seven years. Applicant must have a satisfactory credit rating of report obtained from major credit bureau with a beacon score of 620 or better.
4. Self-employed applicants will be required to produce two years of tax returns or 1099s and three months bank statements. Non employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for rental unit.
6. Criminal records must contain no convictions for felonies within the past seven 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.
7. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document.
8. Applicants will be required to pay a security deposit at the time of application approval. We reserve the right to require a higher security deposit and/or additional prepaid rent.
9. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
10. Any exceptions to our company’s criteria will need to be submitted in writing to the rental agent for presentation to the owner(s) for consideration. If approval is then given for such exceptions, additional security deposit and/or additional advance rent payments may be required.

Rental Fee Schedule

Application Fee	\$50.00 per applicant (persons over the age of 18)
Pet Fee	\$250.00 per pet, Non-refundable pet fee
Pro-Rated Rent	Daily rate if possession is not on the 1 st of the month
Lease Preparation Fee	\$100.00 Certified Funds
Security Deposit	Minimum equivalent to one month’s rent (Certified Funds)

Applicants Signature _____ Date _____

Applicants Signature _____ Date _____

RENTAL APPLICATION

ISLAND REALTY, INC.

PROPERTY ADDRESS: _____ **Rent:** _____

- APPLICATION FEE IS \$50.00, IN CERTIFIED FUNDS PER ADULT & IS NON-REFUNDABLE.
- ALL PET FEES ARE NON-REFUNDABLE AND ARE \$250.00 PER PET.
- We are NOT ABLE TO ACCEPT the following breeds: German Shepherds, Dobermans, Pit Bulls, Malamute, Chows, Rottweilers, Husky or any mixed breed mentioned above. A photo of Pet/s is required.
- Copy of (2) forms of identification are required.
- Property is accepted in AS IS condition before acceptance of application.
- Any false information will constitute grounds for rejection of application.

PERSONAL INFORMATION

DATE: _____ DESIRED MOVE-IN DATE: _____
NAME OF APPLICANT: _____ HOME PHONE: _____
SOCIAL SECURITY NO: _____ DATE OF BIRTH: _____ CELL PHONE: _____
DRIVER'S LIC NO: _____ STATE: _____
HOME E-MAIL: _____ WORK E-MAIL: _____

CURRENT ADDRESS

PRESENT ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
LANDLORD: _____ TELEPHONE: _____ RENT _____
REASON FOR LEAVING? _____
PRIOR ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
LANDLORD: _____ TELEPHONE: _____ RENT _____
REASON FOR LEAVING? _____

EMPLOYMENT HISTORY

EMPLOYER: _____ TELEPHONE: _____
ADDRESS _____
NAME OF SUPERVISOR _____ SUPERVISOR'S TELEPHONE: _____
DATES EMPLOYED _____ POSITION: _____ SALARY: _____
PREVIOUS EMPLOYER: _____ TELEPHONE: _____
ADDRESS _____
NAME OF SUPERVISOR _____ SUPERVISOR'S TELEPHONE: _____
DATES EMPLOYED _____ POSITION: _____ SALARY: _____

INCOME

GROSS MONTHLY EMPLOYMENT INCOME (before deductions): _____
OTHER SOURCES OF INCOME (before deductions): _____

ADDITIONAL OCCUPANTS (List ALL Prospective Tenants)

Full Name: _____ Age: _____ Relationship to Applicant _____
Full Name: _____ Age: _____ Relationship to Applicant _____
Full Name: _____ Age: _____ Relationship to Applicant _____
Full Name: _____ Age: _____ Relationship to Applicant _____

CREDIT AND FINANCIAL INFORMATION

Bank Name: _____ Checking Account Number: _____
Branch Address: _____ Telephone: _____
Bank Name: _____ Savings Account Number: _____
Branch Address: _____ Telephone: _____
Outstanding Loans (mortgage, car, student loans, credit cards, etc.)
Creditor: _____ Account Number: _____
Balance Owed: _____ Monthly Payment: _____
Creditor: _____ Account Number: _____
Balance Owed: _____ Monthly Payment: _____
Other Major Obligations (Child Support/Alimony): _____

VEHICLES

Make/Model _____	Year _____	Color _____	Tag# _____	State _____
Make/Model _____	Year _____	Color _____	Tag# _____	State _____
Make/Model _____	Year _____	Color _____	Tag# _____	State _____

OTHER INFORMATION

Filed Bankruptcy? _____ If Yes, When: _____
Been Sued? _____ If Yes, Explain: _____
Been Convicted of a Crime or Had Adjudication Withheld? _____ If Yes, Explain: _____
How Were You Referred to Us? _____
Nearest Relative Name: _____ Telephone: _____
Address: _____
Personal Reference (not relative/employer): _____ Telephone: _____
Address: _____

DISCLOSURE

_____ (initials) Applicant has seen the interior of the property and accepts it in AS-IS condition unless there is a written agreement signed by Owner and Tenant of any pending repairs to be made prior to move-in.

Island Realty, Inc. are the listing and rental agents that represent the Owner in this transaction and the undersigned further certifies that this notice and application policies have been received prior to submitting this application.

NO SECURITY DEPOSIT WILL BE TAKEN FROM APPLICANT UNTIL THEIR APPLICATION HAS BEEN APPROVED. The security deposit, and the lease preparation fee of \$100.00 must be paid with money order or certified funds within 48 hours of approval. First month's rent must be paid at lease signing. If I fail to take possession under the terms of the Rental Agreement, I understand and agree that the entire Security Deposit shall be FORFEITED by me and I will be held liable for all rents and damages as set forth in the Rental Agreement.

The undersigned applicant hereby consent to allow Island Realty, Inc., Kingsley Center Realty, Inc., itself or through its designated agents or employees, to obtain a consumer report, residential history, employment history, court records, credit report and criminal record information on each of us and to obtain and verify all information contained on the application for the purpose of determining whether to lease a property to me. I also agree and understand that owner, its agents, and employees may obtain additional consumer reports on each of us in the future to update or review our account. I understand all applicants over the age of 18 must complete an application. Tenant will NOT be accepted on "a first-come, first-served basis" and that the terms of Island Realty's Property Management Agreement with Owner, Broker shall screen prospective tenants based on the applicant's qualifications and the Owner's needs.

If approved, applicant agrees to execute a lease within 48 hours of notification of approval, or your application will be automatically rejected and you will forfeit any monies deposited. I/We declare the foregoing information is true and correct. If not, the application may be denied and/or my lease will be held in default and I may be subject to eviction. I understand that due to the Fair Credit Reporting Act, I will Not be furnished a copy of the credit report from Island Realty, Inc.

Applicant Signature: _____ Date: _____
Agent Signature: _____ Date: _____