



## Residential Rental Application and Procedures

*It is Dennis Realty's obligation to offer equal housing for all persons regardless of race, color, religion, sex, national origin, familial status, disability or any other federal, state and local laws regarding fair housing. Dennis Property Management is the Broker/Agent of the Landlord and is compensated by the Landlord for services rendered.*

All persons leasing an apartment, condo, or single-family residence must be of legal age - **18 years or older** - to sign a contract and **all adult occupants must sign the lease**. Applicants and Guarantors, if any, must provide photo-copy of picture ID and photo-copy of applicant's social security card. If you are not a US Citizen, you will be asked for proof that you are lawfully in the USA. Incomplete applications, false information & omissions on application are grounds for denial. If more than one application is submitted at the same time we will first process the Application that best matches the Owner's requirements. Payment of a **non-refundable application fee \$60 per adult**, does not in any way guarantee that the applicant will be approved for the unit for which application was made.

**Typical Funds due before Move-in may include:** 1<sup>st</sup> Month Rent, Last Month Rent, Security Deposit, a \$75 Tenant Processing Fee and if applicable a Nonrefundable Pet Fee. If community association approval is required prior to occupancy, you will be asked to follow the application process of the community association and make any required fees payable to that association in the amount requested and produce for acceptance notice prior to occupancy. No checks accepted for move in funds or application fees. Move-in funds are required to be paid with certified funds only (money order or cashier's check). Only Checks drawn on a U.S. Bank will be accepted for rent payments once moved in. You may also pay your application fee online at: [www.DennisRealtyRentals.com](http://www.DennisRealtyRentals.com), by debit or credit card.

### **Typical Lease Obligations:**

Rents may be paid by mail or online at [www.DennisRealtyRentals.com](http://www.DennisRealtyRentals.com), (convenience fee applies for online payments). Post rent or initiate online pay transaction 4 days prior to rent due date to avoid late charges. Pay Near Me service is offered as well where Rent can be paid with Cash at designated locations.

Rents are due by the due date listed on your lease.

A Late Fee is assessed on the 4<sup>th</sup> day following the due date, late fee is of 10% of unpaid rent.

NSF Fee for returned checks is 5% of check value or \$40.00 whichever is greater.

\$35.00 Service Fee as Additional Rent when delivery of legal notice is required.

\$75.00 Renewal Lease Processing Fee

Mandatory cleaning charge (market rate or dollar amt.)

Mandatory carpet cleaning charge (market rate or dollar amt.)

Mandatory re-keying charge (market rate or dollar amt.)

Tenant responsible for Pest Control.

Tenant responsible for all Utilities unless otherwise specified by landlord on Lease.

Tenant Responsible for any minor repair up to \$100.00.

Tenant responsible for AC/ Heat filters and smoke alarm batteries.

Tenant responsible to run AC & Heat to retard mold and mildew.

Tenant Responsible for taking precautions to avoid mold and mildew conditions in the rental unit.

Tenant responsible for repair of torn screens.

Tenant responsible for Lawn & Shrub care unless landlord provides service, stated in Lease.

Tenant responsible for Pool care unless landlord provides service, stated in Lease.

Additional month rent owed if tenant does not give landlord a written notice of intention to vacate 60-days prior to the last day of the lease even if tenant vacates on lease end date.

### **A. INCOME REQUIREMENTS - The gross income to rent ratio to qualify is 3 to 1.**

1. Applicants must have current, consistent and verifiable employment of at least 6 months. Applicant to provide Verification from Employer or copies of at least 6 current consecutive pay stubs.
2. Self-employed applicants must provide the following:
  - Previous 2 years tax statements and previous 3 months company bank statements.
3. Retired applicants must provide the following:
  - Previous 3 months bank statements indicating the monthly direct deposit.
  - OR**, provide the documentation indicating monthly income, i.e. government letter of social security, disability income, or retirement (i.e. welfare, child support, alimony, etc.)

### **B. VERIFIABLE RESIDENCY - Applicants must have 3 years of verifiable resident history.**

1. Previous rental history reports from landlords must reflect timely payment, no NSF checks, sufficient notice of Intent to Vacate, no complaints of noise or disturbance, and no damage to unit at time of termination.
2. Relatives are not acceptable rental references.
3. Daytime phone numbers are needed for rental references.
4. If you do not have landlord references but have sold your home, provide copy of closing statement. If you own a house that is now in Foreclosure or Short Sale, speak to Property Manager in advance to explain situation. If you own a house that you are now renting, provide a copy of current lease.

### **C. CREDIT CHECK – Applicants with less than Good FICO credit scores are considered but with possible higher advance funds**

**prior to move-in.**

1. Applicants with slow pays, tax lien, repossession, foreclosure, discharged personal bankruptcy, collections or less than favorable credit ratings may be considered with a required payment of last month's rent in addition to Security Deposit or a larger Security Deposit..
2. Applicants will not be accepted for the following derogatory credit records: Eviction and/or monies owed to an apartment or landlord.

**D. CRIMINAL BACKGROUND CHECK** - Criminal records must contain no convictions for felonies for crimes within the past 7 years involving violence against persons, damage or destruction of property, manufacture or distribution of controlled substances and no sexual offenses ever.

**E. APPLICATION FEE and PET APPLICATION FEE – NON-REFUNDABLE**

**\$60.00 Money Order/Cashier's Check Payable to DENNIS REALTY for each applicant.**

Any persons age 18 or older are considered individual applicants (i.e. spouse, co-signers, room-mates or family member must pay a separate application fee).

**F. RESERVATION FEE FOR APPLICATION ACCEPTANCE**

A Reservation fee equal to one month's rent will be due in the form of a **money order or cashier's check**.

**Payable to DENNIS REALTY** no later than **24 hours from** notice of acceptance. Reservation Fee is non-refundable if Applicant decides not to lease the property. Reservation Fee shall be applied to funds due before move-in (First Month's Rent) when Applicant executes a lease.

**G. PETS - A Pet application and non-refundable pet application fee per pet of \$50.00 must be submitted with application if you intend to have pets on the property. (\$50 INCLUDED IN \$300 NON-REFUNDABLE PET FEE)**

1. No pets (with the exception of service animals) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Certificate of medical necessity is required for service animals and fees and deposits are waived for these animals. **Unauthorized Pet Charge is \$300.00**
2. The following breeds of dog will NOT be accepted due to insurance liability: Rottweilers, Dobermans, Pit Bulls (A.K.A. Staffordshire Terriers), Bull Terriers, Wolf hybrids, German Shepherds, Chows, Presa Canarios. This rule applies to mixed breeds and purebreds.

**H. OCCUPANCY STANDARD** Two (2) persons per bedroom plus one additional occupant is the occupancy standard.

**I. VEHICLES** No more than Two (2) vehicles per household without landlord's written consent.

**J. NON-SMOKING** All units are non-smoking.

**K. REPORTING OF NON-PAYMENT** It is the landlord's right under the lease to report all non-compliance with terms of your lease agreement or failure to pay rent or any other charges to a collection agency and/ or credit bureau. As the Landlord's agent, **DENNIS REALTY** may submit information to such agencies.

**DISCLOSURE 1:** Pursuant to Federal Fair Credit Reporting Act, 15,U.S.C. Section 1681, et seq., as amended by the Consumer Credit Reporting Reform Act of 1996 if the Owner denies you residency or requires a co-signer based on the information obtained from this application you may request a copy of your credit report from the credit reporting agency within 60 days of your denied application for residency. An adverse action letter will contain numbers for the credit reporting source being used by **DENNIS REALTY & INVESTMENT CORP / DENNIS PROPERTY MANAGEMENT.**

**DISCLOSURE 2:** Pursuant to Florida law, the Florida Department of Law Enforcement (FDLE) is required to maintain a list of sexual predators and sex offenders to enable the public to request information about these individuals living in their communities. Tenants who deem this information material should contact FDLE toll free at 1-888-357-7332, via e-mail at [sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us), or via the Internet at [www.fdle.state.fl.us/sexualpredators](http://www.fdle.state.fl.us/sexualpredators).

**DISCLOSURE 3: SCHOOL DISTRICTS** : Due to school overcrowding in certain areas, school boundaries are subject to change. As a result, the information available to the Owner and the Realtor may not be accurate or current, even though it appears to be from a reliable source. If this information is important to you, contact the local school board directly to verify the correct school boundaries for the particular property you are intending to rent prior to signing a lease.

**DISCLOSURE 4: DENNIS REALTY is not liable** for any costs to tenant resulting from Foreclosure of Mortgage on a rental property.

I/We acknowledge that MY/OUR Personal/Credit/Criminal information MAY/WILL be shared with the owner of the property in which I/WE are applying to rent/lease. **I/WE have read, acknowledge and accept the terms listed above as they apply to my/our application and lease.**

**SIGNATURE APPLICANT 1:** \_\_\_\_\_

**SIGNATURE APPLICANT 2:** \_\_\_\_\_



**APPLICATION FOR RESIDENCY**

**FILL OUT COMPLETELY - THANK YOU**

Last		First		Middle initial		Date of Birth		Social Security #		Driver's License #							
Applicant																	
US Citizen ?		YES or NO		Present Home Phone No. ( )			CONTACT CELL PHONE NO. ( )			Present Work Phone No. ( )							
Have you ever had an eviction filed against you?						Yes		No		EMAIL							
Present Street # Address		Name		Apt. #		City		State		Zip		Rent/Mortgage Pymt		Own E Rent E		Since / /	
Landlord Mtg. Co.		Name		Address		City		State		Zip		Phone No. ( )					
Previous Street # Address		Name		Apt. #		City		State		Zip		Rent/Mortgage Pymt		Own E Rent E		Since / /	
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense?						Yes		No		If yes, please explain							
Present Employer		Name		Business Address		City		State		Phone No. ( )							
Position		Supervisor		Monthly Income		WORK EMAIL		From / / to / /									
Previous Employer		Name		Business Address		City		State		Phone No. ( )							
Position		Supervisor		Monthly Income		From / / to / /											

Emergency Contact		Name		Full Address				Phone No. ( )															
Automobile 1st Car		Year		Make		Model		Color		Tag #		Automobile 2nd Car		Year		Make		Model		Color		Tag #	
Occupants under 18yrs.		Name		Age		Name		Age		Name		Age		Name		Age							
References		Name		Phone Number																			

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may/WILL be made AND THAT ANY OR ALL OF THIS INFORMATION WILL BE SHARED WITH THE HOMEOWNER/LANDLORD OF THE PROPERTY IN WHICH YOU ARE APPLYING FOR. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, MAY/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 authorizes verification of all information by the Landlord and or Management Company. Applicant(s) agree to a full disclosure of the findings to the property owner and agree to future credit verifications during or after the lease period if necessary for collection proceedings. A NON REFUNDABLE APPLICATION FEE OF \$60.00 PER PERSON IS DUE WITH APPLICATION (NO PERSONAL CHECKS) for costs, expenses and fees in processing the application. RESERVATION FEE --Applicant HAS/WILL pay A RESERVATION FEE equal to ONE MONTH'S RENT in consideration for taking the dwelling off the Market while the application is being processed, if no RESERVATION FEE is collected, the property will continue to be shown. If/once the applicant is approved and notified by Landlord and/or Management Co EITHER VERBALLY OR IN WRITING, at that time the reservation fee is NOT refundable. If the lease is entered into and/or possession of the property is taken the RESERVATION FEE shall be applied toward the FIRST MONTH'S RENT. If applicant is approved for a property, but fails to enter into the lease ONCE NOTIFIED OF APPROVAL either verbally or in writing, the FULL RESERVATION FEE shall be forfeited to the Landlord or Management Company. In addition, if the lease has been signed and applicant/tenant fails to take possession after lease signing, additional fees/penalties may be assessed as stipulated in the lease. The RESERVATION FEE must be received by Landlord/Management prior to a lease being ordered. The RESERVATION FEE shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rent, pet fees, security deposits, and \$75 Tenant Processing Fee (paid annually) 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 Landlord or Management to execute a lease or deliver possession of the proposed premises. Applicant agrees that they have reviewed and agree to the basic terms as outlined in the APPLICANT CRITERIA and EXAMPLE LEASE (copies of which can be obtained by navigating to [http://www.dennisrealtyrentals.com/tenant\\_application\\_information.html](http://www.dennisrealtyrentals.com/tenant_application_information.html)). By completing, signing or submitting the application in person or electronically through Dennis Property Management website, the applicant(s) agrees to hold harmless BROKER, the tenant verification service and all providers of information on the prospective tenant(s) listed on this application.

I/We acknowledge that MY/OUR Personal/Credit/Criminal information MAY/WILL be shared with the owner of the property in which I/WE are applying to rent/lease.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED ABOVE. I UNDERSTAND IF I AM APPROVED FOR THE RENTAL I HAVE APPLIED FOR AND I DO NOT RENT, ALL FEES AND DEPOSITS I HAVE PAID TO APPLY FOR AND RESERVE THIS PROPERTY ARE FORFIETED.

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

Address you are applying for: \_\_\_\_\_ Desired Move-In Date: \_\_\_\_\_

# APPLICATION FOR RESIDENCY



## APPLICATION FOR RESIDENCY FILL OUT COMPLETELY - THANK YOU

Applicant		Last	First	Middle initial	Birth	Date of	Social Security #	Driver's License #	
US Citizen?	YES or NO	Present Home Phone No. ( )		CONTACT CELL PHONE NO. ( )		Present Work Phone No. ( )			
Have you ever had an eviction filed against you?					Yes	No	EMAIL		
Present Street # Address	Name	Apt. #	City	State	Zip	Rent/Mortgage Pymt	Own E Rent E	Since / /	
Landlord Mtg. Co.	Name	Address	City	State	Zip	Phone No. ( )			
Previous Street # Address	Name	Apt. #	City	State	Zip	Rent/Mortgage Pymt	Own E Rent E	Since / /	
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense?					Yes	No	If yes, please explain		
Present Employer	Name	Business Address	City	State	Phone No. ( )				
Position	Supervisor	Monthly Income	WORK EMAIL		From / / to / /				
Previous Employer	Name	Business Address	City	State	Phone No. ( )				
Position	Supervisor	Monthly Income			From / / to / /				

Emergency Contact	Name	Full Address	Phone No. ( )								
Automobile 1st Car	Year	Make	Model	Color	Tag #	Automobile 2nd Car	Year	Make	Model	Color	Tag #
Occupants under 18yrs.	Name	Age	Name	Age	Name	Age	Name	Age			
References	Name	Phone Number									

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may/WILL be made AND THAT ANY OR ALL OF THIS INFORMATION WILL BE SHARED WITH THE HOMEOWNER/LANDLORD OF THE PROPERTY IN WHICH YOU ARE APPLYING FOR. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, MAY/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 authorizes verification of all information by the Landlord and or Management Company. Applicant(s) agree to a full disclosure of the findings to the property owner and agree to future credit verifications during or after the lease period if necessary for collection proceedings. A NON REFUNDABLE APPLICATION FEE OF \$60.00 PER PERSON IS DUE WITH APPLICATION (NO PERSONAL CHECKS) for costs, expenses and fees in processing the application. RESERVATION FEE --Applicant HAS/WILL pay A RESERVATION FEE equal to ONE MONTH'S RENT in consideration for taking the dwelling off the Market while the application is being processed, if no RESERVATION FEE is collected, the property will continue to be shown. If/once the applicant is approved and notified by Landlord and/or Management Co EITHER VERBALLY OR IN WRITING, at that time the reservation fee is NOT refundable. If the lease is entered into and/or possession of the property is taken the RESERVATION FEE shall be applied toward the FIRST MONTH'S RENT. If applicant is approved for a property, but fails to enter into the lease ONCE NOTIFIED OF APPROVAL either verbally or in writing, the FULL RESERVATION FEE shall be forfeited to the Landlord or Management Company. In addition, if the lease has been signed and applicant/tenant fails to take possession after lease signing, additional fees/penalties may be assessed as stipulated in the lease. The RESERVATION FEE must be received by Landlord/Management prior to a lease being ordered. The RESERVATION FEE shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rent, pet fees, security deposits and \$75 Tenant Processing Fee (paid annually) 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 Landlord or Management to execute a lease or deliver possession of the proposed premises. Applicant agrees that they have reviewed and agree to the basic terms as outlined in the APPLICANT CRITERIA and EXAMPLE LEASE (copies of which can be obtained by navigating to [http://www.dennisrealtyrentals.com/tenant\\_application\\_information.html](http://www.dennisrealtyrentals.com/tenant_application_information.html)). By completing, signing or submitting the application in person or electronically through Dennis Property Management website, the applicant(s) agrees to hold harmless BROKER, the tenant verification service and all providers of information on the prospective tenant(s) listed on this application.

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I HAVE READ AND AGREE TO THE PROVISIONS AS STATED ABOVE. I UNDERSTAND IF I AM APPROVED FOR THE RENTAL I HAVE APPLIED FOR AND I DO NOT RENT, ALL FEES AND DEPOSITS I HAVE PAID TO APPLY FOR AND RESERVE THIS PROPERTY ARE FORFIETED.

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

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

Address you are applying for: \_\_\_\_\_

Desired Move-In Date: \_\_\_\_\_



## PET APPLICATION

This application is made as a part of my/our rental application for the property located at:

\_\_\_\_\_

I/we do hereby request that my/our pet(s) be approved to reside with me/us during the term of my/our lease agreement. **The following pets will not be accepted (Purebreds NOR mixed breeds):** Rottweilers, Dobermans, Pit Bulls (A.K.A. Staffordshire Terriers), Bull Terriers, Wolf hybrids, German Shepherds, Chows, Presa Canarios and any others which may be listed in property owner's insurance policy. In consideration of having my/our pet considered for approval, we agree to pay **\$50.00 (per pet)** as a non-refundable pet application fee to Dennis Realty. I/we understand that a pet occupied property often times causes the Owner/Property Manager more work, closer inspections and occasional complaints from neighboring properties. I further understand that in addition to this non-refundable application fee I will be charged an additional non-refundable pet fee per pet determined by the owner that will appear in the lease as an advance fee. Dennis Realty requires a photo of the pet whose application is being considered, before final approval is given. You will be required to obtain pet insurance for your family pet(s).

Description of pet(s):

**PICTURE IS TO BE ATTACHED TO THIS APPLICATION**

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Name: \_\_\_\_\_ Weight: \_\_\_\_\_

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Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Name: \_\_\_\_\_ Weight: \_\_\_\_\_

I/We the Owners of the above described pet(s), do hereby certify the following:

1. My/our pet(s) is/are well trained, is/are not dangerous to others and does/do not have a propensity to be vicious. My/our pet(s) has never bitten, clawed or caused harm to another person.
2. In the event the pet produces a litter, I/We agree to keep them at the rental premises no longer than one month past weaning.
3. I/We shall not engage in any commercial pet-raising activities
4. There shall be no other pets, other than listed above on premises without the express written approval of our Dennis Realty agent for Owner. Should I/We desire additional pets, I/We agree to apply to Dennis Realty agent for Owner for written approval prior to pet occupancy.
5. I/We agree to keep the pet(s) from becoming a nuisance to neighbors. This includes controlling the barking of the pet(s), if necessary and cleaning up any animal waste in the yard or on public or common areas.
6. In the event that my/our pet(s) causes/cause damages/damage or destruction to the property, I/We agree that all costs of said damage or destruction shall come out of our security deposit as stipulated in the lease agreement. Should the security deposit be insufficient to cover the cost any pet damage or destruction, then I/We agree to be financially responsible for damages above and beyond the amount of my/our security deposit.
7. If the pet becomes a nuisance or causes damage or destruction to the premises or otherwise violates the terms of this pet application, Dennis Realty & Investment, Corp. / Dennis Property Management may terminate the pets' right of occupancy as agreed and/or my/our lease agreement.

