

# APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

## Please Tell Us about Yourself

|   |  |                              |  |                               |  |  |  |        |  |   |  |                   |  |                    |  |
|---|--|------------------------------|--|-------------------------------|--|--|--|--------|--|---|--|-------------------|--|--------------------|--|
| Applicant   |  | Last                         |  | First                         |  | Middle                                 |  | Maiden |  | Date of Birth   |  | Social Security # |  | Driver's License # |  |
| Marital Status  |  | Cell Phone Phone No. ( )     |  |                               |  | Home Phone CONTACT PHONE NO.: ( ) Ext. |  |        |  |   |  |                   |  |                    |  |
| Have you ever had an eviction filed against you? Yes No   |  |                              |  |                               |  |  |  |        |  | PETS (Keeping of pets requires a pet deposit and owner's consent) |  |                   |  |                    |  |
| Present Pymt  |  | Street #                     |  | Name                          |  | Apt. #                                 |  | City   |  | State   |  | Zip               |  | Rent/Mortgage      |  |
| Address   |  | Own <input type="checkbox"/> |  | Rent <input type="checkbox"/> |  | Since                                  |  | /      |  | /   |  | /                 |  |                    |  |
| Landlord Mtg. Co.   |  | Name                         |  | Address                       |  | City                                   |  | State  |  | Zip   |  | Phone No. ( )     |  |                    |  |
| Previous Pymt   |  | Street #                     |  | Name                          |  | Apt. #                                 |  | City   |  | State   |  | Zip               |  | Rent/Mortgage      |  |
| Address   |  | Own <input type="checkbox"/> |  | Rent <input type="checkbox"/> |  | 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  |  |                   |  |                    |  |

## Please Tell Us about Your Job

|                   |  |            |  |                  |  |      |  |       |  |               |  |    |  |     |  |
|-------------------|--|------------|--|------------------|--|------|--|-------|--|---------------|--|----|--|-----|--|
| Present Employer  |  | Name       |  | Business Address |  | City |  | State |  | Phone No. ( ) |  |    |  |     |  |
| Position          |  | Supervisor |  | Monthly Income   |  | From |  | /     |  | /             |  | to |  | / / |  |
| Previous Employer |  | Name       |  | Business Address |  | City |  | State |  | Phone No. ( ) |  |    |  |     |  |
| Position          |  | Supervisor |  | Monthly Income   |  | From |  | /     |  | /             |  | to |  | / / |  |

## Please Give Us the Following Information

|                                |  |      |  |              |  |       |  |       |  |       |  |                                |  |      |  |      |  |       |  |       |  |       |  |
|--------------------------------|--|------|--|--------------|--|-------|--|-------|--|-------|--|--------------------------------|--|------|--|------|--|-------|--|-------|--|-------|--|
| Emergency Contact              |  | Name |  | Full Address |  |       |  |       |  |       |  | Phone No. ( )                  |  |      |  |      |  |       |  |       |  |       |  |
| Automobile 1 <sup>st</sup> Car |  | Year |  | Make         |  | Model |  | Color |  | Tag # |  | Automobile 2 <sup>nd</sup> Car |  | Year |  | Make |  | Model |  | Color |  | Tag # |  |
| Children Occupying             |  | Name |  | Age          |  | Name  |  | Age   |  | Name  |  | Age                            |  |      |  |      |  |       |  |       |  |       |  |
| Bank Ref                       |  | Name |  | Location     |  | City  |  | State |  |       |  |                                |  |      |  |      |  |       |  |       |  |       |  |

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 be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, 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 has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

**NON REFUNDABLE APPLICATION FEE**--Applicant(s) has paid to Landlord and/or Management company herewith the sum of **\$65.00** as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits 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.

### I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

|                                      |  |                          |          |                        |
|--------------------------------------|--|--------------------------|----------|------------------------|
| Applicant Signature _____ Date _____ |  | SECURITY DEPOSIT         | \$ _____ | <b>OFFICE USE ONLY</b> |
|                                      |  | PET SECURITY             | \$ _____ |                        |
|                                      |  | PET FEE                  | \$ _____ |                        |
|                                      |  | CREDIT CHECK FEE         | \$ _____ | COMMUNITY _____        |
|                                      |  | PAID WITH APPLICATION    | \$ _____ | APT.# _____            |
|                                      |  | BALANCE OF DEPOSIT DUE   | \$ _____ | RENT _____             |
|                                      |  | FIRST MONTH'S RENT       | \$ _____ | APT. TYPE _____        |
|                                      |  | TOTAL DUE BEFORE MOVE-IN | \$ _____ | TERM OF LEASE _____    |
|                                      |  | RECEIVED BY: _____       | \$ _____ | MOVE-IN DATE _____     |
|                                      |  | APPROVED BY: _____       | \$ _____ | CREDIT REPORT _____    |
|                                      |  |                          |          | PHOTO I.D.'d _____     |

This sample has been provided by The Law Offices of Heist, Weisse & Lucrezi, P.A. 1 800 253 8428. Due to the changing nature of the law, we advise that you have your final form reviewed by an attorney before its use. Please feel free to call our firm for updates or review.



---

P.O. Box 16831  
Clearwater, FL 33766

(727) 492-1282 Cell  
(727) 412-8022 Fax  
[www.SunsetpalmsPMC.com](http://www.SunsetpalmsPMC.com)

### **DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

I have applied for a residence with Sunset Palms Property Management and hereby give permission and authorization to release my information pertaining to my current and/or previous landlord(s) and verification of employment including verification of income to be released.

Sunset Palms Property Management may obtain information about you from a consumer reporting agency for tenant screening purposes. These reports may contain information regarding your criminal history, social security trace, employment, credit history, rental history. Sunset Palms Property Management uses Tenant Check LLC for such reports.

### **ACKNOWLEDGMENT AND AUTHORIZATION**

I understand by signing and providing my social security number I am authorizing Sunset Palms Property Management & Tenant Check LLC to conduct the background check(s) described above.

---

Tenant Name:

---

Social Security Number:

---

Dated:



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

## Non-Refundable Binder

Applicant(s) \_\_\_\_\_

Pursuant to the applicant's request, Sunset Palms Property Management & Real Estate Services, Inc. has agreed to hold the residence located at: \_\_\_\_\_

\_\_\_\_\_ pending approval

and signing of a minimum of a 12-month lease agreement for the property beginning by

\_\_\_\_\_ at a rate of \_\_\_\_\_ per month. In order for the

property manager to hold this property, applicant has agreed to pay a \_\_\_\_\_

non-refundable binder. Once a lease agreement has been completed and executed by the

applicant and property manager, the binder will be applied to the lease as the first

month's rent and will be subject to the terms and conditions of the lease agreement. If the

applicant provides false or unverifiable information during the application process or fails

to execute the lease agreement and does not take possession of the property by the date

specified above, the applicant forfeits all claims to the binder in the amount of \_\_\_\_\_

\_\_\_\_\_  
Applicant's current address:

\_\_\_\_\_  
Applicant signature:

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

\_\_\_\_\_  
Applicant signature:

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

**\*\*\* This is a legally binding contract. If not understood, please contact an attorney.**

DATE \_\_\_\_\_

CUSTOMER NUMBER \_\_\_\_\_

### TENANT INFORMATION FORM

I / We \_\_\_\_\_, prospective tenant(s) / buyer(s) for the property located at \_\_\_\_\_, Managed By: \_\_\_\_\_ Owned By: \_\_\_\_\_

Hereby allow TENANT CHECK LLC and or the property owner / manager to inquire into my / our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK LLC has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK LLC now or in the future.

**PLEASE PRINT CLEARLY** SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

#### TENANT INFORMATION

| Tenant / Applicant  | SPOUSE / ROOMMATE:  |
|---|---|
| SOCIAL SECURITY #:  | SOCIAL SECURITY #:  |
| FULL NAME: _____  | FULL NAME: _____  |
| DATE OF BIRTH: _____  | DATE OF BIRTH: _____  |
| DRIVER LICENSE #: _____<br>STATE: _____   | DRIVER LICENSE #: _____<br>STATE: _____   |
| CURRENT ADDRESS: _____<br>_____   | CURRENT ADDRESS: _____<br>_____   |
| HOW LONG? _____   | HOW LONG? _____   |
| LANDLORD & PHONE: _____   | LANDLORD & PHONE: _____   |
| PREVIOUS ADDRESS: _____<br>_____  | PREVIOUS ADDRESS: _____<br>_____  |
| HOW LONG? _____   | HOW LONG? _____   |
| EMPLOYER: _____   | EMPLOYER: _____   |
| OCCUPATION: _____   | OCCUPATION: _____   |
| GROSS MONTHLY INCOME: _____   | GROSS MONTHLY INCOME: _____   |
| LENGTH OF EMPLOYMENT: _____   | LENGTH OF EMPLOYMENT: _____   |
| WORK PHONE NUMBER: _____  | WORK PHONE NUMBER: _____  |
| HAVE YOU EVER BEEN ARRESTED?<br>(CIRCLE ONE) YES NO<br>HAVE YOU EVER BEEN EVICTED?<br>(CIRCLE ONE) YES NO | HAVE YOU EVER BEEN ARRESTED?<br>(CIRCLE ONE) YES NO<br>HAVE YOU EVER BEEN EVICTED?<br>(CIRCLE ONE) YES NO |
| <b>SIGNATURE:</b> _____<br>PHONE NUMBER _____   | <b>SIGNATURE:</b> _____<br>PHONE NUMBER _____   |
| EMAIL: _____  | EMAIL: _____  |

#### TENANT CHECK HOURS OF OPERATION:

MONDAY - FRIDAY : 9:00 a.m. - 5:30 p.m.

SATURDAY : 11:00 a.m. - 4:00p.m

ALL ORDERS RECEIVED AFTER 3:00 p.m. (2:00 p.m. on Sat) WILL BE PROCESSED THE NEXT BUSINESS DAY

[djones@sunsetpalmspmc.com](mailto:djones@sunsetpalmspmc.com) or [mwebbrealtor@gmail.com](mailto:mwebbrealtor@gmail.com)

**IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT.**

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES / MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

FEDERAL LAW REQUIRES THE END USER TO MAINTAIN THIS FORM FOR A PERIOD OF FIVE YEARS (tenant check application rev. 03/2015)