

Montgomery Realtors
657 East Romana Street
Pensacola, FL 32502
850-432-3060

**MONTGOMERY REALTORS
APPLICATION TO RENT
Resident Selection Criteria**

To guarantee compliance with Federal Fair Housing Acts, a separate application is required for each applicant over the age of eighteen (18), excluding dependent children who will reside at the property.

MONTGOMERY REALTORS does not discriminate on the basis of age, race, color, creed, religion, sex, and national origin, and handicap, familial or military status.

A \$50 per person, **non-refundable** processing fee must accompany each application, regardless of Applicant, Joint Applicant or Co-Applicant status.

NO APPLICATION WILL BE PROCESSED WITHOUT PROCESSING FEE!

Processing fee must be in the form of either certified funds or money order.
NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED.

NO APPLICATION WILL BE ACCEPTED UNLESS THE APPLICANT(S) HAS PHYSICALLY SEEN THE PROPERTY.

The following are MONTGOMERY REALTORS criteria for qualifying an applicant as a resident and must be included with all applications.

1. All applications must be **fully** completed, dated and signed.
2. Reliable documentation and telephone numbers of all income sources must be provided; income must be a minimum of 3 times the rental amount. **NO EXCEPTIONS!**
 - (a) If employed, you will need one of the following: your most current pay stub, letter from employer or last year's W-2. (b) For military members we require your latest LES and a copy of your orders. (c) If self-employed, you need to furnish the last two years tax returns, including your 1099s and a statement of current year's income. (d) Other income, such as retirement, AFDC, SDI or others, must have reliable documentation.
3. Application must be reviewed at time of submission.
4. Current, valid Photo ID is required.
5. Family size must be in compliance with the available unit per HUD guidelines.
6. **APPLICANT WILL BE DENIED OCCUPANCY FOR THE FOLLOWING REASONS:**
 - (A) Falsification of application.
 - (B) Incomplete application.
 - (C) Poor rental history profile:
 - Slow or Nonpayment of rent
 - Evictions
 - A history of violence to persons or property, or a felony conviction.
 - A history of poor or unsanitary housekeeping
 - A history of drug related activity by any household member
 - (D) History of unruly or destructive behavior by resident or resident's household.
 - (E) Poor personal references.
 - (F) Poor credit history
 - A credit score of 550 or below, the applicant **WILL** be denied
 - A credit score of 550-600 will require an additional deposit equal to 1 month's Rent if all other criteria are met.

(G) Lack of demonstrated ability to live independently.

(H) Documented Criminal Record – if arrest record exists within ten (10) years, it is up to the applicant to provide written verification from proper authorities as to the final disposition of guilt or innocence on any prior criminal charges.

7. Criminal and eviction history will be verified by an independent company using court and public records.

8. **ALL PETS** must be approved by the **OWNER/MONTGOMERY REALTORS**. If a pet is allowed there will be a **NON-REFUNDABLE** pet fee. Additional pets and large pets will be at an additional cost. This fee allows you the right to have an APPROVED pet on the premises. **This fee is not a damage deposit; tenant is responsible for all damages caused by pets.** The following pets may not be allowed unless approved by Owner: Doberman Pinscher, Husky, Saint Bernard, Malamute, Great Dane, Mastiff, Rottweiler, Akita, Bull Mastiff, Chow Chow, German Sheppard, Pit Bull, Presa Canario, and dogs that contain a mix of one or more of the above breeds, and dogs, regardless of breed, that have been involved in a biting incident.

9. If approved, the lease must be signed; the full security deposit must be paid in either certified funds or money order within one business day of approval. Once all funds have been received, we will take the property off of the market and hold it for a total of fifteen days. At the end of the fifteen days, if tenant has not paid rent and taken occupancy, tenant’s security deposit will be forfeited and the property will be placed back on the rental market. Full first month’s rent is due on or before occupancy date. If lease date is on or after the 20th of the month, the prorated rent is also due.

10. Roommates must be able to qualify individually & may be considered with the owner’s permission. The security deposit is to be payable in advance in the form of certified funds or money order.

11. All of our properties have a strict **“NO SMOKING INSIDE THE PREMISES” POLICY.**

I have read and understand the rental selection criteria process.

_____	_____	_____	_____
Signature	Date	Signature	Date



If applicant(s) becomes a tenant of one of our rental properties they agree to the following upon vacating:

1. Tenant will have carpets and interior professionally cleaned at tenant’s expense and submit receipts.
2. If tenant vacates prior to the end of the lease, unless Early Termination has been agreed upon, tenant will be charged 50% of the new rent to secure new tenant.
3. If tenant has a pet, an interior flea spray by a professional must be done at tenant’s expense and receipt submitted.

I have read and understand the above provisions.

_____	_____
NAME	NAME

_____	_____
Signature	DATE

_____	_____
Signature	DATE

MONTGOMERY REALTORS
RENTAL APPLICATION

657 East Romana Street
Pensacola, FL 32563
(850) 432.3060

*Please complete all requested information on this form. All incomplete applications will be rejected.
All application fees are non-refundable.*

Date of Application _____	Property _____	Desired Date of Occupancy _____
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PERSONAL INFORMATION

APPLICANT'S FULL NAME _____ Date of Birth _____
DL No. _____ State _____ SSN _____
Home phone number _____ Cell phone number _____
E-mail address _____

Full Names of All Other Residents:	Relationship to You:	Date of Birth:

How Many Pets Do You or Other Occupants Own? _____
Kind of Pet, Breed, Weight and Age _____

RESIDENCE HISTORY

PRESENT ADDRESS _____ City/State/Zip _____
Present Telephone _____ Dates From _____ To: _____
Present Landlord or Mortgage Co. _____
Contact Name/Telephone _____
Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____ City/State/Zip _____
Dates From: _____ To: _____
Previous Landlord or Mortgage Co. _____
Contact Name/Telephone _____
Monthly Payment \$ _____ Reason for Moving _____

EMPLOYMENT INFORMATION

PRESENT EMPLOYER _____ Dates From: _____ To: _____
Employer's Address _____ City/State/Zip _____
Position _____ Supervisor _____ Telephone _____
PREVIOUS EMPLOYER _____ Dates From: _____ To: _____
Employer's Address _____ City/State/Zip _____
Position _____ Supervisor _____ Telephone _____

INCOME

Employment: \$ _____/Monthly

Other: \$ _____/Monthly (Specify) _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Make/Model _____ Year _____ Color _____ Tag No./State _____

Other Vehicle, Motorcycle, Boat, etc. _____

HAVE YOU EVER:

Been sued for non-payment of rent?	Yes	No	_____	Been evicted or asked to move?	Yes	No	_____
Broken a Rental Agreement or Lease?	Yes	No	_____	Been sued for damage to rental property?	Yes	No	_____
Declared Bankruptcy?	Yes	No	_____	Been convicted of a crime?	Yes	No	_____

Emergency Contact (Must not be co-applicant or same contact as co-applicant):

Name: _____ Relationship: _____

Address: _____ City/State/Zip: _____ Telephone: _____

I hereby make application for a rental and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit-reporting agency, which will appear as an inquiry on my file.

APPLICANT'S SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW

Date Application Received _____ Received By _____

REFERENCE VERIFICATION	REMARKS
€ Present Landlord	
€ Previous Landlord	
€ Employment	
€ Previous Employ.	
€ Co-Applicant Employ.	
€ Credit	
€ Other	

THIS APPLICATION: € Approved € Not Approved



Rental Reference Request
(For a previous landlord)

PREVIOUS LANDLORD:

The below named person(s) has applied for a rental property with our office. Please answer the questions below and fax back to us at the number below.

Resident(s): _____

Address: _____ Est. Move Out: _____

- 1. Has proper notice been given to vacate? Yes _____ No _____
- 2. Is the tenant liable for rent or any unpaid amount? Yes _____ No _____
- 3. Any late payments? Yes _____ No _____
- 4. Any 3-day notices? Yes _____ No _____
- 5. Any NSF checks? Yes _____ No _____
- 6. Any documented damages? (Describe below) Yes _____ No _____
- 7. Any documented complaints? (Describe below) Yes _____ No _____
- 8. Any unauthorized tenants or pets? Yes _____ No _____
- 9. Is the tenant sharing property with a co-tenant? Yes _____ No _____
- 9a. If so, please give name _____
- 10. Is the tenant on the rental agreement? Yes _____ No _____
- 11. Has the tenant ever been asked to vacate? Yes _____ No _____
- 12. Was the security deposit refunded? Yes _____ No _____
- 13. Would you rent to the tenant again? Yes _____ No _____

Move in date: _____ Move out date: _____ Rental Amt \$ _____

Please elaborate on details of tenant's history: _____

Your name: _____ Date: _____

Position: _____

APPLICANT:

I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. Owner/Agent has charged a screening charge of **\$50.00 per applicant**. Applicant screening entails the checking of the applicant's credit, rental history, employment history, public records and other criteria for residency. Owner/Agent shall have no liability to applicant until such time as both parties sign a rental agreement. The information contained in this application is true and complete.

Applicant _____ Co-Applicant _____ Date _____