



# HART PRO REALTY

## APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

A \$50.00 non-refundable screening fee is required for investigation per adult, \$75.00 per married couple with same last name.

Last			First			Middle			Date of Birth			SOCIAL SECURITY #			DATE											
APPLICANT						MARITAL STATUS <input type="checkbox"/> M <input type="checkbox"/> S						Present Phone #			Cell Phone #			Drivers License # & State								
Present Address			Street #			Name			Apt. #			City			State			Zip			Own <input type="checkbox"/> Rent <input type="checkbox"/>			Since		
Landlord						Name			Address			City			State			Zip			Phone No. ( )					
Previous Address			Street #			Name			Apt. #			City			State			Zip			Own <input type="checkbox"/> Rent <input type="checkbox"/>			Since		
Was rent up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No    Have you given notice? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been asked to leave? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had an eviction filed against you? <input type="checkbox"/> Yes <input type="checkbox"/> No IS THE TOTAL AMOUNT TO MOVE IN AVAILABLE?    Yes <input type="checkbox"/> No												Number of persons to occupy: _____ Names & ages of other occupants: _____ _____ _____ Date to occupy: _____														
Email: _____																										

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 / /					

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 #		
Reference: Name						Relationship						Phone No.																							
Reference: Name						Relationship						Phone No.																							
Bank Ref			Name			Location			City			State																							

PETS:  Yes  No    # \_\_\_\_\_ Type: \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_  
 Weight \_\_\_\_\_

Do You Smoke?  Yes  No  
 Note: Most properties prefer non-smokers; please tell Management if you require smoking accommodations.

Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony?  Yes  No    If yes, please explain: \_\_\_\_\_



HART PRO REALTY APPLICATION FOR RESIDENCY CONTINUED

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF PROPERTY APPLIED FOR \_\_\_\_\_

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 \$50 single/\$75 married couple as a NON REFUNDABLE APPLICATION FEE for costs, expenses and fees in processing the application. If applicant does not take possession of the property as provided in the executed lease then all deposits held shall be forfeited to Hart Pro Realty. 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 \_\_\_\_\_

Table with columns for fee type, amount, and agent/tenant information. Rows include Security Deposit, Pet Fee, Credit Check Fee, Paid with Application, Balance of Deposit Due, First Month's Rent, Total Due Before Move In, Received By, and Last Month.

WHERE DID YOU HEAR OF US? [ ] Pennysaver [ ] Daytona News Journal [ ] Hart Pro Realty Website [ ] Personal Referral [ ] Realtor.com [ ] Walk-In [ ] Craigslist [ ] Other \_\_\_\_\_

Agent Comments: \_\_\_\_\_

COPY OF I.D.

Hart Pro Realty Tenant Application Supplemental  
To be initialed, signed and submitted with Application

Please read this entire supplement prior to completing the application as you are required to initial, sign and submit it with the application. Application will not be accepted without this completed document.

All applicants and occupants over the age of 18 will be screened at cost of \$50.00 each. This fee is subject to change. The criteria searched will include but not be limited to; a complete credit, criminal, background check, along with previous/current landlord reference, evictions, sexual offenders, and verification of employment and/or verifiable funds available to confirm ability to make monthly rent payments. All of our leases are prepared by Attorneys in our legal department. The Attorney Lease Preparation Fee for the initial lease is \$45.00 , and the fee for renewal of the lease is \$30. Both of these fees are subject to change. The Applicant is responsible to pay these fees at lease signing.

Some properties are located within deed restricted communities such as Homeowners Associations and Condominiums that require separate screening and approval by their respective Associations. If this is the case with the property you are applying for, those screening /approval processes are in addition to, and independent of, Hart Pro Realty and must be made in accordance with their requirements. This information will be made available prior to making application for those specific properties.

All properties are available to all applicants until such time as an approved applicant deposits a hold deposit within 48 hours of notice of approval. If the applicant is notified of his/her approval and does not deliver a hold deposit within 48 hours, Hart Pro Realty will release the property to active market status and process the next qualified applicant. The amount of the hold deposit is equal to the security deposit of the property applied for. The hold deposit will be credited towards the security deposit when applicant takes possession of the property. Once approved, applicant must sign the lease within 7 days of Hart Pro Realty receiving the hold deposit. Applicant risks losing the property and all deposits held if lease is not signed within the 7 consecutive days immediately following receipt of hold deposit by Hart Pro Realty. In the event the applicant does not take possession of the property according to the terms of the lease, applicant forfeits any and all deposits held unless other arrangements have been made in advance and writing to Hart Pro Realty.

While first come first serve is considered in the approval process, there may be times when there are multiple applicants for a single property in which case Hart Pro Realty reserves the right to select the best qualified tenant for any property. In the event an applicant is approved and the property the applicant applied for is no longer available, the approval will be valid for 60 days and will apply to any other property Hart Pro Realty determines the tenant is qualified for. APPLICATION FEES ARE NON-REFUNDABLE once processed.

Applicant must provide the following at application:

1. Completed application(s)
2. Completed Application Summary(s)
3. Valid Driver's license or Valid State issued picture i.d. of all occupants over 18
4. Application fee(s)

No applications will be processed until all the necessary items are submitted. Please allow 24 hrs. from time of submission for results of application to be available. A example of a qualified tenant would be one that has 3 x's the rent as a monthly household income, a good rental history and recommendation from current landlord, credit score in excess 500. Convicted felons, sexual offenders and applicants that have been evicted will be declined unless extenuating conditions exist.

\_\_\_\_\_initial(s)

Security deposits are based on the averaged household credit scores. Applicants must have a verifiable monthly household income of approximately 3 times the rent in order to qualify for any property. Averaged household credit scores below 500 will have a security deposit equal to 2 months rent. Scores between 500 and 600 will have a security deposit equal to 1.5 months rent. All scores above 700 will have a security deposit equal to 1 month's rent. If credit score is 800 and above, the last month's rent will not be required, and the security deposit will be equal to 1 month's rent plus \$250.00. Other security deposit arrangements must be documented in writing by Owner and Tenant.

We reserve the right to require a higher security deposit if applicants financial information does not meet criteria.

All applicants must visit the property and initial ONLY ONE of the 3 following statements:

\_\_\_\_\_ I/We have physically visited the property and are aware that the property is being made available "As-IS" and agree to accept the property in its current condition.

\_\_\_\_\_ I/We require the following repairs, maintenance or upgrades be performed, at the landlord's expense prior to move-in (see repairs/upgrades). We understand this will be presented to the owners and considered as part of the approval process.

\_\_\_\_\_ I/We request permission to have the following repairs/upgrades completed prior to move-in at our expense(see repairs/upgrades). We understand this will be presented to the owners as part of the approval process and that all approved repairs will be done in a professional manner and subject to inspection and acceptance by management. Any and all work performed will meet permitting standards.

Repairs/upgrades: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are not allowed to provide you with a copy of your credit report or describe its contents. All information gathered is confidential and is for company use only. In the event your application is declined we will provide you with a letter indicating denial that you may submit to the reporting agency and receive a copy of the report. All application fees must be paid with certified funds and are non-refundable.

No pets of any kind are permitted on any property without specific permission and the appropriate pet addendum complete with additional non-refundable pet fees deposited. All pets must be presented at our office for a picture and must have current shots and registration when applicable. Non-refunable fees are \$100 for pets under 25 lbs. and \$200 for pets in excess of 25 lbs. Some breed of dogs are considered aggressive and will not be accepted under any condition, unless the animal is documented as "medically necessary". All pet approvals will be subject to the tenants securing pet insurance unless other arrangements are made.

Hart Pro Realty recommends all tenants secure renters insurance. Based on the amount of coverage desired, it is a very affordable way to protect your personal property from loss and in most cases extending liability coverage as well.

There is NO SMOKING ALLOWED in any of our properties. Some owners will accept smoking in a designated area outside. Tenants and their guests will be held 100% financially responsible for any and all damage caused by smoking in non-designated areas.

\_\_\_\_\_ initial(s)

All rents are due on the first of the month and are considered late after the fifth day of the month. A late fee of \$50 will be assessed on the sixth day and an additional \$5 a day thereafter until paid in full including late fees. A notice will be posted on the seventh day initiating the eviction process. In order to avoid eviction all past due rent and late fees must be paid in full.

Possession of the property and keys will be made available to the tenant on the 1<sup>st</sup> day the lease begins. Any arrangements to receive keys prior to the 1<sup>st</sup> day must be made in advance including appropriate lease addenda and prorated rent.

All initial funds including application screening fee, hold deposits, security deposits and advanced rents due will be made with **certified funds**. Rent thereafter can be paid with personal checks or online. If tenant's check is returned for any reason, tenant may then be required to pay all future rents with certified funds or money orders.

Security deposits are security for faithful performance by tenants of all terms of the lease. Tenants may not dictate that the security deposit be used for any other purpose prior to vacancy, including rent due. Unless claimed for unpaid rent, damages or to perform work that was contractually the tenant's responsibility, the security deposit is fully refundable upon vacating the property at the expiration of the lease term. Any security unencumbered by claims must be refunded within 15 days of receipt of the keys and possession of the property by Hart Pro Realty. If a claim is made against the security deposit, then the claim must be made within 30 days of same.

We strive to have all items in working condition on all our properties. An initial walk thru will be done to identify any conditional issues. Please report any subsequent issues you experience in writing within your first 5 days of possession. Although we cannot guarantee these issues will be fixed unless listed on the repairs/upgrades, we will do all we can to get them resolved.

This supplemental must be submitted with and becomes integral with your application. By initialing all pages and your signature below, you acknowledge that you understand and agree to the terms of this document.

\_\_\_\_\_ date \_\_\_\_\_  
Applicant

\_\_\_\_\_ date \_\_\_\_\_  
Applicant

\_\_\_\_\_ date \_\_\_\_\_  
Applicant

\_\_\_\_\_ date \_\_\_\_\_  
Applicant

Thank you for your interest in Hart Pro Realty rental properties. Please call 386 615 0789 if you have any questions regarding the application process.



## REQUEST FOR VERIFICATION OF RESIDENCY OR EMPLOYMENT

We have received a rental application from the applicant listed below, whom we understand is currently employed by you or to whom you currently rent, or rented in the past.

INSTRUCTIONS: HART PRO REALTY - Complete items 1 thru 8. Have applicant(s) complete item 9. Forward directly to LANDLORD/EMPLOYER named in item 1.  
LANDLORD / EMPLOYER - Please complete Part II as applicable. Sign and return directly to Hart Pro Realty at the address in item 2.

### PART I - REQUEST

1. TO (Name and address of Landlord/Employer)	2. FROM <b>Hart Pro Realty 159 W Granada Blvd Ormond Beach, FL 32174 386.615.0789 386.615.9145 (Fax)</b>
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3. NAME of Hart Pro Realty contact requesting information	5. DATE
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<b>6. INFORMATION TO BE VERIFIED</b>		
<input type="checkbox"/> Employment <input type="checkbox"/> Rental <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	Property / Employer Address	Name of Supervisor / Landlord

8. NAME AND ADDRESS OF APPLICANT(S)	9. SIGNATURE OF APPLICANT(S)

### PART II - TO BE COMPLETED BY LANDLORD / EMPLOYER

<input type="checkbox"/> RENTAL DATA <input type="checkbox"/> PRESENT <input type="checkbox"/> PAST  Tenant has rented since _____ to _____ Amount of rent \$ _____ per _____ Is rent in arrears? Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$ _____ Period _____ Number of times 30 days past due _____ Is account in good standing? Yes <input type="checkbox"/> No <input type="checkbox"/> Would you rent to tenant again? Yes No	<input type="checkbox"/> EMPLOYMENT DATA    EMPLOYER- <input type="checkbox"/> PRESENT <input type="checkbox"/> PAST  Position held _____ from _____ to _____  Approx hrs _____ per _____ Pay rate \$ _____ per _____ Reason for leaving (if a past employment) _____ _____ _____
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ADDITIONAL INFORMATION which may be of assistance in determining applicant's

SIGNATURE OF LANDLORD / EMPLOYER	TITLE	DATE
	PHONE NO.	

The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The form is to be transmitted directly to Hart Pro Realty and is not to be transmitted through the applicant or any other party.



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