

APPLICATION FOR RESIDENTIAL LEASE
ALL INFORMATION MUST BE COMPLETE

(Revised May 2023)

Property Address: _____ Move In Date: _____

Name: _____

(Check 1): _____ Married; _____ Divorced; _____ Separated; _____ Single

Phone Numbers: Home _____ Cell _____ Work _____

E-mail Address: _____

Date of Birth: _____ Social Security #: _____

Co-Occupant(s) or Spouse Name: _____

Phone Numbers: Cell _____ Work (must include) _____

E-mail Address _____

Date of Birth: _____ Social Security #: _____

Other persons to occupy-children (names and ages): _____

Local Emergency Contact: _____ Relationship: _____

Full Address: _____

Phone Number: _____

PART I – RESIDENTIAL HISTORY - GIVE A TWO YEAR HISTORY

Present Full Address: _____

Dates there : _____ Monthly rent: _____

Present Landlord's Full Name: _____

Phone: _____ Email: _____ Fax: _____

Previous Full Address: _____

Dates there: _____ Monthly rent: _____

Previous Landlord's Full Name: _____

Phone: _____ Email: _____ Fax: _____

PART II - EMPLOYMENT & INCOME

GIVE A TWO-YEAR HISTORY

1. Present Employment: _____ **Gross Monthly Income:** _____

Supervisor: _____ **Supervisor Phone:** _____

Supervisor Email: _____ **Dates there:** _____

2. Past Employment: _____ **Gross Monthly Income:** _____

Supervisor: _____ **Supervisor Phone:** _____

Dates there: _____

3. Other Applicant Present Employment: _____

Gross Monthly Income: _____

Supervisor: _____ **Supervisor Phone:** _____

Supervisor Email: _____ **Dates there:** _____

4. Other Income (retirement, alimony, child support, etc.): _____

Gross Monthly Income: _____

PART III - CREDIT & CHARACTER REFERENCES

CREDIT REFERENCES (credit cards, car loans, student loans, etc.):

1. _____

2. _____

3. _____

CHARACTER REFERENCES

Acceptable: Supervisors, teachers, ministers, employers. Not acceptable: friends, co-workers, relatives.

1. _____ **Phone:** _____

How long known: _____ **Relationship:** _____

2. _____ **Phone:** _____

How long known: _____ **Relationship:** _____

PART IV - VEHICLES AT RESIDENCE

NUMBER OF CARS TO BE PARKED AT UNIT: _____

Car Driver #1 : _____ **Driver's License # & State:** _____

Make: _____ **Year:** _____ **Model:** _____ **Tag#:** _____

Car Driver #2: _____ Driver’s License# & State: _____
Make: _____ Year: _____ Model: _____ Tag#: _____

PART V – APPLICATION PROCEDURE

- 1. There is an **Application Fee of \$75.00** per person or \$75.00 per married couple. This is to be a **Cashier’s Check or Money Order**. This is Non-refundable.
- 2. You must submit a legible copy of your **Driver’s License**. Text a good flat clear color photo.
- 3. The **Application Process** includes but is not limited to a credit report, rental history, and verification of employment and income.
- 4. See attached page 4 for more important information!

Failure to complete this Lease Application will result in denial.
All prospective tenants over 18 years old must apply and
sign the Lease Package.

**THE UNDERSIGNED REPRESENTS THAT ALL FACTS AND STATEMENTS PRESENTED HEREIN
ARE TRUE AND FOR THE PURPOSE OF OBTAINING A CREDIT REPORT. VERIFICATION MAY BE
OBTAINED FORM ANY SOURCE NAMED IN THIS APPLICATION OR A RECOGNIZED CREDIT
REPORTING SERVICE. THE DECISION TO GRANT OR DENY THIS APPLICATION IS AT THE SOLE
DISCRETION OF THE AGENT/LANDLORD.**

APPLICANT: _____ (signature) DATE: _____
_____ (print)
APPLICANT: _____ (signature) DATE: _____
_____ (print)
AGENT: _____ DATE: _____

Joan H. Raley, REALTOR®, Property Manager
850.545.9390 Office or Text ~ 1.888.798.1950 Fax
Joan@JoanRaley.com www.JoanRaley.com

Tips for your Rental Application:

(Revised May 2023)

1. Be sure that you fill out the application **completely**. Please **write legibly**. If these two requirements are not met, your application may be denied.
2. “Local Emergency Contact” – must be **local**. If you are new to the area, perhaps your new employer, minister, or a colleague could be your contact.
3. Present and Previous Residential History-
 - a. Need your complete address including city, state and zip code.
 - b. Need the landlord’s complete name, phone, email address. We need a contact person (a real person).
4. Employment and Income-
 - a. Need your employer’s/supervisor’s full name, phone number and email address; your gross monthly income and beginning dates (and ending on the previous job).
 - b. Other Income- describe and gross monthly income.
 - c. You can use the **last two months** of pay stubs to verify your income.
5. Your **income to rent ratio** is that your income should be three (3) times the rent.
6. Credit References- just the names of loans, credit card companies—no card numbers.
7. Character References- Needs to be employers or supervisors, teachers, ministers, etc. Not friends, co-workers, relatives, etc.
8. The Applicants have to have a minimum of a **600 credit score**.
9. Application Procedures- need your \$75.00 Application Fee for each single person or \$75.00 Application Fee per married couple. This needs to be a Cashier’s Check or Money Order (Publix and some drug stores offers Money Orders).
10. Text a good color copy of your Driver’s License. Needs to be a flat clear color photo. If more than one tenant application, text the drivers’ licenses separately.
11. Need to sign and print legibly your name on the Application.

Joan H. Raley, REALTOR®, Property Manager
Text 850.545.9390 ~~ Joan@JoanRaley.com
www.JoanRaley.com