



## RESIDENT SELECTION CRITERIA

1. ALL ADULT OCCUPANTS 18 OR OLDER MUST SUBMIT A FULLY COMPLETED, DATED AND SIGNED RESIDENCY APPLICATION. APPLICANT MUST PROVIDE A COPY OF THEIR PHOTO ID. A NON REFUNDABLE APPLICATION FEE WILL BE REQUIRED FOR ALL ADULT APPLICANTS. APPLICANT MAY BE REQUIRED TO BE APPROVED BY A CONDO/HOMEOWNER'S ASSOCIATION. APPLICANT MAY HAVE TO PAY ASSOCIATION AN ADDITIONAL APPLICATION FEE AND OR SECURITY/DAMAGE DEPOSIT.
2. APPLICANTS MUST HAVE A COMBINED GROSS INCOME OF AT LEAST THREE TIMES THE MONTHLY RENT. WE RESERVE THE RIGHT TO REQUIRE A CO-SIGNER. A MINIMUM OF TWO YEARS RESIDENTIAL RENTAL HISTORY IS REQUIRED.
3. CREDIT HISTORY AND OR COURT RECORDS MUST NOT CONTAIN SLOW PAYS, JUDGEMENTS, EVICTION FILING, COLLECTIONS, LIENS OR BANKRUPTCY WITHIN THE PAST FIVE YEARS.
4. SELF EMPLOYED APPLICANTS WILL BE REQUIRED TO PRODUCE TWO YEARS OF TAX RETURNS AND 1099'S.
5. NON EMPLOYED INDIVIDUALS MUST PROVIDE VERIFIABLE PROOF OF INCOME.
6. ALL OTHER SOURCES OF INCOME MUST BE VERIFIABLE IF NEEDED TO QUALIFY FOR A RENTAL UNIT.
7. CRIMINAL RECORDS MUST CONTAIN NO CONVICTIONS FOR MISDEMEANORS FOR CRIMES INVOLVING VIOLENCE, ASSAULT OR BATTERY, DRUGS, FIREARMS, FELONIES WITHIN THE PAST SEVEN YEARS AND NO SEXUAL OFFENSES EVER.
8. IN THE EVENT A RECORD COMES BACK "ADJUDICATION WITHHELD", "NOLLE PROSSE", "ADJUDICATN DEFERRED, FURTHER DOCUMENTATION WILL BE REQUIRED. APPLICANT MAY BE DENIED ON THIS BASIS.
9. NO PETS OF ANY KIND PERMITTED WITHOUT SPECIFIC WRITTEN PERMISSION OF LANDLORD IN THE LEASE DOCUMENT, AND ADDENDUM TO LEASE. A NON-REFUNDABLE PET FEE ACCEPTABLE TO LANDLORD AND/OR ADDITIONAL PET DEPOSIT WILL BE REQUIRED FOR ALL APPROVED PETS. ( THIS DOES NOT INCLUDE REGISTERED SERVICE ANIMALS)
10. A MINIMUM NON-REFUNDABLE PROPERTY PREPARATION FEE MAY BE CHARGED TO THE REIDENT(S) AT TIME OF LEASING THE PROPERTY. IT WILL BE USED AT THE END OF YOUR LEASE TERM TO COVER ANY NEEDED CLEANING, CARPET CLEANING AND RE-KEYING. OTHER MANDATORY FEES FOR CLEANING, CARPET CLEANING, RE-KEYING, DAMAGES ETC., MAY BE CHRGED AS PER THE LEASE. RESIDENT(S) SHALL STILL BE LIABLE FOR AMOUNTS OF DAMAGES, CLEANING, RE-KEYING ETC THAT EXCEED THE NON-REFUNDABLE PROPERTY PREPARATION FEE OR MINIMUM FEE.
11. APPLICANTS WILL BE REQUIRED TO PAY A SECURITY DEPOSIT WITHIN 1 BUSINESS DAY AFTER APPLICATION IS APPROVED IN THE MINIMUM AMOUNT EQUAL TO ONE MONTH RENT. WE RESERVE THE RIGHT TO REQUIRE A HIGHER SECURITY DEPOSIT AND OR MINIMUM FEE.
12. THE NUMBER OF OCCUPANTS MUST BE IN COMPLIANCE WITH HUD STANDARDS/GUIDELINES FOR THE APPLIED FOR UNIT.
13. WE MAY REQUIRE A HOLDING OR GOOD FAITH DEPOSIT TO BE COLLECTED TO HOLD A PROPERTY OFF THE MARKET. IN THE EVENT THE APPLICATION IS APPROVED AND APPLICANT FAILS TO ENTER IN TO A LEASE THE APPLICANT SHALL FORFEIT THIS DEPOSIT. IN THE EVENT THE APPLICATION IS APPROVED, THIS DEPOSIT SHALL BE APPLIED TO THE REQUIRED SECURITY DEPOIST.
14. ANY EXCEPTIONS TO OUR COMPANY CRITERIA WILL NEED TO BE SUBMITTED IN WRITING TO THE RENTAL AGENT FOR PRESENTATION TO THE LANDLORD FOR CONSIDERATION. IF APPROVAL IS GIVEN FOR SUCH EXCEPTIONS, ADDITIONAL SECURITY, CO-SIGNERS, AND/OR ADDITIONAL ADVANCE RENT PAYMENTS MAY BE REQUIRED.
15. OUR COMPANY POLICY IS TO REPORT ALL NON COMPLIANCES WITH TERMS OF YOUR RENTAL AGREEMENT OR FAILURE TO PAY RENT, OR ANY AMOUNTS OWED TO THE CREDIT BUREAU AND/OR A COLLECTION AGENCY AND IF THE AMOUNT IS DISPUTED, IT SHALL BE REPORTED AS DISPUTED IN ACCORDANCE WITH THE LAW.
16. APPLICATION FEE, SECURITY/PET DEPOSITS/ADDITIONAL FEES AND FIRST MONTHS RENT ARE ALL PAYABLE BY CERTIFIED BANK CHECK OR MONEY ORDER ONLY.

APPLICANT SIGNATURE: \_\_\_\_\_

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

**RE/MAX** Anchor Realty  
3941 Tamiami Tr., #3121  
Punta Gorda, Florida 33950  
Office: 800-898-7353

**AUTHORIZATION FOR BACKGROUND/CREDIT RELEASE**

**APPLICATION REQUIREMENTS**

- \* ALL PAGES OF THE APPLICATION MUST BE FILLED OUT AND SIGNED BY THE APPLICANT.
- \* A SEPARATE APPLICATION MUST BE FILLED OUT FOR EACH APPLICANT 18 YEARS AND OLDER.
- \* AN APPLICATION FEE OF \$50.00 PER APPLICANT PAYABLE BY MONEY ORDER OR CERTIFIED CHECK ONLY.
- \* RELIABLE DOCUMENTATION AND PHONE NUMBERS FOR ALL INCOME MUST BE PROVIDED.
- \* PHOTO DOCUMENTATION SUCH AS DRIVER' LICENSE, PASSPORT, MILITARY ID, ETC. MUST BE PROVIDED
- \* ALL INTENDED RESIDENTS/APPLICANTS MUST BE LISTED.
- \* YOU MUST DISCLOSE ALL PETS, VEHICLES, AND WATER FILLED FURNITURE.
- \* NO APPLICATION WILL BE PROCESSED WITH OUT PROCESSING FEE OR VALID PHOTO ID

**POLICIES AND PROCEDURES**

- \* THE APPLICATION FEE IS NON-REFUNDABLE.
- \* ALL PETS MUST BE APPROVED BY THE OWNER.
- \* IF YOU HAVE WATER FILLED FURNITURE YOU MUST PROVIDE PROOF OF INSURANCE PER FS83.535.
- \* NO PROPERTIES WILL BE HELD UNLESS THEY ARE CURRENTLY NOT AVAILABLE.
- \* IF APPLICANT IS APPROVED, DEPOSITS MUST BE PAID WITHIN 1 BUSINESS DAY.
- \* IF APPLICANT DEFAULTS /FAILS TO TAKE POSSESSION AFTER APPROVAL ALL MONIES PAID WILL BE FORFEITED
- \* LEASE MUST BE SIGNED, AND ALL MONIES MUST BE PAID IN FULL BY CERTIFIED CHECK OR MONEY ORDER ONLY PRIOR TO TAKING POSSESSION OF THE PROPERTY.

I UNDERSTAND AND AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND AUTHORIZE ANCHOR REALTY GROUP, LLC TO VERIFY ALL INFORMATION CONTAINED IN THIS APPLICATION INCLUDING OBTAINING A CREDIT REPORT. MISSTATEMENTS EITHER FALSE OR INCORRECT CAN BE DEEMED REASON FOR DENIAL OF OCCUPANCY.

I UNDERSTAND THAT DUE TO THE FAIR CREDIT REPORTING ACT THAT I WILL NOT BE FURNISHED A COPY OF MY CREDIT REPORT. I MAY OBTAIN A FREE CREDIT REPORT FROM A CREDIT REPORTING BUREAU IF MY APPLICATION IS DENIED FOR CREDIT REASONS. I UNDERSTAND THAT THIS APPLICATION IS THE PROPERTY OF ANCHOR REALTY GROUP, LLC.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

THE FOLLOWING WILL BE THE RESIDENTS OF THE PROPERTY (FIRST AND LAST NAMES):

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**APPLICATION TO RENT**

DATE: \_\_\_\_\_

DESIRED PROPERTY ADDRESS: \_\_\_\_\_

DESIRED MOVE IN DATE: \_\_\_\_\_

**APPLICANT INFORMATION:**

APPLICANT LEGAL NAME: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

MAIDEN NAME (IF APPLICABLE): \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ NIGHT PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_ STATE OF ISSUE: \_\_\_\_\_

EMERGENCY CONTACT NAME/PHONE: \_\_\_\_\_

**CURRENT/PREVIOUS RENTAL INFORMATION:**CURRENT ADDRESS: \_\_\_\_\_  
STREET CITY ST ZIP

CURRENT LANDLORD NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RENT AMOUNT: \_\_\_\_\_ RENTAL DATES: TO: \_\_\_\_\_ FROM: \_\_\_\_\_

NOTICE GIVEN: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

IF YOU ARE OWNER OF THE HOME WILL MORTGAGE OBLIGATION CONTINUE DURING RENTAL TERM?  
\_\_\_ YES \_\_\_ NO IF So what is your mortgage payment amount? \_\_\_\_\_PREVIOUS ADDRESS: \_\_\_\_\_  
STREET CITY ST ZIP

PREVIOUS LANDLORD NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RENT AMOUNT: \_\_\_\_\_ RENTAL DATES: TO: \_\_\_\_\_ FROM: \_\_\_\_\_

NOTICE GIVEN: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

CURRENT EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATES OF EMPLOYMENT: START: \_\_\_\_\_ END: \_\_\_\_\_

POSITION: \_\_\_\_\_ GROSS SALARY: \_\_\_\_\_ PER MONTH

PREVIOUS EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

DATES OF EMPLOYMENT: START: \_\_\_\_\_ END: \_\_\_\_\_

POSITION: \_\_\_\_\_ GROSS SALARY: \_\_\_\_\_ PER MONTH

**VEHICLE INFORMATION:**

YEAR/MAKE/MODEL: \_\_\_\_\_ TAG #: \_\_\_\_\_

YEAR/MAKE/MODEL: \_\_\_\_\_ TAG #: \_\_\_\_\_

RV/BOAT/TRAILER/MOTORCYCLE \_\_\_\_\_

**GENERAL INFORMATION:**

DO YOU HAVE PETS? \_\_\_\_\_ HOW MANY? \_\_\_\_\_ TYPE? \_\_\_\_\_ WEIGHT? \_\_\_\_\_

DO YOU HAVE WATERFILLED FURNITURE? \_\_\_\_\_ IF SO PLEASE SPECIFY \_\_\_\_\_

HAVE YOU EVER HAD A BANKRUPTCY? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

HAVE YOU EVER HAD A FORECLOSURE? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

HAVE YOU EVER REFUSED TO PAY RENT/BROKE A LEASE? \_\_\_\_\_

HAVE YOU EVER BEEN CHARGED WITH A FELONY? \_\_\_\_\_ IF SO, PLEASE SPECIFY \_\_\_\_\_

HAVE YOU EVER BEEN CHARGED WITH A MISDEMEANOR? \_\_\_\_\_

REFERENCES:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_