



## PERKINS REALTY RENTAL PROCEDURES

PERKINS REALTY DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN OR ANY OTHER PROTECTED BASIS.

PERKINS REALTY REPRESENTS THE OWNER OF PROPERTY ONLY; THE OWNER OF PROPERTY PAYS FOR THE BROKER'S SERVICES. THEREFORE, POLICIES MAY VARY BY PROPERTY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE.

1. A separate, **completed** application is required by all persons 18 years of age or older intending to occupy the property. Each application must be filled out completely and signed by the applicant. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Complete applications include: "Rental Procedures", "Rental Criteria", "Rental Application", "Rental Application Disclosure and Authorization" forms. Valid current photo documentation (driver's license, military ID, or State ID) is **required** with each application and social security number for each applicant. Applicants without social security number must show proof of a permitted stay in the U.S. with a visa. If applicant shows proof of approval to work in the U.S., then additional prepaid rent may be required.

2. An application fee of **\$60.00**, in the form of cashier's check or money order only, must be accompany each application. No CASH or PERSONAL CHECKS are accepted for application fees. Application will not be processed without application fee. The application fee is **NON-REFUNDABLE.**

Married couples must submit 2 applications with 2 application fees.

3. Applications from other applicants **MAY** be accepted until an application is approved. Because of the fiduciary relationship Perkins Realty has with owners, if more than one application is submitted before approval can be achieved, then the most qualified applicant will be approved. In this situation **ONLY**, application fee is refundable.
4. If applicant is applying for a property that is governed by a homeowner's association or Condominium association, the applicant may be required to fill out a separate application for the association and possibly pay an additional fee for approval.
5. Employment will be verified for each applicant.  
Self-employed applicants may be required to submit the previous year's Tax Return or 1099 with application. All non-employed (ie; Retired, etc.) applicants are required to submit proof of income with application.
6. Rental history will be verified for the past twenty-four months with no interruptions for each applicant. Verification must reflect timely payments, no complaints for noise or illegal activity, appropriate "notice of intent to vacate", and no damage to unit or failure to leave the property clean without damage at time of lease termination. Applicant must not have been evicted or moved out without notice in the past seven years.

APPLICANT INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_



7. All pets, vehicles, flotation bedding systems, and fish tanks larger than 55 gallon must be disclosed on the application. Proof of insurance (FS 83.535) must be provided for all flotation systems (waterbeds) and fish tanks larger than 55 gallons.
8. No pets are permitted without prior written consent, (except for medically necessary pets with proper identification).  
Only non-violent, common domesticated animals will be allowed on any property that permits pets.  
**Rottweilers, Pitt-bulls, Dobermans, German Shepherds, Chows, Huskies, Malamutes, Wolf Hybrids, and any mixed breed including any of the above mentioned will NOT be approved.**  
**Photo(s) of pet(s) MUST ACCOMPANY APPLICATION.**  
Pet fees are normally \$275.00 per pet and are non-refundable. Additional pet fees and deposits may be charged.
9. United States Department of Housing and Urban Development (HUD) occupancy standards are no more than two (2) persons per bedroom.
10. Lease must be signed within two business days of approval of application. There is a \$100.00 lease preparation fee which must be paid at lease signing. A holding deposit must be paid within two business days of approval of application. If holding deposit is not paid in full within two business days of approval, then it will be assumed that the applicant has withdrawn the application. Perkins Realty may offer the property to others if applicant fails to pay required deposits within this time frame.
11. It is company policy to report any unpaid balances owed at the end of your tenancy to a collection agency and/or national credit-reporting agency.
12. 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 into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms within the past 7 years; no felonies within the past 7 years and no sexual offenses ever. In the event a record comes back "adjudication withheld," "nolle prose", or adjudication deferred", further documentation may be required, and application may be denied on this basis.

**You must include the following items when submitting application:**

Copy of Identification (Driver's License, State ID, Military ID, or Passport)

Social Security number or copy of visa

Proof of income (4 weeks of most current check stubs)

- If Self-employed – proof of income (4 weeks of most current bank deposits from employment. Tax return and/or 1099 MAY be allowed/required as proof with prior approval)

\$60.00 application fee per application: Money order or cashier's check. (You may combine the fees into one money order or cashier's check if applying with other applicant(s) Completely filled out application forms.

**I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE AS OUTLINED.**

\_\_\_\_\_  
APPLICANT PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE



**Applicant:**

- **FICO Score**
  - Conditions Required on Lease; Security Deposit equal to one month rent  
FICO Score is above 550
  - Conditions Required on Lease; Double Security Deposit OR Guarantor\*\* may be required  
FICO Score is between 450 and 550
  - Conditions Required on Lease; Triple Security Deposit OR Guarantor\*\* may be required  
FICO Score is below 450
- **Rent-to-Income:**
  - Rent-to-income ratio of 33% (maximum allowable rent amount will be calculated using income entered and the ratio specified)
- **Criminal:**
  - Automatic Denial  
One or more felonies in the last 7 years  
One or more misdemeanors in the last 7 years  
Registered sex offender
  - Excluded from Analysis  
Misdemeanor traffic violations
- **Eviction**
  - Automatic Denial  
One or more eviction records in the last 7 years

**\*\*Guarantor Requirements:**

- **FICO Score**
  - Automatic Denial of Application  
FICO Score is below 700
- **Rent-to-income**
  - Rent-to-Income ratio of 25% (maximum allowable rent amount will be calculated using income entered and the ratio specified).

**I, the undersigned, have reviewed the criteria contained within this document and agree that it is acceptable as the rental criteria.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

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[www.perkinsrealty.com](http://www.perkinsrealty.com)



## PERKINS REALTY RENTAL APPLICATION

<b>OFFICE USE ONLY:</b> AMOUNT RCD: \$ _____ MONEY ORDER CASHIERS CHECK-BANK CHECK OTHER: _____
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Which property are you applying for?	Name and Company of Real Estate Agent who showed you the property <b>(ATTACH BUSINESS CARD)</b>
If approved, what date would you like to start the lease?	List all other occupants (first and last name and ages) that will be living on the property
Applicant Full Name	Social Security Number
Date of Birth	Divers License Number & State
Phone Number/Cell Number	e-mail Address
Present Address, City, State, Zip	Time at Present Address
Present Landlord	Present Landlord's Phone Number
Previous Address, City, State, Zip	Time at Previous Address
Previous Landlord	Previous Landlord's Phone Number
Present Employer	Present Length of Employment
Present Employer's Phone Number	Present Supervisor's Name
Previous Employer	Previous Length of Employment
Previous Employer's Phone Number	Previous Supervisor's Name
Present Gross Monthly Income From Employment	Additional Monthly Income/Alimony/Child Support/Other (describe)
Vehicle Year/Make/Model	License Plate Number
Other Vehicles/Boats/Motorcycles/Other	Waterbed/Fishtank
Pet(s): List ALL -Type/Breed <b>MUST</b> PROVIDE PICTURE WITH APPLICATION	Describe pet(s) - Age/Weight/Color/Breed
Have you ever been arrested?	Explain
Have you ever had a conviction filed against you?	Explain
Have you ever refused to pay rent?	Explain
Have you ever declared bankruptcy?	Explain
Personal Reference/Relationship	Phone Number
Personal Reference/Relationship	Phone Number
Emergency Contact/Relationship	Phone Number