



**House  
Huntin  
Realty LLC**

**5509 Grand Blvd. Suite 303  
New Port Richey, FL 34652**

PH: 727-848-2560 Fax: 727-848-3212  
email: nada@househuntin.net

## **RENTAL PROCESS AND APPLICATION DISCLOSURE**

*"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin."*

### **Application Processing and Time Frame:**

- ❖ Processing an application normally takes between 2-3 days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial. **All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee.**
- ❖ House Huntin Realty will hold **NO** property off the rental market without a deposit. A **MINIMUM** deposit of \$100.00 is required to hold a property for (3) three days maximum. If the property is held off the market for longer than (3) three days, a deposit equal to the security deposit will be required. **IN NO CASE WILL A PROPERTY BE HELD LONGER THAN THIRTY (30) DAYS.** No property will be held off the market without a fully executed Rental Application. All good faith deposits are subject to the restrictions set forth in the application.

### **Cost:**

- ❖ If you decide to apply to rent one of our properties, there is a \$45.00 per adult application fee that is "non-refundable". This must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fees will not be considered and application fees will not be refunded for incomplete applications.
- ❖ Application fees, security deposits, first months rent and pet fees required for possession **MUST** be paid by cash, certified check, money order or traveler's checks. Subsequent rents may be made by personal checks.
- ❖ Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.

### **The Application:**

- ❖ Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will: (1) check your credit report; (2) check the public records for any past evictions, (3) verify your employment; (4) verify your previous landlord references; and (5) do a criminal background check. We would encourage you not to apply if you have bad credit, bad references, have ever been evicted in the past or have a criminal record. Cosigners or Co-Guarantors may be considered on an individual basis.
- ❖ Once you have been notified of your approval, you must place (at a minimum) a holding deposit (by cashier's check or money order), equal to at least one month's rent within 48 hours of your approval notification. Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before the beginning rental date you applied for, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 72 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.

- ❖ All applicants must see the interior of the property before an application can be submitted. The property must be accepted in "AS IS" condition before an application can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application. If your maintenance and repair request are acceptable House Huntin Realty., then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding. In the event that the manager receives two or more unrelated applications for the same property, the applicant understands the manager may select the applicant desiring the property in "AS IS" condition, over another applicant requesting maintenance or repairs. In all cases, the application fee is non-refundable.
- ❖ All initial funds, the holding deposit — first month's rent and security deposit — must be paid by cashiers check or money order payable to "House Huntin Realty". Subsequent months thereafter may be paid by check.

**Resident Selection Criteria:**

- ❖ All adult applicants over the age of 18 must submit a fully completed, dated and signed application. Applicant must submit proof of identity in the form of driver's license, state ID card or passport with the application. A non-refundable application fee of \$ 45.00, payable in cash, money order, or cashier's check must accompany each application.
- ❖ Incomes must be verified in writing, applicant may provide recent pay stubs. A minimum of two years residential history is required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a cosigner and/or a higher security deposit. Cosigners are accepted at the managers discretion only, must meet all requirements, and must reside in the State of Florida.
- ❖ Self employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- ❖ Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the past three (3) years. We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- ❖ All sources of other income must be verifiable if needed to qualify for a rental unit.
- ❖ If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.
- ❖ Previous rental history reports from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.
- ❖ Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit. Consequently, House Huntin Realty also prohibits the rental of a single family dwelling to more than two (2) unrelated adults.
- ❖ No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of House Huntin Realty in the lease document (a pet addendum to lease), and an additional non-refundable pet application fee of \$200.00 per pet. Some properties may require higher pet fees or higher rent amounts. If a higher pet fee or rent amount is required, you will be notified at the time of the application.
- ❖ The following pets will not be accepted under any circumstances: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS.
- ❖ Some Homeowner and Condominium Associations may require a separate application. If so, you must also apply separately to such association and approval by the homeowners or condo association is a necessary prerequisite to our approval of your application.

- ❖ Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.
- ❖ Any exceptions to these criteria will need to be submitted in writing to House Huntin Realty for consideration. If approval is then given for such exceptions, an additional security deposit, cosigners and/or additional "higher" rent may be required.

#### **Other Issues:**

- ❖ Rents quoted are the rental amounts due if paid on time (on or before the 1st of each month by 5:00 PM) otherwise, the rent is at least 10% more that month if paid past the 5<sup>th</sup> of that month.
- ❖ Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have House Huntin Realty's prior approval.
- ❖ Maintenance and Repair — When you rent a home from our company, we strive to ensure that all items are in good working order. Please report in writing, any maintenance or repair request during your first **15** days of possession.
- ❖ Multiple Applications — It is entirely possible that House Huntin Realty may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for House Huntin Realty to expend time and cost in credit reports, criminal reports, and other administrative costs. Hence, it is our policy that the application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.
- ❖ Leasing Consultants — House Huntin Realty provides leasing consultants to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. The leasing consultant will also submit your application to House Huntin Realty for processing. The leasing consultant is not authorized to negotiate on behalf of House Huntin Realty. Verbal representations are non-binding. Once your application is submitted to House Huntin Realty, the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.
- ❖ This "Rental Process and Application Disclosure" is hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.
- ❖ The following pages contain the home rental application, the contract to lease and the disclosure of information on lead based paint and lead based paint hazards.
- ❖ Prior to move- in -- Tenant(s) must make arrangements to have appropriate utilities, including trash removal, put in their name and proof of the same must be presented to this office. No tenant will be permitted to occupy a rental property until a lease has been fully executed and proof that utilities are in their name have been presented.

**\*PLEASE KEEP PAGES 1 THROUGH 3 FOR YOUR RECORDS**

# APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY – THANK YOU

**NOTE: ALL ADULTS OVER THE AGE OF 18 MUST COMPLETE A SEPARATE APPLICATION FORM**

APPLICATION DATE:	NON-REFUNDABLE APPLICATION FEE: \$	EXPECTED MOVE IN DATE:
RENTAL ADDRESS:		MONTHLY RENT: \$
Received and Read "Rental Process and Application Disclosure" ( _____ ) Applicant's Initials		

**PLEASE TELL US ABOUT YOURSELF:**

Full Name:		
Date of Birth:	Soc. Sec. No	Driver's License #
Current Address:		
Home phone:	Cell Phone:	Email:

Co-Applicant's name:		
Date of Birth	Soc. Sec. No	Driver's License #

Current Landlord's Name:	Current Landlord's Address:	
Current Landlord's Phone:	Current Rent: \$	How Long:

Previous Address:		
Previous Landlord's Name:	Previous Landlord's Address:	
Previous Landlord's Phone:	Previous Rent: \$	How Long:

Additional Persons to Occupy Dwelling: Name: _____ _____ _____	Age: _____ _____ _____	Sex: _____ _____ _____
Pets: Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]	Type: _____ Type: _____	Breed: _____ Breed: _____
		Weight: _____ Weight: _____

Have you ever had an eviction filed against you?    [ <input type="checkbox"/> ] Yes            [ <input type="checkbox"/> ] No
---

# APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

**PLEASE GIVE YOUR EMPLOYMENT INFORMATION:**

Your status: <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> student <input type="checkbox"/> retired <input type="checkbox"/> unemployed		
Employer Name or Company Name:		
Employer Address:	Supervisor:	Employer Phone:
Date employment began:	Position:	Gross Monthly Income: \$
Previous Employer Name or Company Name:		
Previous Employer Address:	Supervisor:	Employer Phone:
How Long:	Position:	Gross Monthly Income: \$
<b>If there are other sources of income you would like us to consider, please list income, source and person (banker, employer, gov't. agency, etc) who we could contact for confirmation. You do NOT have to reveal alimony or child support unless you want us to consider it in this application. Please attach appropriate documentation as proof of income (SSI, SSDI, Welfare, etc).</b>		
Amount: \$	Per/	Source:
Have you filed for or been discharged from bankruptcy within the past 5 years? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If yes, please explain:	

**PLEASE LIST YOUR CREDIT REFERENCES:**

Bank/Creditor:	City/State:	Type:
Bank/Creditor:	City/State:	Type:
Bank/Creditor:	City/State:	Type:
Bank/Creditor:	City/State:	Type:

**PLEASE GIVE VEHICLE INFORMATION FOR ALL TENANTS:**

Year	Make	Model	Color	Plate #
Year	Make	Model	Color	Plate #
Year	Make	Model	Color	Plate #
List any other vehicles (ie, boats, trailers, motorcycles):				

Please give any additional information which might help management evaluate this application:

---



---



---

**CONTRACT TO LEASE:** I (WE) DO HEREBY MAKE APPLICATION FOR OCCUPANCY OF THE FOLLOWING RENTAL UNIT AND UNDER THE FOLLOWING TERMS:

PROPERTY ADDRESS: \_\_\_\_\_, FLORIDA.

**INITIAL TERM:** SHALL BE FOR \_\_\_\_\_ MONTHS, BEGINNING \_\_\_\_\_, 20\_\_\_\_, AND ENDING THE LAST DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

**RENT:** THE RENT (IF PAID ON TIME) SHALL BE \$ \_\_\_\_\_ PER MONTH.

(NOTE: THIS ASSUMES THAT THE RENT IS PAID ON OR BEFORE THE 1ST OF EACH MONTH BY 5:00 PM. OTHERWISE, THE RENT IS **\$10%** HIGHER THAT MONTH.)

**OTHER ITEMS REQUESTED (IF ANY) :** \_\_\_\_\_

**ASSOCIATION APPROVAL:** Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective Resident(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within 3 days from the effective date of this contract. Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association and/or House Huntin Realty, this contract will terminate and any rents and/or security deposits paid will be refunded to the prospective Resident(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable application fees paid to the association and to House Huntin Realty are not refundable under any circumstance.

**AUTHORIZATION:** I (we) affirm that the information contained in this rental application to lease to be true and correct. I (we) agree that House Huntin Realty may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I (we) hereby authorize House Huntin Realty, LLC. to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. **I hereby expressly release House Huntin Realty, LLC. and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.**

**FAILURE TO PERFORM:**I (we) agree to enter into a lease for the rental unit upon the terms outlined above.

I (we) agree that I (we) have toured, previewed and seen the rental unit being applied for and that I (we) are accepting it in "AS IS" condition, unless otherwise noted above in "Other Items Requested". If I (we) refuse to enter into the managers lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me (us) (on or before the occupancy date indicated), then House Huntin Realty may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by House Huntin Realty as liquidated damages.

**RENTAL PROCESS AND APPLICATION PROCEEDURE:** I/we do hereby acknowledge that I/we were provided the handout entitled "Rental Process and Application Procedures" and that I/we understand and agree to the terms of application and rental process. I/we have read and initialed or signed all seven (7) pages of this application package and have submitted them with this application for consideration by House Huntin Realty.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE**

SECURITY DEPOSIT \$	MOVE-IN DATE	CREDIT CHECK FEE
PET FEE \$      PET DEPOSIT \$	RENT \$      TERM OF LEASE	PHOTO I.D. COPY
FIRST MONTH'S RENT \$	PRO RATE: _____ DAYS @ \$ _____ /DAY = \$ _____	CREDIT REPORT
PAID WITH APPLICATION \$	ELECTRIC RCPT _____ WATER RCPT _____	FDLE REPORT
BALANCE OF DEPOSIT DUE \$		DOC. REPORT
TOTAL DUE BEFORE MOVE-IN \$	APPROVED: <b>Y / N</b>	ADVERSE ACTION LETTER