



160 Cypress Point Pkwy, Suite D216
Palm Coast, Florida 32164
Direct Line: (386) 283-5620
Hello@WelcomeHomePalmCoast.com

Rental Application Instructions

NOTE: Incomplete Applications will not be processed. Please use checklist below as your guide.

Please complete:

- Read & Sign:** Residential Criteria Form
- Read & Sign:** Acknowledgement Form
- Read, Complete & Sign:** Rental Application
- Complete & Sign:** Authorization for Credit/Background Check/Reference Check & Sign
- Read & Sign:** Affirmation by Applicant/s
- REMIT:** A Copy of Driver's License/s for Each Applicant OR State Issued Photo ID
- REMIT:** Copy of Last 2 Paystubs for EACH applicant (or social security reward letter if applicable) if retired or unemployed for any reason, remit last 2 bank statements.
- REMIT:** Non-Refundable Application Fee **\$50.00 FOR EACH ADULT APPLICANT**

Payable to>>> Welcome Home Real Estate (PayPal, Cash, Certified Funds)

NOTE: BEST WAY TO CONTACT OUR OFFICE FOR APPLICATION QUESTIONS:

HELLO@WELCOMEHOMEPALMCOAST.COM

RESIDENT SELECTION CRITERIA

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A non-refundable application fee in the amount of \$50.00 for each adult applicant will be required. **** (Condos ONLY) Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. We reserve the right to require a co-signer.
3. Civil Court Records must not contain judgments, eviction filing, collections or liens within past 5 years.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. 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. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required, and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets unless approved by landlord if accepted you will be required to sign an addendum to lease and be able to submit non-refundable pet fee in the amount of \$250. Fees and deposits are waived for medically necessary pets.
9. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one and one half months' rent (1 1/2), unless otherwise agreed to by Landlord and Tenant. We reserve the right to require a higher security deposit and or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
12. All approved applicants are required to execute a lease within 3 days of receiving the lease from Welcome Home Real Estate. FULL Security Deposit is required to be submitted with the signed lease AND is NON-REFUNDABLE should tenant NOT TAKE OCCUPANCY on 1st day of lease.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required.
14. 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 law.

1st Applicant Signature

Date

2nd Applicant Signature

Date

ACKNOWLEDGEMENT FORM

I/We, the undersigned, acknowledge that this written notice of Frequently Asked Questions was received prior to the undersigned receiving a lease agreement.

Is there an application fee? Yes. Tenant shall be charged an initial application fee in the amount of \$50.00 per EACH ADULT APPLICANT. This one-time charge is collected to cover a credit check and a processing fee. (NOTE: this fee is non-refundable)

What if I have bad credit, can I still find a rental? The credit check is a resource used when evaluating your application. The final decision rests upon the Owner of the home.

Are pets allowed? The final decision rests upon the Owner of the Home. Usually, there is a non-refundable fee obtained. If a pet has been approved no substitutions or additions to pets will be accepted without prior written permission. No dog which is on prohibited dog breeds list will be accepted into our rentals. No pet-sitting at any time. Picture of pet will be required.

Are commercial vehicles allowed on property? NO, commercial vehicles with signage, ladders or equipment are NOT permitted on the property except in closed garages.

Are boats, RVs or trailers permitted on property? NO, boats, RVs or trailers of any kind are permitted on the property except for loading or unloading. There are several facilities in Palm Coast that provide boat, RV and trailer storage for a fee.

Can we park additional vehicles on lawn or swales? NO, tenant will be held liable for damage. Parking is ONLY allowed on the driveway.

When is garbage and recyclables pick-up? Please call City of Palm Coast (386) 986-2360 for pick-up schedule or you may request a schedule from the property manager.

What other fees can I expect prior to move-in? Tenant shall pay a security deposit (equal to 1 ½ month's rent plus first month's rent, unless, otherwise agreed to by Landlord and Tenant). Security Deposits are held in a non-interest bearing account with **Bank of America, a Florida Banking Institution.**

Who is responsible for connection fees and deposits (relating to water and cable, if applicable) for the home? Tenant. Welcome Home Real Estate will provide a list of contacts for water, cable, electric etc...It is the tenant's responsibility to call for rates.

Do I need tenant insurance? Yes, Welcome Home Real Estate, LLC highly recommends it. If there is an accident at the home, ex. Fire, overflowing toilets, etc...The owner's home insurance will investigate the source, if you are found negligent, you may be liable for the charges.

Who is responsible to clean the home at the end of the lease? Tenant. Home must be professionally cleaned one of our preferred vendors. Please contact our office for vendor's contact information prior to move-out.

Who is responsible to clean the carpets at the end of the lease? Tenant. Carpets must be professionally cleaned by one of our preferred vendors. Please contact our office for vendor's contact information prior to move-out.

What can I expect when I move-out? At the end of the lease, Welcome Home Real Estate will perform an inspection. Home is to be left in the original condition it was when you moved in. Any damage will be assessed against the security deposit.

When can I expect my security deposit? Within 2 weeks after expiration of lease unless, damage is assessed against security deposit. Please reference Chapter 83 Landlord Tenant Act for more information.

How much notice to vacate is required BEFORE lease expiration date? Tenant is REQUIRED to provide a MINIMUM of 30 days written notice BEFORE lease expires.

What is the penalty for breaking the lease? The lease signed by both the landlord and tenant is a binding contract. Should tenant vacate PRIOR to the lease termination date, the landlord may seek legal action. The landlord at his/her option may release tenant from lease obligations provided Welcome Home Real Estate approves a replacement tenant for move-in.

NOTE: WELCOME HOME REAL ESTATE CHARGES A FLAT FEE OF \$800.00 SHOULD THE AGENCY HAVE TO RE-ADVERTISE FOR A REPLACEMENT TENANT.

Who is responsible to trim shrubbery? Tenant is responsible to have shrubbery trimmed a minimum of twice (2 times) a year at tenant's expense. (Unless otherwise stated on the lease)

Who is responsible to clean out gutters and pressure wash home during tenancy? Tenant is responsible to clean gutters out on an as needed basis (if gutters are present) and Tenant is responsible to pressure wash the home during tenancy and at move-out of property.

Who is responsible to program sprinkler system? Tenant is required to run irrigation should an irrigation system exist at the property being rented. (A vendor contact can be provided by WELCOME HOME REAL ESTATE) Any charges by vendor to program sprinkler system are tenant's responsibility. Should lawn die due to lack of watering, tenant may be responsible for damages to the lawn.

1st Applicant Signature

Date

2nd Applicant Signature

Date

Rental Application / Personal Information

(A MINIMUM 620 CREDIT SCORE IS REQUIRED FOR ALL PROPERTIES)

*Landlords may make exception with a larger security deposit.

Include a \$50.00 application fee Per Adult (non-refundable)

Note: Information must be accurate and complete.

RENTAL YOU'RE APPLYING FOR?

DATE:

DATE YOU WOULD LIKE TO MOVE-IN?

How did you hear about us?

of ADULTS (who will be living in the home) _____ (ANYONE 18 OR OLDER)

of Children _____ Name(s) of Children: _____, _____, _____

of Pets _____ Breed & Weight of Pet/s: PET #1 _____/PET # 2 _____

*** Did a REALTOR show you this rental property? YES or NO (please circle one)
(please write name and phone number if applicable)

Agent Name: _____ Agent Phone # _____

START OF 1st APPLICANT INFORMATION

1st APPLICANT: _____ Date of Birth: _____

Phone Number: _____ E-mail: _____

Social Security No: _____ Driver's License No: _____

Present Address: _____ City: _____

State: _____ Zip: _____

Prior Address: _____ City: _____

State _____ Zip: _____

How long have you lived at present address? _____ How long have you lived at prior address? _____

Name of Landlord _____ Telephone _____

Prior Landlord _____ Telephone _____

EMPLOYMENT HISTORY

Current Employer: _____ How Long Have You Worked for Current Employer? _____

Occupation: _____

HR/Supervisor Contact Person Name: _____ Phone Number: _____

Salary: _____ CIRCLE ONE: Weekly/Biweekly/Monthly/Yearly/OTHER: _____

1ST APPLICANT Personal References (PLEASE DO NOT INCLUDE FAMILY REFERENCES)

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

1st APPLICANT HAVE YOU EVER?

Filed for Bankruptcy Yes No If yes, when? _____

Been served an eviction notice or been asked to vacate a property you were renting? Yes No

Willfully or intentionally refused to pay rent when due? Yes No
If yes, when? _____

Been convicted of a crime Yes No

Been sued for unlawful detainer? Yes No

START OF 2nd APPLICANT INFORMATION

2nd APPLICANT: _____ **Date of Birth:** _____

Phone Number: _____ **E-mail:** _____

Social Security No: _____ **Driver's License No:** _____

Present Address: _____ **City:** _____

State: _____ **Zip:** _____

Prior Address: _____ **City:** _____

State: _____ **Zip:** _____

How long have you lived at present address? _____ How long have you lived at prior address? _____

Name of Landlord _____ Telephone _____

Prior Landlord _____ Telephone _____

EMPLOYMENT HISTORY

Current Employer: _____ How Long Have You Worked for Current Employer? _____

Occupation: _____

HR/Supervisor Contact Person Name: _____ **Phone Number:** _____

Salary: _____ **CIRCLE ONE:** Weekly/Biweekly/Monthly/Yearly/OTHER: _____

2ND APPLICANT Personal References (PLEASE DO NOT INCLUDE FAMILY REFERENCES)

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

2nd APPLICANT HAVE YOU EVER?

Filed for Bankruptcy Yes No If yes, when? _____

Been served an eviction notice or been asked to vacate a property you were renting? Yes No

Willfully or intentionally refused to pay rent when due? Yes No
If yes, when? _____

Been convicted of a crime Yes No

Been sued for unlawful detainer? Yes No

INTENTIONALLY LEFT BLANK

PLEASE LIST ALL APPLICANT/S VEHICLES:

Number of Vehicles (Including company cars)

Make/Model _____ Year _____

Color: _____ Tag No. _____ State _____

Make/Model _____ Year _____

Color: _____ Tag No. _____ State _____

Make/Model _____ Year _____

Color: _____ Tag No. _____ State _____

NO PETS ON PREMISES AT ANYTIME (unless pre-approved by the landlord prior to application).

Violation of the NO PETS policy will be cause for eviction and loss of security deposit. This rule applies to ALL TENANTS and their GUESTS.

NO SMOKING ON PREMISES AT ANYTIME.

Violation of the no smoking policy will be cause for eviction and loss of security deposit. This rule applies to ALL TENANTS and their GUESTS.

Acknowledgement

I have read and agree to the above **NO PETS AND NO SMOKING** policy.

Applicant/s also represent/s that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant/s 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 **\$50.00 (PER ADULT APPLICANT)** as a **NON-REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. If applicant is approved but fails to enter into the lease within 3 days of verbal and/or written approval, Welcome Home Real Estate reserves the right to accept a back-up application. IF applicant is accepted, signs a lease, remits a security deposit AND DOES NOT take occupancy, applicant agrees that full security deposit will NOT be refunded and shall be forfeited to the landlord/owner of the subject property. 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. Keys will not be furnished prior to lease begin date.

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. **ON AVERAGE APPLICATIONS TAKE 48-72 BUSINESS HOURS TO PROCESS.**

1st Applicant's Signature & Date

2nd Applicant's Signature & Date

Print Name

Print Name



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CREDIT/BACKGROUND/REFERENCE CHECK FORM

I/WE authorize and permit WELCOME HOME REAL ESTATE, to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager stated above.

I further authorize and permit the rental owner or manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary.

1. Rental Applicant Print Name: _____

Rental Applicant (signature): _____

Date: _____ Phone: _____

Social Security Number: _____

2. Rental Applicant Print Name: _____

Rental Applicant (signature): _____

Date: _____ Phone: _____

Social Security Number: _____

AFFIRMATION BY APPLICANT/S

I/We hereby affirm that I/We have read the application, completed the authorization for credit, background and reference check. I/We have also reviewed the following: Resident selection criteria form, Acknowledgement Form, Pet policy and No smoking policy. We acknowledge by signing below that Welcome Home Real Estate, LLC provided all the aforementioned forms prior to lease signing. I/we understand and agree to ALL the terms and ALL charges due as noted herein.

1st APPLICANT

DATE

2nd APPLICANT

DATE