



160 Cypress Point Pkwy, D216  
Palm Coast, FL 32164  
Direct Phone: 386-283-5620  
eFax: 866-520-4947  
welcomehomepalmcoast@gmail.com

### **Rental Application Instruction Form**

**Please use this checklist to ensure that ALL items have been completed BEFORE remitting.**

**\*Incomplete applications will NOT be processed. Please use the checklist below as your guide\***

#### **APPLICATION FEE IS \$75 PER ADULT APPLICANT**

**Read: Tenant Selection Criteria Form**

**Read, complete & sign: Rental Application** EMAIL TO: [WelcomeHomePalmCoast@gmail.com](mailto:WelcomeHomePalmCoast@gmail.com)

**Submit:** Copy of driver's license or state-issued photo ID for each adult applicant (Social Security # REQUIRED) EMAIL TO: [WelcomeHomePalmCoast@gmail.com](mailto:WelcomeHomePalmCoast@gmail.com)

**Submit:** Last 2 pay stubs for each adult applicant EMAIL TO: [WelcomeHomePalmCoast@gmail.com](mailto:WelcomeHomePalmCoast@gmail.com)  
*(Social Security award letter/Copy Section 8 voucher if applicable. If retired or unemployed, submit the last 3 months of bank statements. Any large deposits into account must be cured for a minimum of 90 days)*

**HOW TO PAY APPLICATION FEE:**

1. Pay application fee/s online at [www.WelcomeHomePalmCoast.com](http://www.WelcomeHomePalmCoast.com). The payment link can be found under the **"Tenant"** tab on our website. \$75.00 PER ADULT APPLICANT or you can Zelle (386) 931-5065
2. Zelle to Phone Number 386-931-5065

**\*\*\*Alternatively, applicants may drop off the completed application & application fee in person at our office located at:**

**Welcome Home Real Estate, LLC  
160 Cypress Point Pkwy, Suite D216  
Palm Coast, FL 32164**

**NOTE: BEST WAY TO CONTACT OUR OFFICE FOR APPLICATION QUESTIONS, EMAIL US:**

**[WELCOMEHOMEPALMCOAST@GMAIL.COM](mailto:WELCOMEHOMEPALMCOAST@GMAIL.COM)**

**WELCOME HOME REAL ESTATE, LLC**  
**TENANT SELECTION CRITERIA**

1. All adult applicants 18 or older must complete a rental application and have government issued identification and a social security number (no exceptions) and remit all required documents and supporting documents listed on Rental Application Form. Please note: If applying for a rental in a HOA community, further fees and applications may be required, see rental agent for more details.
2. Welcome Home Real Estate, LLC will obtain a credit report for all adult applicants as part of the application screening process. The credit report is one of several factors used in evaluating an applicant's qualifications. Final approval of any application is subject to the decision of the property owner. The agency reserves the right to require a qualified co-signer if deemed necessary during the screening process. While a credit score of 620 or higher is preferred, landlords may approve applicants with lower scores based on the full review of their credit history.
3. Civil court records must not contain judgments, eviction filing, collections or liens within the past 5-year period.
4. Self-employed applicants may be required to produce, upon request, 2 years of tax returns or 1099s.
5. All sources of other income must be verifiable to qualify for rental unit.
6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past 7 years and no sexual offenses ever. In the event of record comes back "adjudication withheld", or "nolle pros", "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. PET POLICY: No pets unless approved by the landlord. If accepted, you will be required to sign a pet addendum to the lease and submit a non-refundable pet fee in the amount of \$250 or more, or a monthly add-on fee for the pet, or both (this is at the discretion of each landlord). Fees and deposits are waived for medically necessary pets.
9. SMOKING POLICY: Smoking is strictly prohibited inside the home, garage, and any enclosed or attached areas of the property. This includes, but is not limited to, cigarettes, cigars, pipes, electronic cigarettes, vaping devices, and any other smoking materials. Smoking of any kind is not permitted within the dwelling or on the premises. Any violation shall be considered a material breach of the lease agreement and may result in fees, lease termination, and/or forfeiture of the security deposit. Tenants are responsible for ensuring that all occupants and guests comply with this policy at all times. Any violations by guests or invitees will be the responsibility of the tenant and treated as a violation of the lease.
10. Applicants will be required to pay a security deposit at the time of lease execution. The minimum-security deposit is equal to one and one-half (1½) months' rent, unless otherwise agreed upon by the landlord and tenant. The landlord reserves the right to require a higher security deposit and/or additional prepaid rent based on the results of the application screening or other qualifying factors. Security deposits are held in a non-interest-bearing account with Bank of America, a Florida Banking Institution until a thorough move-out inspection is completed.
11. The total number of occupants must comply with HUD occupancy standards and Fair Housing guidelines for the specific rental unit. Occupancy limits will be determined based on the size and configuration of the unit and must comply with federal guidelines and applicable State of Florida regulations.
12. All approved applicants must sign the lease agreement within three (3) days of receipt from Welcome Home Real Estate LLC. The full security deposit is due at the time the lease is executed. If the approved applicant fails to take possession of the property on the agreed lease commencement date, the security deposit will be forfeited.
13. Any exceptions to the company's rental criteria must be submitted in writing to the rental agent for presentation to the landlord for consideration. If an exception is approved, the landlord may require additional conditions, including but not limited to an increased security deposit, a qualified co-signer, and/or additional prepaid rent.



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### RENTAL APPLICATION

*Applications typically take 48-72 hours to process. Processing time may be extended if references do not respond promptly to verification requests.*

Today's Date: \_\_\_\_\_ Rental property you are applying for: \_\_\_\_\_

Desired Move-in Date: \_\_\_\_\_

How did you hear about us? *(if referred by a Realtor®, please write name, phone number and agency)*

### HOUSEHOLD INFORMATION

# of Adults (18+): \_\_\_\_\_ #of Children: \_\_\_\_\_ #of Pets: \_\_\_\_\_

Names of Children: \_\_\_\_\_

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#### **Pet Information:**

Pet #1 (Breed) \_\_\_\_\_ Weight \_\_\_\_\_ Name: \_\_\_\_\_

Pet #2 (Breed) \_\_\_\_\_ Weight \_\_\_\_\_ Name: \_\_\_\_\_

Pet #3 (Breed) \_\_\_\_\_ Weight \_\_\_\_\_ Name: \_\_\_\_\_

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### APPLICANT #1 INFORMATION

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Social Sec # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Vehicle Make/Model/Year: \_\_\_\_\_

**Current Street Address:** \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Do you OWN or RENT the home? **(circle one)**

How long did you live at this address? \_\_\_\_\_

\*\*\*If renting, current landlord or rental agency? **name and contact # or email address?** (required)

Landlord or Agency Name: \_\_\_\_\_ Phone#/Email Address: \_\_\_\_\_

**Prior Street Address:** \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Do you OWN or RENT the home? **(circle one)**

How long did you live at this address? \_\_\_\_\_

\*\*\*If you rented, current landlord or rental agency name and contact # or email address? (required)

Landlord or Agency Name: \_\_\_\_\_ Phone#/Email Address: \_\_\_\_\_

**EMPLOYMENT/INCOME**

Current Employer: \_\_\_\_\_ Supervisor or Manager Name & Number: \_\_\_\_\_

How long at this current job? \_\_\_\_\_ Are you paid weekly/bi-weekly/monthly/Other? **(circle one)**

What is your gross pay (before taxes) each pay period? \_\_\_\_\_

What is your occupation? \_\_\_\_\_

List 2 personal references: **(Non-Family Members)**

Name of reference #1: \_\_\_\_\_ Phone # for reference #1: \_\_\_\_\_

Name of reference #2: \_\_\_\_\_ Phone # for reference #2: \_\_\_\_\_

Have you ever filed for bankruptcy?  Yes  No (If yes, when: \_\_\_\_\_)

Have you ever been evicted or asked to vacate?  Yes  No (If yes, when: \_\_\_\_\_)

Have you ever been convicted of a crime?  Yes  No

Have you ever been late on rent?  Yes  No \*If yes, how many days late was the rent? \_\_\_\_\_

**APPLICANT #2 INFORMATION**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Social Sec # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Vehicle Make/Model/Year: \_\_\_\_\_

**Current Street Address:** \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Do you OWN or RENT the home? **(circle one)**

How long did you live at this address? \_\_\_\_\_

\*\*\*If renting, current landlord or rental agency? **name and contact # or email address?** (required)

Landlord or Agency Name: \_\_\_\_\_ Phone#/Email Address: \_\_\_\_\_

**Prior Street Address:** \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Did you OWN or RENT the home? **(circle one)**

How long did you live at this address? \_\_\_\_\_

\*\*\*If you rented, current landlord or rental agency name and contact # or email address? (required)

Landlord or Agency Name: \_\_\_\_\_ Phone#/Email Address: \_\_\_\_\_

**EMPLOYMENT/INCOME**

Current Employer: \_\_\_\_\_ Supervisor or Manager Name & Number: \_\_\_\_\_

How long at this current job? \_\_\_\_\_ Are you paid weekly/bi-weekly/monthly/Other? **(circle one)**

What is your gross pay (before taxes) each pay period? \_\_\_\_\_

What is your occupation? \_\_\_\_\_

List 2 personal references: **(Non-Family Members)**

Name of reference #1: \_\_\_\_\_ Phone # for reference #1: \_\_\_\_\_

Name of reference #2: \_\_\_\_\_ Phone # for reference #2: \_\_\_\_\_

Have you ever filed for bankruptcy?  Yes  No (If yes, when: \_\_\_\_\_)

Have you ever been evicted or asked to vacate?  Yes  No (If yes, when: \_\_\_\_\_)

Have you ever been convicted of a crime?  Yes  No

Have you ever been late on rent?  Yes  No \*If yes, how many days late was the rent? \_\_\_\_\_

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### APPLICANT #3 INFORMATION

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Social Sec # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Vehicle Make/Model/Year: \_\_\_\_\_

**Current Street Address:** \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Do you OWN or RENT the home? **(circle one)**

How long did you live at this address? \_\_\_\_\_

\*\*\*If renting, current landlord or rental agency? **name and contact # or email address?** (required)

Landlord or Agency Name: \_\_\_\_\_ Phone#/Email Address: \_\_\_\_\_

**Prior Street Address:** \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Did you OWN or RENT the home? **(circle one)**

How long did you live at this address? \_\_\_\_\_

\*\*\*If you rented, current landlord or rental agency name and contact # or email address? (required)

Landlord or Agency Name: \_\_\_\_\_ Phone#/Email Address: \_\_\_\_\_

### **EMPLOYMENT/INCOME**

Current Employer: \_\_\_\_\_ Supervisor or Manager Name & Number: \_\_\_\_\_

How long at this current job? \_\_\_\_\_ Are you paid weekly/bi-weekly/monthly/Other? **(circle one)**

What is your gross pay (before taxes) each pay period? \_\_\_\_\_

What is your occupation? \_\_\_\_\_

List 2 personal references: **(Non-Family Members)**

Name of reference #1: \_\_\_\_\_ Phone # for reference #1: \_\_\_\_\_

Name of reference #2: \_\_\_\_\_ Phone # for reference #2: \_\_\_\_\_

Have you ever filed for bankruptcy?  Yes  No (If yes, when: \_\_\_\_\_)

Have you ever been evicted or asked to vacate?  Yes  No (If yes, when: \_\_\_\_\_)

Have you ever been convicted of a crime?  Yes  No

Have you ever been late on rent?  Yes  No \*If yes, how many days late was the rent? \_\_\_\_\_

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**By signing below, the applicant(s) acknowledge receipt and understanding of the tenant selection criteria disclosed above and agree to all terms contained herein. Each applicant hereby authorizes the landlord or property manager to conduct a comprehensive background screening, including credit, employment verification, rental history, and personal reference checks. Each applicant further certifies that all information provided in this application is true, accurate, and complete. Any false, misleading, omitted, or incomplete information provided by the applicant(s) in this application or during the screening process shall be grounds for immediate denial. If such information is discovered after approval or occupancy, it shall constitute a material breach of the lease agreement and may result in termination of tenancy, eviction proceedings, and forfeiture of any deposits or fees paid, to the fullest extent permitted by law.**

Applicant #1 Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #3 Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_