

6550 St. Augustine Rd.
#101
Jacksonville, FL 322517
(904) 724-8833
Fax (904) 724-3810
www.freedomjax.com

Must be accompanied by:
<input type="checkbox"/> Driver's License
<input type="checkbox"/> Other photo ID
<input type="checkbox"/> Application fee (money order or cash)
<input type="checkbox"/> Pay stub or LES

RENTAL APPLICATION CRITERIA AND PROCEDURES

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.

All applicants must see the interior of the property before a lease can be submitted. The property must be accepted in an AS IS condition before an application can be accepted, except where there is written agreement for repairs with the owner. If so, that agreement will become part of the lease. Verbal representations are non-binding.

1. **Processing Time Frame:**

Processing an application normally takes between 2-3 days. Due to unforeseen circumstances, some applications may take longer. You will be contacted immediately upon determination of approval or denial. Upon approval, you will have 48 hours to complete all lease requirements for the property for which the application is submitted.

2. **Application Requirements:**

- A. Every line of the application must be filled out and the application signed by the applicant. **NO APPLICATION WILL BE PROCESSED THAT IS NOT FULLY COMPLETED AND SIGNED.**
- B. The application fee is \$49.00* per adult person and each person must complete the application process and sign the lease as a responsible party. Please note that the application fees are **NON-REFUNDABLE**, and must be paid with a money order, cash or U.S. certified funds (no personal checks).
- C. Valid current photo documentation (driver's license, military or state ID) is required with each application.
- D. Your credit history will be checked by using the Beacon score (if available) from Equifax credit reports.
- E. A criminal background check will be processed. If you have ever been evicted, pleaded no contest, pleaded guilty, or been convicted of a felony within the last seven (7) years that is cause for denial.
- F. Residency must be verified for a minimum of twenty four (24) months. Rental history must be rated satisfactory or better.
- G. Individual applicant must meet all requirements of criteria; if there is more than one (1) applicant, then at least one (1) of the applicants must individually meet one hundred percent (100%) of the requirements as listed below:
 - Gross monthly income must be three (3) times the monthly rent (within a \$100 range).
 - Debt ratio may not exceed thirty-five percent (35%)
 - Income may be verified by pay stubs, bank statement, court statements. Persons using 1099 income must have two years of work history in the same or similar job in the local job market and furnish two (2) years of financial history. Co-signors are accepted at the manager's discretion only and must meet all requirements, and live in the state of Florida.

*If you are moving from another state, your application fee may be increased.

3. Procedures and Policies:

- A. There is a \$25.00 minimum pet rent per pet on all properties that allow pets. Some owners and associations may require higher pet rent and restrictions, including a non-refundable security pet fee and/or increase in security deposit, which will be disclosed at the time of application.
- B. If you have water-filled furniture, you must provide Paul Woods Realty, Inc. with proof of insurance. (FS.83.535).
- C. No properties are held for more than two (2) weeks unless approved by the owner.
- D. Once application is approved, you must provide a security deposit in certified funds, for the premises within forty-eight (48) hours of approval. If an applicant fails to complete the lease and provide the necessary security deposit within the time limit – the applicant will be denied and the property returned to the open market. This action does not prevent this/these applicant(s) from re-applying for the subject property or other available properties. If the applicant provides the security deposit and signs the lease, and attempts to terminate the lease prior to occupying the property, the security deposit will be forfeited as liquidated damages for the owner.
- E. Normally applications will be processed on a first come, first serve basis, however, due to our fiduciary relationship with the owner, we are required to select the highest rated application for placement.
- F. The application must be complete and signed. If you are in the military, please submit the most current LES.
- G. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- H. Keys will be released on the first (1st) day of occupancy.
- I. **All funds prior to move-in, including first month's rent must be paid in certified funds, money orders or cashier's check. No cash accepted.** Initials required _____
- J. **An administration/transaction fee of \$100.00 is due and collectable at lease signing, when Security Deposit is collected.**

This Rental Criteria and Procedures handout is provided to everyone seeking an application for a property managed or tenant placement where Paul Woods Realty, Inc. has a signed agreement with an owner to provide these services.

Email address: _____

VEHICLE INFORMATION

Car tag: _____	State: _____	Make/Model: _____	Year: _____
Car tag: _____	State: _____	Make/Model: _____	Year: _____

Name/Address/Telephone of nearest living relative: _____

Have you pleaded no contest, pleaded guilty, been convicted of a felony or been evicted within the past 7 years?
Yes No If yes, please provide explanation/dates: _____

Do you have pets? Yes No If yes, please provide NUMBER of Pet(s): _____
TYPE of Pet(s): _____ Breed/Weight: _____

Reference: Name/Address/telephone: (Not relative/employer): _____

I AFFIRM THE FOLLOWING WILL BE RESIDENTS OF THE PROPERTY. **LIST NAMES AND DATE OF BIRTH OF ALL PROSPECTIVE TENANTS, INCLUDING YOURSELF.** (NOTE: A SEPARATE APPLICATION IS REQUIRED FOR EACH ADULT OCCUPANT).

1.	DOB	5	DOB
2	DOB	6	DOB
3	DOB	7	DOB
4	DOB	8	DOB

Date of Proposed Move-In: _____

***** READ BEFORE SIGNING *****

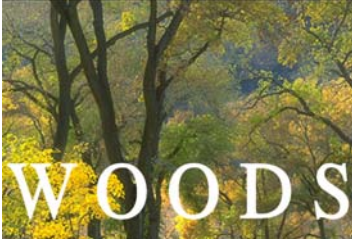
AUTHORIZATION: I hereby authorize Paul Woods Realty, Inc to verify all information contained in this application and conduct a full background check including, but not limited to credit, bank account(s), employment, evictions, criminal background checks and authorize Paul Woods Realty, Inc to contact any persons or companies listed on the application. I understand that EACH prospective occupant is subject to approval. I understand that all applicants over age eighteen (18) must complete an application. If approved, applicant agrees to execute a lease within forty-eight (48) hours of notification or approval of the application will be automatically denied and all monies deposited will be forfeit. The security deposit must be paid prior to execution of lease, and is required to be in the form of a money order or certified funds. First month's rent must also be paid in money order or certified funds prior to move-in. I understand that if the property is occupied at the time the lease is signed, that I agree to hold Paul Woods Realty, Inc and the owner harmless and waive any claim for costs/damages if the occupant(s) fail to move out of the premises as promised.

_____ Initials of parties to this application that they have read the above statement, and received a copy of Paul Woods Realty, Inc Rental Criteria and Procedures.

I, the undersigned applicant, affirm the information contained in this application is true, accurate, complete and correct and agree that if this is not so, my application may be denied and/or my lease will be held in default and I may be subject to eviction. I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from Paul Woods Realty, Inc and that this application is the property of Paul Woods Realty, Inc and a copy of this application may be furnished to the property owner upon its approval.

Applicant Signature _____ Date _____
FOR OFFICE USE ONLY:

UNIT ADDRESS: _____	APPLICATION FEE RECEIVED: _____ DATE RECEIVED: _____
VERIFICATION /APPROVAL Background / Credit: _____ Income / Employment _____ Rental History / Reference" _____	ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/> List any special conditions: _____ Manager signature: _____ Date: _____



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Credit Card Information

Name of cardholder: _____

Mailing address of Cardholder: _____

Zip code: _____

Credit card number: _____

Circle one: Visa MC

Expiration date: _____

Amount: _____

3 digit pin on back of card: _____

Property being applied for: _____

Signature: _____

Reason for charge: _____