

WALTER WILLIAMS PROPERTIES TENANT / GUARANTOR RENTAL POLICY

Thank you for applying for one of our managed properties. We require the following for approval to reside in one of our rental properties.

Income:

- Applicant(s) (Tenant and/or Guarantor) combined income must be three (3.3) times the monthly rental amount.
- **Income amounts must be verified in writing, applicant may provide recent pay stub(s).**
- If applicant is self-employed, then the most recent tax returns, checking account statements showing income deposits or statements from a CPA must be provided.
- Employment must be regional to St. Augustine or contract work from out of state employer
- Supplemental income (Social Security, Pension, Child Support/Alimony) must be verified.

Rental / Mortgage History:

- Applicant must have 24 or more months verifiable rental/mortgage history during the past 3 years with a maximum of two (2) late payments/NSF during the past 12 months.
- Applicant must have no lease violations requiring legal notice.
- Applicant must not receive a "NO" answer to question "Would you re-rent?"
- If Applicant has rented from a private landlord the past twelve 12 months, then applicant must provide most recent canceled checks/money order receipts of rental payments.

Credit History:

- Applicant and/or Guarantor's credit history will be obtained from major credit bureau. Any negative information must be fully explained by tenant/guarantor to determine eligibility in our rental program. **Note: Any active bankruptcy will result in an automatic disqualification.**

Criminal History:

- A criminal records background check will be obtained on every applicant. Certain felony or serious misdemeanor convictions may disqualify tenant.

Eviction/Broken lease:

- Applicant must not have been evicted or moved out without notice from any residence within the past five (5) years.

RENTAL FEE SCHEDULE

- Rental Application \$100.00 (per first Tenant age 18+)
\$50.00 (per additional Tenant/Guarantor application)
- Pet Fee \$40.00 per month, per pet added to rent (12 months). Payable w/application – see Disclosure Statement
- First Month's Rent Security Deposit (Minimum 120%, Payable 5 days before move in)
- Security Student(s) security may be higher

Please submit a copy of your Driver's License & Proof of Income

By signing this form, I am verifying that I have read this rental policy and rental application and agree with the terms in its entirety.

Applicant Signature

Print Name

Date

TENANT/OCCUPANT: Must complete Sections 1, 2, 3 and 4 below and sign on last page.
GUARANTOR: Must complete Section 1 and 4 below and sign on last page.

TENANT / GUARANTOR RENTAL APPLICATION

- **Application Fee:** \$100.00 per first adult applicant, \$50.00 per each additional applicant (non-refundable).
ALL ADULTS MUST COMPLETE AN APPLICATION.
Your financial history, criminal history, rental history and past & present employment will be checked.
Any false information will constitute grounds for rejection of application.
- **Holding Deposit:** 1st Month's Rent required to remove property from the rental market – see Disclosure Statement below.
- **Pet Fee:** \$40.00 per month/per pet added to rent. (12 Months) Liability Insurance may be required.
Restricted dog breeds: German Shepherds, Dobermans, Pit Bull, Chows, or Rottweiler or a mix of listed breeds.
- All our properties are strictly NON-SMOKING properties.

PROPERTY ADDRESS: _____ **DESIRED MOVE-IN DATE:** _____

Section 1: TENANT INFORMATION: _____ GUARANTOR INFORMATION: _____ (check one)

NAME OF APPLICANT: _____ **Date Of Birth:** Mo: _____ Day: _____ Yr: _____

SOCIAL SECURITY#: _____ **DRIVER'S LIC NO:** _____ **STATE:** _____

PHONES: Cell: _____ Work: _____ Home: _____

EMAIL: _____

Present Address: _____ **City:** _____ **State:** _____ **Zip:** _____

LANDLORD: _____ **TELEPHONE:** _____ **RENT \$** _____
Mark "own" if you are the property owner. (or mortgage)

EMPLOYER: _____ **TELEPHONE:** _____

HOW LONG? _____ **POSITION:** _____ **INCOME:** _____ wk/mo/yr

OTHER INCOME (child support, alimony, pensions, disability, financial assets). Explain: _____

Section 2: MUST BE COMPLETED BY TENANT/OCCUPANT ONLY:

Prior Address: _____ **City** _____ **State** _____ **Zip** _____

Landlord: _____ **Telephone:** _____ **Rent \$** _____

OCCUPANTS VEHICLES:

Make/Model: _____ / _____ **Year** _____ **Color** _____ **Tag#** _____ **State** _____

Make/Model: _____ / _____ **Year** _____ **Color** _____ **Tag#** _____ **State** _____

Make/Model: _____ / _____ **Year** _____ **Color** _____ **Tag#** _____ **State** _____

OTHER OCCUPANTS

Name/Relationship: _____ **Age:** _____ **PETS** **Type:** _____ **Type:** _____

Name/Relationship: _____ **Age:** _____ **Breed:** _____ **Breed:** _____

Name/Relationship: _____ **Age:** _____ **Weight:** _____ **Weight:** _____

Name/Relationship: _____ **Age:** _____

Section 3: ADDITIONAL INFORMATION (must be completed by tenant/occupant only)

Reason for leaving present residence: _____

Have you ever been evicted or an eviction filed against you? _____

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? Yes No If yes, explain: _____

Filed bankruptcy? _____ If yes, when: _____

Bankruptcy: Discharged: _____ Dismissed: _____ Active: _____ (check one)

Emergency Contact Name: _____ Telephone: _____

Address: _____ City: _____ St: _____ Zip: _____

Section 4: MUST BE COMPLETED and SIGNED BY TENANT and/or GUARANTOR

How were you referred to us? _____

DISCLOSURES

Walter Williams Properties is the listing and rental agent that represents the Owner in this transaction and the undersigned further certifies that this notice was received prior to entering into any lease agreement.

RENTAL DEPOSIT AGREEMENT – Applicant agrees to pay a Rental Deposit (by certified funds if requested) in consideration for taking the dwelling off the market when the application is approved. If the applicant is approved by Landlord and/or Management and the lease is entered into, the “RENTAL DEPOSIT” shall be applied toward the first month’s rent payment. If applicant is approved, but fails to enter into the lease within 3 days of verbal/or written approval and/or take possession after the lease signing, the FULL “RENTAL DEPOSIT” shall be forfeited to the Landlord or Management, in addition to any penalties as provided in the lease.

Radon Gas: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in this State. Additional information regarding radon and radon testing may be obtained from your County Public Health Unit.

The undersigned applicant hereby consents to allow Walter Williams Properties, itself or through its designated agents or employees, to obtain a consumer report and criminal record information on me and to obtain and verify my financial and employment information for the purpose of determining whether to lease a property to me. I also agree and understand that owner, its agents, and employees may obtain additional consumer reports on me in the future to update or review my account. Upon my request, owner will tell me whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

Tenant will NOT be accepted on “a first-come, first-served basis”. The terms of Walter Williams Properties (Broker) with Owner requires Broker to screen prospective tenants based on the applicant’s qualifications and the Owner’s needs.

I declare the foregoing information is true and correct.

Applicant Signature (Must be signed by Tenant /Guarantor)

Date

AGENT: _____ APPROVAL / DENIED

PER: OWNER / AGENT/MGR