Hoffman & Hoffman Realty Inc.

6936 W Linebaugh Avenue

Tampa, Florida 33625

Rental Application

Rental Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupancy Date \_\_\_\_\_\_\_ Reserve Deposit $\_\_\_\_\_\_ Security Deposit $ \_\_\_\_\_\_\_\_ Monthly Rent $ \_\_\_\_\_\_\_\_\_\_\_

Advance Rent $ \_\_\_\_\_\_\_ Application Fee $ \_\_\_\_\_\_\_ Assoc. Approval Fee $ \_\_\_\_\_\_\_ Pet Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_

 (Non-Refundable)

**ALL FUNDS MUST BE CERTIFIED**. Acceptance of this application and reservation deposit does not constitute consideration for the lease, and the offer to lease is not binding until approved by the landlord. If application is approved, the reservation deposit will be converted to the first month’s rent upon completion of the lease, execution of the move-in inspection, and possession of the premises. If an applicant withdraws his/her application prior to approval, the reservation deposit will be returned except for the non-refundable application fee. If applicant is approved and does not sign the lease and take possession, the reservation deposit shall be forfeited in full settlement of damages and the applicant will not be liable for further rent. Reservation deposit to be collected at time of application.

Supporting Documents attached:

* Drivers License
* Last four Pay stubs if employed or current Tax return for self employed

Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Present Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How Long? \_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Applicant Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent/Mtge Amt. $ \_\_\_\_\_\_\_\_\_month Landlord’s Name and Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How Long? \_\_\_\_\_\_\_\_\_\_\_

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Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Wages $ \_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How Long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Applicant’s Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Wages $ \_\_\_\_\_\_\_\_\_\_\_

Income other than wages above $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document source if needed to qualify for rental)

Number of Occupants \_\_\_\_\_\_\_\_Names and Ages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver Lic. #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tag # \_\_\_\_\_\_\_Yr \_\_\_ St \_\_\_\_

Driver Lic. #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tag # \_\_\_\_\_\_\_ Yr \_\_\_ St \_\_\_

Have you ever been served an eviction notice? \_\_\_\_\_\_\_\_Have you ever been convicted of a crime? \_\_\_\_\_\_\_\_\_\_\_\_

(explain on other side)

Have you ever had a Bankruptcy or Foreclosure? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(explain on other side)

Do you have pets? \_\_\_\_\_\_\_\_ Number, type and weight \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you Smoke? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you own a waterbed? \_\_\_\_\_ If yes, do you have flotation bed insurance? (Required) \_\_\_\_\_ Coverage $ \_\_\_\_\_\_\_

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Emergency Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nearest Relative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to allow Hoffman & Hoffman Realty share results of background/ criminal/credit/ eviction check with the owner/manager of the property listed above.

By signing below, the applicant’s agree to hold harmless HOFFMAN & HOFFMAN REALTY, INC., the credit reporting agency, and all providers of information on the applicant’s listed above, and hereby authorize by signature(s) below, the release of public record information, credit and rental information and employment and bank account verifications, whether by fax copy, or original signature. All adult applicants must complete and sign application and agree to full disclosure to the findings to the landlord.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant #1 Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant #2 Signature Date

Total funds received in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ U.S. Cash, check, or money order acknowledged this date.

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Property manager, landlord, landlord’s agent

Application updated July 2017

**RENTAL PROCESS AND APPLICATION DISCLOSURE**

APPLICATION PROCESSING: Processing an application normally takes between 1-2 business days. In some cases, approval of Homeowner associations, condo associations, homeowners or unforeseen circumstances may require some applications to take longer. You will be notified 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, along with the appropriate application fee.

APPLICATION SCREENING: Upon receipt of your application and application fee, you can expect and hereby authorize that we will (1) check your credit report; (2) check for any past evictions; (3) verify your employment, if applicable; (4) verify that you have income or assets sufficient to pay the rent; (5) verify your previous landlord references; and (6) perform a criminal background screening. We encourage you not to apply if you have bad credit references, have ever been evicted or have bad rental references.

For most properties a credit score of 650 or higher is required (a credit score of above 550 but less than 649 is contingent on landlord approval and likely additional security deposit). Within the past three (3) years credit history and/or court records must not contain bankruptcy filings, or any judgments, collections or liens for landlord or utility debt.

Court Records must not contain eviction filings within the past seven (7) years.

Employed applicants must have verifiable income either documented by their employer or by providing copies of four (4) current pay stubs. Self-employed applicants must provide their prior years signed tax return. Non-employed applicants must provide proof of income such as three (3) months bank statements showing regular direct deposits, or documentation indicating regular income OR documentary proof of sufficient assets.

Previous rental history reports from prior 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.

If you have been convicted of a felony within the past seven (7) years for crimes related to drug manufacture, sale or
distribution; bodily harm; or intentional damage or destruction of property, this is cause for rejection. Applicant must not have a conviction of any length of time for sexual offences.

Any exceptions to these criteria will need to be submitted in writing to Hoffman & Hoffman Realty for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional higher rent may be required.

COMPLETE APPLICATIONS: Incomplete applications or applications submitted without the proper application fees will not be considered. Application fees will not be refunded for incomplete or inaccurate applications.

MULTIPLE APPLICATIONS: It is possible that Hoffman & Hoffman 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 and/or the owner (at our sole discretion) deem the best applications, 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 Hoffman & Hoffman Realty to expend time and cost in credit reports, criminal reports, and other administrative cost, hence 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.

PHOTO IDENTIFICATION: We require a valid and current government-issued photo ID (drivers license, passport or State ID).

HOMEOWNER AND CONDOMINIUM ASSOCIATIONS: Some Homeowner and Condominium Associations require a separate application and application fees. If this is the case, you must also apply separately to these homeowners or condominium associations and remit whatever other application and application fees that may be required. Approval by the homeowners or condominium association is a necessary prerequisite prior to occupancy.

APPLICATION APPROVAL: Once you have been notified of the approval of your application, you must place the holding deposit (cashiers check or money order only). Even if you have been approved, the property is available for rent until the holding deposit has been received. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied for beginning rental date, you shall forfeit these funds as liquidated damages.

Applicant understands that no rental property will be held vacant for more than 15 days, unless approved by Hoffman & Hoffman Realty, or required to allow time for Association approval.

PAYMENT OF FUNDS: All initial funds, which include the holding deposit, first months rent and pet fee, must be made by cashiers check or money order. Subsequent to these initial funds the monthly rent may be paid with a personal check.

PROPERTY ACCEPTED AS IS: All applicants must view 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. Verbal representations are non-binding.

OTHER CONSIDERATIONS: Rents quoted are the rental amounts due if timely received (usually on or before the 1st of each month by 5:00 pm). If the 1st falls on a Saturday, Sunday or Legal Holiday, rent is due the previous business day by 5:00 pm) otherwise, the rent may be at least 10% more that month and possibly higher if rents are severely delinquent.

NON-SMOKING PROPERTIES: All properties are non-smoking, meaning smoking is not allowed inside the building. Smoking outside and on porches and lanais is allowed unless in conflict with community rules and regulations.

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 Hoffman & Hoffman Realty’s prior approval.

SECURITY DEPOSITS: Security Deposits are security for faithful performance by tenants of all terms covenants and conditions of the lease agreement. Tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease terms or property damage, the security deposit is refundable to the tenants within 15 days after they move out of the property at the expiration of the lease term and return all keys to our offices.

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 any maintenance or repair request during your first 7 days of possession, at which time you will be required to turn in a signed, move-in inspection form.

CREDIT REPORTS: We are not allowed to provide you with your credit report or tell you of its contents; however, if your application is denied, or we request a higher deposit due to information in your credit history, you may request a copy of your credit report from the credit reporting agency. We will provide you with an adverse action letter containing the contact information for the credit reporting agency. All information collected for the approval or denial of the application is considered confidential in nature and for company use only.

EQUAL HOUSING OPPORTUNITY: We are pledged to the letter and spirit of United States 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. Hoffman Realty also does not discriminate based on age, parental status, sexual orientation and political ideology. All properties through Hoffman Realty are available on an equal opportunity basis.

ACKNOWLEDGMENT OF RECEIPT: The Rental Process and Application Disclosure is hereby made an integral part of the 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.

**IMPORTANT NOTICE**

FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES PROVIDE THIS NOTICE TO POTENTIAL SELLERS AND BUYERS OF REAL ESTATE.

You should not assume that any real estate broker or salesperson represents you unless you agree to engage a real estate licensee in an authorized brokerage relationship, either as a single agent or as a transaction broker. You are advised not to disclose any information you want to be held in confidence until you decide on representation.

NO BROKERAGE RELATIONSHIP NOTICE

FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES WHO HAVE NO BROKERAGE RELATIONSHIP WITH A POTENTIAL SELLER OR BUYER DISCLOSE THEIR DUTIES TO SELLERS AND BUYERS.

As a real estate licensee who has no brokerage relationship with you, Hoffman Realty, LLC owe to you the following duties:

1.Dealing,honestly and fairly;

2. Disclosing all known facts that materially affect the value of residential real property which are not readily observable to the buyer.

3. Accounting for all funds entrusted to the licensee.