

This template is only an example and must be updated with your office information and reviewed by your lawyer before being used in your business to ensure that it complies with your jurisdiction's laws and regulations.



## **RENTAL/LEASE POLICIES**

**THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY ALL COUNTY® UNIVERSITY WILL BE TREATED EQUALLY.**

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Please be advised that the following guidelines are for general information only. A number of criteria are used to evaluate an application. We reserve the right to evaluate individual circumstances used to make a final decision, subject also to our clients approval. In some cases alternative procedures can be used to approve an application. It should be noted that the owner of the property has the final authority for any decision made. We strictly adhere to Fair Housing Laws and do not discriminate against any federally protected class or handicap.

### **Applicants**

- Each person eighteen (18) years of age or older must complete and sign an application and only the applicants may reside in the property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by All County® University Property Management and/or it's clients.
- To be processed and considered, a non-refundable processing fee must accompany applications.
- The applications will not be considered with any missing or false information.

### **Processing Fees**

- \$\_\_\_\_\_.00 Non-refundable processing fee (per applicant) will be collected. **(money order only)**
- "Holding Deposits" are accepted. Such "Holding Deposits" are applied to the Security Deposit when approved applicant signs a lease agreement. If the applicant is not approved the "Holding Deposit" is refunded. The "Holding Deposit" is non-refundable if the applicant is approved and chooses not to rent the property.

### **Credit and Criminal Background Criteria**

- All County® University Property Management will obtain a credit report for each applicant and co-signer eighteen (18) years of age or older. Reports supplied by applicants **will not** be accepted.
- Discharged bankruptcies are acceptable.
- Any felony conviction may provide grounds for denial, especially recent felonies.

### **Identification**

- A Copy of your **Photo ID & Social Security Card** must be provided at the time of application.

### **Conditions of Move-In**

- Lease signing is available Monday through Friday by appointment only.
- All utilities, when applicable, must be transferred into the residents' name as of the date of possession.
- Security deposit and first month's rent are to be paid in certified funds and lease must be fully executed before keys are provided.

### **Conditions of Move-Out**

- Applicants understand that All County® Premier Property Management will charge a minimum carpet & unit cleaning charge at the expiration of the lease.

**Note: Some properties do not allow pets.**

University Property Management  
4131 NW 13<sup>th</sup> Street STE 107  
Gainesville, FL 32609



Property Address You're Applying For \_\_\_\_\_

University Property Management  
4131 NW 13<sup>th</sup> Street STE 107  
Gainesville, FL 32609

### Application to Rent

**Applicant Information** (All applicants age 18 or older must complete an application)  
PLEASE FILL OUT COMPLETELY- Incomplete applications will not be considered!

Applicant Name Last		First	MI	*Date of Birth	*Social Security #
*Drivers License #	State Issued	Home Phone ( )		Work Phone ( )	
Current Address		Apt. #	City	State	Zip
Lived at Present Address Since	Reason For moving		Email Address		
Landlords Name	Phone ( )		Current Rent Amount: \$		

Previous Address		Apt. #	City	State	Zip
Lived at Previous Address	Reason For moving				
Landlords Name	Phone ( )		Rent Amount: \$		

**Employment Information** (Include wages, pensions, alimony, and any other form of income)

Present Employer		Phone ( )	Job Title		
Address		City	State	Zip	
Supervisors Name		Length of Employment			
Current Gross Monthly Income			Self Employed YES / NO		

Previous Employer		Phone ( )	Job Title		
Address		City	State	Zip	
Supervisors Name		Length of Employment			
Gross Monthly Income			Self Employed YES / NO		

**Vehicle Information**

Automobile Make	Model	Year	License Plate #
Automobile Make	Model	Year	License Plate #
Motorcycles (Other Vehicles)			

**Banking Information**

Name of Bank	Address	City	State
Checking Account #		Savings Account #	

SAMPLE

**Miscellaneous Information**

Number of Occupants (Including Yourself)			
Adults:		Children	
Child's Name.	Date of Birth	Child's Name	Date of Birth
Emergency Contact Name		Phone ( )	Relationship
Address		City	State Zip
How did you find out about this property?			<b>*Have you ever been evicted or asked to move? YES / NO</b>
Have you ever filed for bankruptcy? YES / NO	Has it been dismissed or discharged? If yes when? YES / NO		
Have you been convicted of domestic violence or a felony in the past 7 years? YES / NO If yes, please explain:			
Have you ever been convicted of illegal drug distribution or manufacture? YES / NO If yes, please explain:			

**Pet Information**

Type of Pet	Breed	Age	How many pounds?
Type of Pet	Breed	Age	How many pounds?

**\* I hereby agree to rent this property under the following terms:**

Monthly Rent	\$	Advanced Rent	\$
Security Deposit	\$	Pet Deposit / Fee	\$

Please list any additional information that may aide in the processing of this application:

\_\_\_\_\_

\_\_\_\_\_

**Applicant represents that all the information provided by applicant are true and correct and hereby authorizes agent/landlord to conduct a full background check and verification of the information provided, including but not limited to the obtaining of a credit report, employment standing and history, housing and rental payment history, eviction history, criminal/civil background, sex offender check, etc., and agrees to furnish additional credit references upon request.**

**This application is for qualification purposes only and does not in any way guarantee the applicant that he/she will be offered this property. Applicant authorizes agent/owner to collect a non-refundable processing fee. Any omissions or falsehoods on this application are grounds for denial and/or eviction if a future tenancy results.**

**\*Non-refundable application processing fee is \$\_\_\_\_\_.00 for each person eighteen (18) years of age or older.**

Requested date to start lease/rental: \_\_\_\_\_. Applicant agrees upon approval of this application to sign a lease agreement and to pay all sums due, including deposits, before occupancy.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Non-refundable application processing fee of \$\_\_\_\_\_.00 collected by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*How did you hear about us? Sign/ Drive-by \_\_\_\_\_ Newspaper/ Flyer \_\_\_\_\_  
Internet \_\_\_\_\_ Other \_\_\_\_\_**