

# APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

## Please Tell Us about Yourself

Applicant		Last	First	Middle	Maiden	Date of Birth	Social Security #	Driver's License #
Marital Status	Present Phone No. ( )	9:00 to 5:00			CONTACT PHONE NO.: ( ) Ext.			
Have you ever had an eviction filed against you? Yes No		PETS (Keeping of pets requires a pet deposit and owner's consent)			Breed	Age	Weight	
Present Address	Street #	Name	Apt. #	City	State	Zip	Rent/Mortgage Pymt	Own Rent Since / /
Landlord Mtg. Co.	Name	Address	City	State	Zip	Phone No. ( )		
Previous Address	Street #	Name	Apt. #	City	State	Zip	Rent/Mortgage Pymt	Own Rent Since / /
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, please explain		

## Please Tell Us about Your Job

Present Employer	Name	Business Address	City	State	Phone No. ( )
Position	Supervisor	Monthly Income	From / / to / /		
Previous Employer	Name	Business Address	City	State	Phone No. ( )
Position	Supervisor	Monthly Income	From / / to / /		

## Please Give Us the Following Information

Emergency Contact	Name	Full Address	Phone No. ( )								
Automobile 1 <sup>st</sup> Car	Year	Make	Model	Color	Tag #	Automobile 2 <sup>nd</sup> Car	Year	Make	Model	Color	Tag #
Children Occupying	Name	Age	Name	Age	Name	Age					
Bank Ref	Name	Location	City	State							

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management Company. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. **NON REFUNDABLE APPLICATION FEE**--Applicant(s) has paid to Landlord and/or Management company herewith the sum of \$ **50.00** as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. **A RENTAL DEPOSIT AGREEMENT** --Applicant has deposited an "RENTAL DEPOSIT" of \$ \_\_\_\_\_ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the apartment is taken the "RENTAL DEPOSIT" shall be applied toward the security/damage deposit. If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the **FULL "RENTAL DEPOSIT"** shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The "RENTAL DEPOSIT" shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

**I HAVE READ AND AGREE TO THE PROVISIONS AS STATED**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



SECURITY DEPOSIT	\$ _____
PET SECURITY	\$ _____
PET FEE	\$ _____
CREDIT CHECK FEE	\$ _____
PAID WITH APPLICATION	\$ _____
BALANCE OF DEPOSIT DUE	\$ _____
FIRST MONTH'S RENT	\$ _____
TOTAL DUE BEFORE MOVE-IN	\$ _____
RECEIVED BY: _____	\$ _____
APPROVED BY: _____	\$ _____

**OFFICE USE ONLY**

COMMUNITY \_\_\_\_\_  
 APT.# \_\_\_\_\_  
 RENT \_\_\_\_\_  
 APT. TYPE \_\_\_\_\_  
 TERM OF LEASE \_\_\_\_\_  
 MOVE-IN DATE \_\_\_\_\_  
 CREDIT REPORT \_\_\_\_\_  
 PHOTO I.D.'d \_\_\_\_\_



1014 Main Street  
 Chipley, FL 32428  
 850-638-5222

## APPLICATION TO RENT

Property Address: \_\_\_\_\_

Move in date: \_\_\_\_\_

**PLEASE READ CAREFULLY. THE FOLLOWING ITEMS ARE REQUIRED TO PROCESS THIS APPLICATION:**

Please provide the following with your completed application:

- \_\_\_\_\_ 1. ALL APPLICATIONS MUST BE FILLED OUT AND SIGNED BY THE APPLICANT ON ALL SIGNATURE LINES.
- \_\_\_\_\_ 2. A SEPARATE APPLICATION IS REQUIRED FOR EACH APPLICANT OVER 18 YEARS OF AGE.
- \_\_\_\_\_ 3. A PROCESSING FEE OF **\$50.00** (NON REFUNDABLE) IS TO BE PAID BY MONEY ORDER OR CERTIFIED CHECK AND MUST ACCOMPANY THIS APPLICATION. THE \$50.00 APPLICATION FEE COVERS UP TO TWO TENANTS. EACH ADDITIONAL TENANT IS **\$25.00** (NON REFUNDABLE).
- \_\_\_\_\_ 4. RELIABLE DOCUMENTATION AND TELEPHONE NUMBERS FOR ALL INCOME AND REFERENCES MUST BE PROVIDED. (CURRENT PAY STUBS, W-2 FORMS, SS AWARD LETTER)
- \_\_\_\_\_ 5. PHOTO DOCUMENTATION (DRIVERS LICENSE OR PHOTO ID).

**\*\*BE SURE TO BRING THE ABOVE DOCUMENTATION WITH YOUR APPLICATION\*\***

**YOU ARE NOTIFIED OF THE FOLLOWING PROCEDURES AND POLICIES**

- 1. THE PROCESSING/APPLICATION FEE IS NONREFUNDABLE.
- 2. WE DO NOT PERMIT PETS IN THE RENTAL UNITS. MOST PROPERTIES DO NOT ALLOW PETS, HOWEVER; SOME OWNERS MAY ALLOW AN EXCEPTION BUT ONLY WITH SPECIFIC APPROVAL PRIOR TO SHOWING RENTAL PROPERTY. THIS APPROVAL WILL DEPEND ON THE OWNERS WISHES AND WOULD REQUIRE SPECIFIC INFORMATION ON THE TYPE OF PET, SIZE, WEIGHT, BREED, ETC. (THERE ARE CERTAIN BREEDS OF DOGS WHICH CANNOT BE APPROVED FOR ANY OF OUR RESIDENCES. SOME OF THESE INCLUDE BUT NOT LIMITED TO: ROTTWEILER, DOBERMAN, PIT BULL, GERMAN SHEPHERD, CHOW, ETC). ANY APPROVED ANIMALS WILL REQUIRE A NON REFUNDABLE PET DEPOSIT.
- 3. NO RENTAL PROPERTIES ARE HELD FOR A LONG PERIOD OF TIME SUCH AS 2 WEEKS OR 30 DAYS.
- 4. IF APPROVED A HOLDING RENTAL DEPOSIT OF ONE MONTHS RENT MUST BE PAID WITHIN ONE BUSINESS DAY IN ORDER TO HOLD THE PROPERTY AND REFUSE OTHER APPLICANTS. IF THE APPROVED APPLICANT DEFAULTS ON RENTING THE PROPERTY, THE RENTAL DEPOSIT WILL BE FORFEITED.
- 5. IF APPROVED, ALL MONIES OWED MUST BE PAID IN FULL WITH MONEY ORDER OR CERTIFIED FUNDS. WE DO NOT ACCEPT CASH. SECURITY DEPOSITS HAVE TO BE PAID SEPARATELY AS THE MONEY IS DEPOSITED INTO A SEPARATE ACCOUNT.

I, UNDERSIGNED APPLICANT, AFFIRM THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND AUTHORIZE SOUTHERN WAY REALTY, INC TO VERIFY ALL INFORMATION CONTAINED IN THIS APPLICATION INCLUDING OBTAINING A CREDIT REPORT. MISSTATEMENTS, EITHER FALSE OR INCORRECT, CAN BE DEEMED REASON FOR DENIAL OF OCCUPANCY AND FORFEITURE OF PROCESSING/APPLICATION FEE. I UNDERSTAND THAT DUE TO THE FAIR CREDIT REPORTING ACT THAT I WILL NOT BE FURNISHED A COPY OF MY CREDIT REPORT FROM SOUTHERN WAY REALTY, INC. I MAY OBTAIN A FREE CREDIT REPORT FROM THE APPLICABLE CREDIT REPORTING AGENCY IF MY APPLICATION IS DENIED FOR CREDIT REASONS. I ALSO UNDERSTAND THIS APPLICATION IS THE PROPERTY OF SOUTHERN WAY REALTY, INC.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_