

# REALTY SELECT SERVICES, LLC

*Come experience the difference!*

Licensed Real Estate Broker      Nancy Maggiore, Broker – Owner

## Tenant Financial Worksheet

Tenant Name: \_\_\_\_\_

Property Address Applying for: \_\_\_\_\_

Anticipated move in date: \_\_\_\_\_

Number of occupants: \_\_\_\_\_

Anyone 18 years of age and over who plan to occupy the property must submit an application for processing.

Number of pet(s): \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_

Application Fee, non-refundable certified funds: \$50.00 per person (due upon approval)

Pet(s) Application Fee, certified funds due at leasing signing: \$50.00

Security Deposit, certified funds only \$ \_\_\_\_\_

First Month's Rent, certified funds due at time of move in \$ \_\_\_\_\_

Prorated Rent, due the second month \$ \_\_\_\_\_

Total Due and Payable at lease signing in the form of a bank check or money order. Note that separate bank checks or money orders are required for the Pet Application Fee, Security Deposit, and First Month's Rent.

Total due at lease signing \$ \_\_\_\_\_

Total due upon picking up the keys at Move In \$ \_\_\_\_\_

Total due on the second month of occupancy \$ \_\_\_\_\_

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## APPLICATION CHECK LIST

- \_\_\_\_\_ Completed Application  
\$50.00 application fee per adult in certified funds only;  
anyone 18 years of age or older must complete a separate application for processing.
- \_\_\_\_\_ Valid Copy of Photo ID - must be clear and readable
- \_\_\_\_\_ Verification of Income, must be 3 times the monthly rent, within \$100.00  
Pay stub, LES, or W-2  
Employer contact telephone number
- \_\_\_\_\_ Rental History  
current and previous landlord telephone numbers
- \_\_\_\_\_ Pet Application must be complete  
attach a photo of the pet to the Pet Application  
\$50.00 pet application fee upon approval of application is due at lease signing

## INTERNATIONAL APPLICATIONS

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ INS Documents with INS seal, must be visible
- \_\_\_\_\_ Copy of Social Security Card

Applicants have 48 hours from the time of notification of approval to:

- Sign the Lease
- Pay the Security Deposit, payable in certified funds only
- Pay the Pet Application Fee, if applicable, payable in separate certified funds only

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## 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. It is understood and agreed that All properties are rented in "AS IS" condition before any application can be accepted. Any improvements or repairs that are to be completed prior to tenant occupy the property must be agreed to writing with the owner. If so, that agreement will become part of the lease. Verbal representations are non-binding. Under extenuating circumstance an application may be accepted with the tenant viewing photos of the property.

**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.

### **Application Requirements:**

- a. Every line of the application must be filled out and signed by the applicant. **NO APPLICATION WILL BE PROCESSED THAT IS NOT FULLY COMPLETED AND SIGNED.**
- b. The application fee is \$50.00 per adult; 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:
- h. Gross monthly income must be three (3) times the monthly rent (within a \$100 range).
- i. Debt ratio may not exceed thirty-five percent (35%)

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## **RENTAL APPLICATION CRITERIA AND PROCEDURES** (continued)

- j. 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.
- k. If you are moving from another state, your application fee may be increased.

### **Procedures and Policies:**

- l. There is a \$25.00 minimum monthly 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.
- m. If you have water-filled furniture, you must provide to Realty Select Services, LLC. with proof of insurance. (FS.83.535).
- n. No properties are held for more that two (2) weeks unless approved by the owner.
- o. Once the application is approved, you must provide a security deposit in certified funds and sign the lease, 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 property will be returned to the open market. This action does not prevent any 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.
- p. Due to our fiduciary relationship with the owner, all applications will be processed, and the strongest and highest rated application will be chosen for placement.
- q. The application(s) must be complete and signed. If you are in the military, please submit the most current LES.
- r. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- s. Keys will be release on the first (1<sup>st</sup>) day of occupancy.
- t. All funds prior to move-in must be paid in separate money orders and or cashiers check. No cash accepted.

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

**I HAVE READ AND ACCEPT ALL RENTAL CRITERIA CONTAINED HEREIN.**

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**Applicant Signature**

**Date**

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**RENTAL/MORTGAGE VERIFICATION:**

Current Address:	from	/	/	to	/	/
City, State, Zip:						
Landlord/Lender's Name:						
Landlord/Lender's address/phone:						
Monthly Payment: \$						
Previous Address:	from	/	/	to	/	/
City, State, Zip:						
Landlord/Lender's Name:						
Landlord/Lender's address/phone:						
Monthly Payment: \$						
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):

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