



Maureen G. Harrell, Broker / Owner, Realtor, GRI, SFR
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Address of Rental Property: _____

Starting Occupancy Date: _____ Length of Lease: _____

Applicant

Name: _____ SSN# _____

Present Address: _____ City/State/Zip _____

Home Phone# _____ Cell Phone# _____

Email Address _____

Date of Birth: _____ Driver's License # _____ State: _____

Present Landlord's Name: _____

Phone #: _____ Email Address: _____

Length of Time Rented Property: _____ Monthly Rent Amt: _____

Reason for Leaving: _____

Previous Address: _____ Previous Landlord: _____

Phone #: _____ Email Address: _____

Length of Occupancy: _____ Monthly Rent \$ _____ Reason for Leaving: _____

Employment / History

Applicant

Occupation: _____ Employer: _____

Length of Employment: _____ Monthly Income: _____

Supervisor: _____ Supervisor Telephone: _____

CIRCLE ONE:

Has the Applicant ever received a 3-day notice to Vacate? Y N

Has the Applicant ever been served with eviction papers? Y N

Has the Applicant been arrested for a civil or criminal offense? Y N

If yes to any question above, please describe:

Vehicles to be Parked On Property	Make/Model	Year	Tag#	State
Applicant: _____				

PLEASE NOTE: Some communities do not allow pickup trucks, commercial vehicles, vehicles with signage or writing on the sides or motorcycles. Please alert the agent if you own these types of vehicles so we may check the association rules and restrictions.

Applicant REFERENCES

Co-Applicant
Name: _____ **SSN#** _____
Present Address: _____ **City/State/Zip** _____
Home Phone# _____ **Cell Phone#** _____
Email Address _____
Date of Birth: _____ **Driver's License #** _____ **State:** _____

Present Landlord's Name: _____
Phone #:: _____ **Email Address:** _____
Length of Time Rented Property: _____ **Monthly Rent Amt:** _____
Reason for Leaving: _____
Previous Address: _____ **Previous Landlord:** _____
Phone #:: _____ **Email Address:** _____
Length of Occupancy: _____ **Monthly Rent \$** _____ **Reason for Leaving:** _____

Employment / History **Co- Applicant**
Occupation: _____ **Employer:** _____
Length of Employment: _____ **Monthly Income:** _____
Supervisor: _____ **Supervisor Telephone:** _____

CIRCLE ONE:

Has the Co- Applicant ever received a 3-day notice to Vacate? **Y N**
Has the Co- Applicant ever been served with eviction papers? **Y N**
Has the Co- Applicant been arrested for a civil or criminal offense? **Y N**
If yes to any question above, please describe:

<u>Vehicles to be Parked On Property</u>	<u>Make/Model</u>	<u>Year</u>	<u>Tag#</u>	<u>State</u>
Co- Applicant: _____				
PLEASE NOTE: Some communities do not allow pickup trucks, commercial vehicles, vehicles with signage or writing on the sides or motorcycles. Please alert the agent if you own these types of vehicles so we may check the association rules and restrictions.				

Co Applicant REFERENCES

OTHER OCCUPANTS

1. _____ 3. _____

2. _____ 4. _____

Number of Pet (s) _____

Type of Pet (s): _____

BREED: _____ WEIGHT: _____

Please see the pet application addendum.

Agency Disclosure: Tenant acknowledges by receipt of this document, he/she has been given notice that Harrell Real Estate is the agent and representative of the landlord and is paid by the landlord. The undersigned acknowledges that the written notice was received prior to the undersigned/applicant receiving a contractual offer or lease agreement. (Tenants must be responsible for their personal belongings.)

APPLICATION DEPOSIT AGREEMENT:

NON REFUNDABLE APPLICATION FEE--Applicant(s) has paid to Landlord and/or Management company herewith the sum of **\$50 per adult (married couples \$50 only)** as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. Applicant/Co-Applicant has deposited an "application fee" which removes the property from the market while considering approval of this application. The rental application stage does not obligate the Landlord or Landlords Agent to execute a Rental Agreement or deliver possession of the premises until the application is approved. If your application is not approved, your application fee will NOT be refunded to you.

If you are approved **the full security deposit and a \$60.00, non-refundable, Lease prep fee needs to be paid within 24 hours of approval** unless other arrangements have been approved by the agent. 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 "SECURITY 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.

Keys will be given to tenant on the first day of the lease term and after all paperwork has been signed and deposits and fees have been received.

ALL FEES, RENTS AND DEPOSITS MUST BE PAID IN ADVANCE OF OCCUPANCY and BY CERTIFIED FUNDS (money order or cashier's check).

Please include Application fee with this application as well as a Legible Copy of the driver's license of each applicant

DISCLOSURES: 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

I/We authorize you to contact any reference listed on this application and give you permission to order a credit & background report.

Signature of Applicant / Date

Signature of Co-Applicant / Date

Cooperating Realtor _____ Office _____

Harrell Real Estate
672 W. Eau Gallie Blvd.
Melbourne FL 32935
Phone (321)243-9707 Fax (321)821-1309
MGHarrell@CFL.rr.com

RENTAL REFERENCE

THE APPLICANT NEEDS ONLY NEEDS TO FILL IN THEIR NAME, THE ADDRESS OF THE RENTAL THEY RENTED FROM THE LANDLORD, AND THEN SIGN WHERE IT ASKS FOR APPLICANT'S SIGNATURE.

I, _____, give Harrell Real Estate permission to obtain information about my previous rental history at:

_____ Please fill in
address of property

_____ Signature of
Applicant Date

_____ Signature of
Applicant Date

APPLICANTS DO NOT COMPLETE BELOW.

YOUR LANDLORD OR YOUR LANDLORD'S AGENT MUST COMPLETE THIS FORM.

Landlord or Agent: Please complete this form and return to Harrell Real Estate by fax or email.

1. Please specify dates of rental period from ___/___/___ through ___/___/___.
2. Has this tenant ever been late with the rent? _____
a. If yes, how many times? _____.
3. Have you ever had a check that was returned from this tenant? _____
a. If yes, how many times? _____.
4. Has this tenant ever violated their lease? _____
a. If yes, please explain: _____
_____.
5. Have you ever posted this tenant with a three day notice? _____
a. If yes, how many times? _____.
6. Have you ever started eviction proceedings against this tenant? _____.
7. How has the tenant kept up the property? _____.
8. Would you rent to this tenant again? _____.

This form was completed by:

Name Company

Phone Number

Signature Date

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EMPLOYMENT VERIFICATION

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EMPLOYMENT VERIFICATION

Just print your name on the first line, and sign where it asks for signature of applicant.

I, _____, give Harrell Real Estate permission to obtain information about my current and previous employment history.

Supervisor Name _____ Telephone _____

Fax # _____ E-Mail _____

Signature of Applicant

APPLICANTS DO NOT COMPLETE BELOW. This form is to be filled out by your manager or HR Director.

To Manager or HR Department: Please complete this form and fax it or scan it to Harrell Real Estate.

Please answer the following questions the best that you can.

What is the applicant's job title? _____

What is the name of the company? _____

What dates was the applicant employed? Beginning _____ / _____
Month Year

Until _____ / _____ or currently still employed (circle if applicable),
Month Year

What is the applicant's salary? _____ per month _____ per year

Is this a full time permanent position? Yes or No (circle one) Explain if necessary:
_____.

Name of person completing this form: _____

Position of person completing this form: _____

Phone number to reach person completing this form: _____

Signature of Person who completed this form