



PROPERTY MANAGEMENT

12086 Ft. Caroline Rd., #101/ Jacksonville, FL 32225
www.rocknhomes.com

APPLICATION PROCESS

The application fee is \$50.00 for each person over the age of 18. The application fee is NON-REFUNDABLE. NO CASH. NO PERSONAL CHECKS (money orders or certified funds only).

Application fee(s) made payable to: Vanguard Realty, Inc.

Applications which are incomplete, unreadable, not signed, or without a fee will be returned. If you are military, please submit your most recent LES. If you are self employed please submit a copy of previous (2) years tax returns and bank statements from the last (3) months.

Due to our fiduciary relationship with the owners, if more than one application is submitted before approval can be achieved, all applications are to be presented and we are required to select the highest rated application for placement. Upon acceptance of your application your security deposit in the form of certified funds will be required. The property will not be taken off the market for rent unless the applicant is approved, deposit received, and rental agreement executed.

Applications will be processed within 48 hours of receipt of completed signed application and submitted funds. WEEKENDS AND HOLIDAYS NOT INCLUDED.

RENTAL FEE SCHEDULE

| | |
|-------------------|--|
| Application fee | \$50.00 per applicant (certified funds) |
| Pet fee | \$250.00 PER pet (non refundable) |
| Pro-rated rent | Daily rate if possession is not on the 1st of month |
| Security deposit | Minimum equivalent to one month's rent (certified funds) |
| Lease Closing fee | \$100.00 (certified funds) |

Please submit a copy of drivers license for ALL applicants.

THANK YOU

VANGUARD REALTY, INC.- PROPERTY MANAGEMENT DEPARTMENT

RESIDENT SELECTION CRITERIA

1. All adult applicants 18 years of age and older must submit a fully completed, dated and signed rental application and non refundable application fee. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee for this approval.
2. A.) Applicants must have a gross income of at least three times the monthly rent. A minimum of two years residential rental history will be required *from a corporation or real estate property management company.*
B.) Military applicants must provide their most recent LES when submitting application.
3. Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filing, Collections, liens or bankruptcy within the past 4 years.
4. Self employed applicants will be required to produce 2 years of tax returns or 1099s and 3 months bank statement. Non employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords (corporations or real estate property management companies) must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document.
9. Applicants will be required to pay a security deposit at the time of application approval. We reserve the right to require a higher security deposit and/or additional prepaid rent.
10. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
11. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the owner(s) for consideration. If approval is then given for such exceptions, additional security deposit and/or additional advance rent payments may be required.
12. Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent or any amounts owed to the credit bureau.

APPLICANT'S SIGNATURE _____ DATE _____

APPLICANT'S SIGNATURE _____ DATE _____

VANGUARD REALTY, INC. PROPERTY MANAGEMENT APPLICATION FOR RENTAL

This information is sought to assure the most responsible residents and to assist management in case of emergency. *Each co-resident must submit separate application.* The credit check/application fee is \$50.00 for each adult application. **CREDIT CHECK/APPLICATION FEES ARE NON-REFUNDABLE.**

Name _____ Age _____ Sex _____ D.O.B. _____
(Last Name, First Name, Middle Initial)

SSN _____ Drivers Lic. No. _____

Marital Status(check one) _____ Married _____ Single _____ Divorced _____ Separated

Maiden Name _____

Spouse's Name _____ Age _____ Sex _____ D.O.B. _____

Spouse's SSN _____ Drivers Lic. No. _____

Maiden Name _____

Your Current Home Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

E-mail address: _____

Current Street Address _____

City _____ State _____ Zip _____

Name of Present Landlord _____ Phone _____

How Long at your present address ? _____ Reason for leaving your present address? _____

If you lived at your current residence for less than 2 yrs fill out the following:

Previous Street Address _____

Name of previous Landlord _____ Phone _____

Employer _____ Phone _____

Employer Address _____

Kind of Work? _____ How long? _____

Monthly Income is over \$ _____

If Military, who are you attached to? _____ Rank _____

Spouse's Employer _____ Phone _____

Spouse's Employer Address _____

Spouse's Kind of Work _____ How long? _____

Spouse's Monthly Income is over \$ _____

If Military, who are you attached to? _____ Rank _____

Bank Name _____ City _____ State _____

Bank Account No. _____

For Emergency, Notify _____ Relationship _____

Street Address _____ City/State _____ Phone _____

Date of Occupancy (move-in date) _____

How long do you plan to rent from us? _____ Referred By _____

How many pets? _____ Type of Pets _____

If you owe on a mortgage, What is your monthly payment? _____

In the next 5 years do you plan to buy your own home? _____ yes _____ no

If you are currently renting, How much is your monthly rent? _____

Have you or your spouse ever been convicted of a felony? _____

Have you or your spouse ever broken a rental agreement? _____

Have you or your spouse ever been evicted? _____

Have you or your spouse ever been sued for non-payment of rent or for damages to the property you were renting? _____

List all vehicles to be parked on the premises by applicant, spouse, or children. (including cars, trucks, motorcycles, trailers, boats, etc.)

| Type of Vehicle | Make | Year | Lic No | State |
|-----------------|------|------|--------|-------|
| Type of Vehicle | Make | Year | Lic No | State |
| Type of Vehicle | Make | Year | Lic No | State |

Total number of Occupants is _____

List names, age, relationship of all persons to be occupying the premises (including; children, relatives, and other co-residents)

| Name | Age | Relationship |
|------|-----|--------------|
| Name | Age | Relationship |
| Name | Age | Relationship |
| Name | Age | Relationship |

This application is only preliminary and does not obligate either party to execute a rental agreement or to deliver possession of the rental dwelling unit. Keys for possession will only be furnished after receiving the applicants first payment of rent. Applicant understands there will be no keeping of any pets (dogs, cats, birds, reptiles, fish, etc.) on the rented premises without the prior written consent from the agent. In consideration for permission to keep any pet on the rented premises there will be a **NON-REFUNDABLE** pet charge per pet. The following dogs are NOT permitted on the promises and are considered a violation of the lease and subject to eviction: Pit/American bulls, Staffordshire Terriers, Dobermans, Rottweilers, Shows, Presa Canarias Akitas, Wolf Hybrids, Huskies or any mixed breed with the bove mentioned breeds.

The below described property is that which the applicant in seeking to rent.

Street address: _____
\$ _____ Monthly Rent \$ _____ Security Deposit

CORRECT INFORMATION

Applicant represents that all of the above information is correct and hereby authorizes us to obtain a credit reference through the credit bureau and to verify all other above references. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right to occupy, and forfeiture of deposits. Applicant understands that false information may constitute a criminal offense under the laws of this State. Applicant agrees to the terms of the below "Application Deposit Agreement."

APPLICATION DEPOSIT AGREEMENT

Tenants are not selected on a first come— first serve basis. Vanguard Realty, Inc. is the listing and rental agent that represents the owner in this transaction and the undersigned further certifies that this notice was received prior to entering into any agreement. Applicant understands that the property will not be removed from the rental market until applicant is approved by the owner and a security deposit in the form of certified funds received in addition to the signing of the Residential Rental Agreement to consider the home "rented". **IF TENANT SHOLD FAIL TO TAKE POSSESSION OF THE ABOVE PROPERTY THIS DEPOSIT SHALL BE FORFEITED.**

DISCLAIMER

The undersigned applicant hereby consent to allow Vanguard Realty, Inc. itself or through its designated agents or employees to obtain a consumer credit report, criminal record information and to obtain and verify my employment for the purpose of determining whether to lease a property to me. I also agree and understand that the owner, its agents and employees may verify my current rental history or previous rental history with my current or previous landlords, property managers, or apartment complexes.

APPLICANTS SIGNATURE _____ Date _____

APPLICANTS SIGNATURE _____ Date _____

AGENTS SIGNATURE _____ Date _____