

**A \$25.00 NON REFUNDABLE APPLICATION FEE PER APPLICANT  
MUST BE PAID PRIOR TO PROCESSING**

PROPERTY APPLYING FOR: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Move in Date: \_\_\_\_\_

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Phone # \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_ DOB \_\_\_\_\_ Driver's License # \_\_\_\_\_

Co-Applicant's Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Phone # \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_ DOB \_\_\_\_\_ Driver's License # \_\_\_\_\_

***RENTAL HISTORY (2 years minimum)***

Present Address: \_\_\_\_\_ County \_\_\_\_\_

Length of stay: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Name of Landlord or Agent: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ 30 day notice given? \_\_\_\_\_

Former Address: \_\_\_\_\_ County \_\_\_\_\_

Length of stay: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Name of Landlord or Agent: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ 30 day notice given? \_\_\_\_\_

(If more space is need you may use additional paper.)

***EMPLOYMENT HISTORY***

Current Employer: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Supervisor: \_\_\_\_\_ Your position: \_\_\_\_\_

Date Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Total Gross Income: \$ \_\_\_\_\_ per \_\_\_\_\_

If military, month & year entered: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Former Employer: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Date Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Total Gross Income: \$ \_\_\_\_\_ per \_\_\_\_\_

Co-Applicant's Employer (if needed to qualify): \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Date Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Total Gross Income: \$ \_\_\_\_\_ per \_\_\_\_\_

***THE FOLLOWING PERSONS WILL RESIDE AT THIS PROPERTY ALSO:***

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have cars, trucks, boats, trailers, RVs? Describe \_\_\_\_\_

DO YOU HAVE PETS? \_\_\_\_\_ How many? \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_ Name \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_ Name \_\_\_\_\_

Do you have any water filled furniture? \_\_\_\_\_ Specify \_\_\_\_\_

Have you ever filed bankruptcy? \_\_\_\_\_ If so, when? \_\_\_\_\_ Reason \_\_\_\_\_

Have you ever been convicted of a misdemeanor? \_\_\_\_\_ When? \_\_\_\_\_ Charge(s) \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ When? \_\_\_\_\_ Charge(s) \_\_\_\_\_

Have you ever had an eviction filed against you? \_\_\_\_\_ Specify \_\_\_\_\_

Have you ever refused to pay rent? \_\_\_\_\_ If so, when & why? \_\_\_\_\_

Initials ( ) ( )

NEAREST LIVING RELATIVE: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

3 PERSONAL REFERENCES :

Name: \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_  
Name \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_  
Name \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_

**The following signature of authorization is required in order to execute the processing Procedure of the Application.**

**AUTHORIZATION**

I/WE HEREBY AUTHORIZE PROPERTY MANAGER TO VERIFY ALL INFORMATION CONTAINED ON THE APPLICATION and conduct a full background check including but not limited to credit, bank accounts, employment, income, eviction, criminal background checks and I/we authorize property manager to contact any persons or companies listed on the application.

**CORRECT INFORMATION**

I/We affirm that all the information on this two page application is true, accurate, complete and I/we AGREE that if this is not so, my application may be denied and/or the lease will be held in default and I/We may be subject to eviction.

**WITNESS:**

**APPLICANT:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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APPLICANT(S) INITIALS: (\_\_\_\_) (\_\_\_\_)

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

Application Approved? \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Adverse Action Letter required? \_\_\_\_\_ Date Sent \_\_\_\_\_

**COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Janet Johnson Realty, Inc.  
836 North Ferdon Blvd.  
Crestview, FL 32536**

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***Addendum To Application***

Applicant(s): \_\_\_\_\_

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

**TO APPLY, THE FOLLOWING IS REQUIRED:**

1. Application must be filled out and signed by the applicant on each page.
2. AN APPLICATIONS FEE of \$25.00 must accompany this application.( per applicant)
3. Reliable documentation and telephone numbers for all income must be provided. (Pay stub or LES for military.)
4. Photo documentation ( drivers license, military ID or State ID) will be required.
5. All intended applicants must be listed below.
6. You must disclose all pets, vehicles of any nature and water filled furniture.

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

1. The application fee is non-refundable.
2. Pets must be approved by the lessor.
3. If you have water filled furniture, you must provide the lessor with proof of insurance (per Florida Statute 83.535).
4. No properties are held for a long period, such as 30 days, unless it is not available.
5. When approved, a holding deposit of \$200.00 Cashier's Check or Money Order must be paid within one business day in order to hold the property and refuse other applicants. This Holding Deposit will apply to the Security Deposit. You will be required to sign a lease and pay the remaining balance of Security deposit within an additional two business days. If you default on signing a lease on the property, your Holding Deposit will be forfeited.
6. When approved, **ANY** monies that are paid to us **PRIOR** to moving in **MUST BE PAID WITH** Cashier's Check or Money Order (i.e. security deposit, rent or pro-rated rent, pet fee). Afterward, a check can be accepted, unless one gets returned.

I, THE UNDERSIGNED APPLICANT, affirm the information contained in the attached two page application is true and correct and authorize Janet Johnson Realty, Inc. to verify all information contained in this application including but not limited to a credit report. Mis-statements, either false or incorrect, can be deemed reason for denial of occupancy. I understand that due to the Fair Credit Reporting Act that I will not be furnished a copy of my credit report from Janet Johnson Realty, Inc. or its members. I may, however, obtain a free credit report from Equifax if my application is denied for credit reasons. I also understand that this application is the property of Janet Johnson Realty, Inc.

\_\_\_\_\_  
Applicant #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

***Resident Selection Criteria***

An application is required for the applicant(s). Applicant(s) must be eighteen years of age or older. Minors cannot sign contracts and a lease is considered a contract. A non-refundable \$25.00 application fee must be paid at time of application. Applicants will not be accepted on a "first come, first served" basis. Janet Johnson Realty, Inc. does not discriminate on the basis of age, race, color, creed religion sex, national origin, handicap or familial status. Applicant(s) will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and/or additional prepaid rent.

**THE FOLLOWING IS THE CRITERIA FOR QUALIFYING AN APPLICANT AS A RESIDENT:**

1. Application must be fully completed, dated and signed.
2. Application fee must be paid.
3. Applicant(s) must provide proof of identity with photo (such as a drivers license).
4. Applicant(s) must provide a social security number or verify that no number has been assigned.
5. Landlord history with a minimum of two years to verify proven payment history and that the applicant has never been evicted.
6. Family size must be in compliance with the available unit her HUD guidelines.
7. All sources of income must be verifiable if needed to qualify for a rental.  
Self-employed applicants will be required to produce 2 years of tax returns or 1099s. Non employed individuals must provide source of income. Income will be verified.

**APPLICANT(S) MAY BE DENIED OCCUPANCY FOR THE FOLLOWING REASONS:**

- A. Falsifying an application.
- B. Incomplete or unsigned application.
- C. Poor rental history profile such as: Non-payment of rent. Unpaid NSF checks. A filed eviction (unless a stipulation was adhered to). A history of violence to persons or property, or a felony within the last 5 years. A history of drug related activity by any of the applicant's household members. Damages to the unit. A history of poor or unsanitary housekeeping or failure to leave the property clean without damages at time of lease termination.
- D. History of unruly destructive behavior by resident or a member of the resident's household.
- E. Poor personal references.
- F. Poor credit history or a bankruptcy in last 2 years.
- G. A documented Criminal Record. If an arrest record exists within five years, it is up to the applicant to provide written verification from the property authorities as to the final disposition of innocence or that the case was dropped. 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.

Any request for exceptions to our company's criteria will need to be submitted in within to the rental agent for presentation to the landlord for consideration. If approval is then given for such exception, additional security deposit, co-signer and/or additional advance rent payments may be required.

Janet Johnson Realty, Inc. adheres to all federal, state and local fair housing and equal opportunity laws.

\_\_\_\_\_  
Applicant #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date