

# RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS

(Each co-applicant and each occupant 18 years old and over must submit a separate application.)



All applicants who indicate that they are not U.S. citizens will be asked to complete the supplemental questions in this Rental Application, unless otherwise noted. We are committed to compliance with fair housing laws and do not discriminate based on race, color, religion, sex, national origin, handicap or familial status. The purpose of the supplemental questions is:

- 1. to give you the option to furnish information about an emergency contact person for you in your home country;
- 2. to verify that you are lawfully in the United States;
- 3. to determine whether your right to be in the U.S. expires during your Lease Contract term; and

Date when filled out:

4. to enable us to better cooperate with government officials in the performance of their duties, when requested.

We don't anticipate sharing your responses to the supplemental questions with anyone except government officials who might inquire about you.

APPLICANT INFORMATION				
l <del></del>				
Full Name (Exactly as it appears on Driver's	s License or Govt. ID card)			
Former Name (if applicable)		Gender (Optional)	)	
Birthdate Soc	cial Security #	Driver's License	#	State
Government Photo ID card #		Туре		
Home Phone Number	Cell Phone Number		Work Phone Number	
Email Address				
Supplemental Questions ☐ Requipmental Questions ☐ Requipmental Questions ☐ Requipmental Questions		•	• •	_
Have you ever been asked or ordered by	a representative of any governi	ment to leave the U.S	S. or any other country?  yes no	
If yes, please state when and what country of	or countries (list all):			
Are you a U.S. citizen?  yes no				
Approximately how long have you been i				
Place of Birth	•	•		
Please check the U.S. Citizenship and Im	• , ,			
Form I-551 Permanent Resident Card [Al		·		
Form I-766 Employment Authorization Docu				
Form I-94 Global Entry Form (form does				
USCIS receipt for replacement of one of		, ,		
If you are relying on Form I-94, we will as Country issuing your passport:		=		
Expiration Date:		Tour Fassport	Number.	
Do you have a visa? yes no If yes,	what type?  student  work	□ visitor □ other (	snecify):	
Visa Expiration Date:	martype: Getadent Green	a riener a emer (		
We may ask to make a photocopy of any	of the USCIS documents check	ed above and, if nee	eded, your passport and visa.	
Marital Status: ☐ single ☐ married ☐			ccupant smoke?    ves   no	
I am applying for the apartment located a		Do you or any oc	Josephine Smoke: Gyes Gille	
Is there another co-applicant?  yes				
., _,				
Co-applicant Name				
Email				
Co-applicant Name				
Email				
Co-applicant Name				
Email				
Co-applicant Name				
Email				
Co-applicant Name				
Fmail	·			

OTHER OCCUPANTS				
Full Name		Relationship		
Date of Birth	Social Security #	Driver's License #	State	
Government Photo ID card #		Туре		
		e "Required" box is checked, please answer the follow cked, the following questions are not required and are		
If yes, please state when and what of	ountry or countries (list all):	ny government to leave the U.S. or any other country? 🔲 yes	s 🔲 no	
	occupant been in the United States?			
Place of Birth	Country or countries	of which occupant is a citizen (list all):		
•	, ,	ocument that entitles the occupant to be in the United States		
☐ Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number: Card Numbe				
		Expiration Date: Form Number:		
		ication by USCIS of your entitlement above.		
If relying on Form I-94, we will ask	to see occupant's passport and visa	a, and you will need to answer the questions below.		
		Passport Number:		
	_ , , , _	work visitor other (specify):		
Visa Expiration Date:  We may ask to make a photocopy	<del></del>	cked above and, if needed, occupant's passport and visa.		
	,	,		
Full Name		Relationship		
Date of Birth	Social Security #	Driver's License #	State	
Government Photo ID card #		Туре	_	
		e "Required" box is checked, please answer the follow cked, the following questions are not required and are		
Has this occupant ever been aske	d or ordered by a representative of a	ny government to leave the U.S. or any other country? 🔲 yes	s 🔲 no	
If yes, please state when and what of its this occupant a U.S. citizen?				
	occupant been in the United States?	Years Months		
Place of Birth Country or countries of which occupant is a citizen (list all):				
Please check the U.S. Citizenship	and Immigration Services (USCIS) do	ocument that entitles the occupant to be in the United States	:	
		form includes photo and fingerprint). Card Number:		
☐ Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: Card Number: Form I-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: Form Number: Form Number:				
		ication by USCIS of your entitlement above.	_	
		a, and you will need to answer the questions below.		
Country issuing passport:		Passport Number:		
Expiration Date: ye  Does occupant have a visa? ye		work visitor other (specify):		
Visa Expiration Date:	<del></del>			
we may ask to make a photocopy	or any or the USCIS documents chec	cked above and, if needed, occupant's passport and visa.		
Full Name		Relationship		
Date of Birth	Social Security #	Driver's License #	State	
Government Photo ID card #		- Type		
		e "Required" box is checked, please answer the follow cked, the following questions are not required and are		
		ny government to leave the U.S. or any other country? ☐ yes		
If yes, please state when and what our is this occupant a U.S. citizen?	ountry or countries (list all):			
		s of which occupant is a citizen (list all):		
		ocument that entitles the occupant to be in the United States	:	
☐ Form I-551 Permanent Resident Card [Alien Registration Receipt Card] (form includes photo and fingerprint). Card Number:				
Form I-766 Employment Authorization Document (form includes photo and fingerprint). Expiration Date: Card Number:				
☐ Form I-94 Global Entry Form (form does not include photo or fingerprint). Expiration Date: Form Number:				
USCIS receipt for replacement of one of the above documents, with verification by USCIS of your entitlement above.				
If relying on Form I-94, we will ask to see occupant's passport and visa, and you will need to answer the questions below.  Country issuing passport: Passport Number:				
Expiration Date:				
Does occupant have a visa? ☐ yes ☐ no If yes, what type? ☐ student ☐ work ☐ visitor ☐ other (specify):				
Visa Expiration Date:		cked above and, if needed, occupant's passport and visa.		

OTHER OCCUPANTS (continu	ued)		
Full Name		Relationship	
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #		Туре	
		Required" box is checked, please answer the followed, the following questions are not required and are	
If yes, please state when and what couls this occupant a U.S. citizen?  ye Approximately how long has this oc	Intry or countries (list all):es ☐ no cupant been in the United States?		no no
		ument that entitles the occupant to be in the United States	:
☐ Form I-551 Permanent Resident Ca ☐ Form I-766 Employment Authorization ☐ Form I-94 Global Entry Form (form of USCIS receipt for replacement of or If relying on Form I-94, we will ask to	rd [Alien Registration Receipt Card] (for a Document (form includes photo and fingedoes not include photo or fingerprint). Expense of the above documents, with verifical passe occupant's passport and visa, as	erm includes photo and fingerprint). Card Number:erprint). Expiration Date: Card Number: spiration Date: Form Number: tion by USCIS of your entitlement above.  and you will need to answer the questions below.  Passport Number: Passport Number:	
Expiration Date:			
Visa Expiration Date:		work visitor other (specify):	
We may ask to make a photocopy of	any of the USCIS documents checke	ed above and, if needed, occupant's passport and visa.	
Full Name		Relationship	
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #		Type	
		Required" box is checked, please answer the follow ed, the following questions are not required and are	
If yes, please state when and what couls this occupant a U.S. citizen?  uge	untry or countries (list all):es	government to leave the U.S. or any other country?  yes	no no
	cupant been in the United States?		
		f which occupant is a citizen (list all): ument that entitles the occupant to be in the United States	
☐ Form I-551 Permanent Resident Ca	rd [Alien Registration Receipt Card] (for	m includes photo and fingerprint). Card Number:erprint). Expiration Date: Card Number:	
		xpiration Date: Form Number:	
		tion by USCIS of your entitlement above.	
		and you will need to answer the questions below Passport Number:	
Expiration Date:		_ rassport Number.	
Does occupant have a visa? ☐ yes Visa Expiration Date:		work visitor other (specify):	
We may ask to make a photocopy of	any of the USCIS documents checke	ed above and, if needed, occupant's passport and visa.	
Full Name		Relationship	
Date of Birth	Social Security #	Driver's License #	State
Government Photo ID card #		Туре	
		Required" box is checked, please answer the followed, the following questions are not required and are	
	intry or countries (list all):	government to leave the U.S. or any other country? $\square$ yes	no no
Approximately how long has this oc	cupant been in the United States?	Years Months  f which occupant is a citizen (list all):	
		f which occupant is a citizen (list all): ument that entitles the occupant to be in the United States	
		rm includes photo and fingerprint). Card Number:	
		erprint). Expiration Date: Card Number:	
,		xpiration Date: Form Number:	
· · ·		tion by USCIS of your entitlement above.	
		and you will need to answer the questions below Passport Number:	
Expiration Date:			
<b>Does occupant have a visa?</b> yes Visa Expiration Date:	□ no If yes, what type? □ student □	work  visitor other (specify):	
	—— f any of the USCIS documents checke	ed above and, if needed, occupant's passport and visa.	

RESIDENCY INFORMATION				
Current Home Address (where you live now)				Do you 🖵 rent or
City		State	Zip Code	own?
Dates:From	То		<u>\$</u> Monthly Payment	
Apartment Name				
Landlord/Lender Name			Phone	
Reason for Leaving				
(The following is only applicable if at current add	lress for less than 6 m	onths.)		
Previous Home Address				Do you <b>☐ rent</b> or
City		State	Zip Code	own?
Dates:			\$Monthly Payment	
From	10		Monthly Payment	
Apartment Name				
Landlord/Lender Name			Phone	
Reason for Leaving				
EMPLOYMENT INFORMATION				
Present Employer		Address		
City		 State	Zip Code Wor	rk Phone
Dates:	_		\$	
From	То		Gross Monthly Income	1
Position				
Supervisor Name			Phone	
(The following is only applicable if at current em	ployer for less than 6 r	months.)		
Previous Employer		Address		
City		State	Zip Code Wor	rk Phone
Dates:			Srees Monthly Income	
From	10		Gross Monthly Income	
Position				
Supervisor Name			Phone	
ADDITIONAL INCOME				
(Income must be verified to be considered)				
Туре	Source		\$ Gross Monthly Amount	
7			\$	
Туре	Source		Gross Monthly Amount	
CREDIT HISTORY (if applicable)	Janes.			
If applicable, please explain any past credit prob	nem.			
DENITAL (CDIMINIAL LIICTORY				
RENTAL/CRIMINAL HISTORY  (Check only if applicable)				
Have you or any occupant listed in this Application	on ever:			
<ul><li>been evicted or asked to move out?</li><li>moved out of a dwelling before the end of the</li></ul>	ne lease term without t	he owner's consent?		
declared bankruptcy?				
been sued for property damage?				
been convicted (or received an alternative violence to another person or destruction of	•	•	) of a felony, misdemeanor involving	a controlled substance,
Please indicate the year, location and type of e	each felony, misdemea	anor involving a contro		
property, or sex crime other than those resolved answer is "no" to any item not checked above.	by dismissal or acquit	tal. We may need to dis	scuss more facts before making a dec	ision. You represent the

REFERRAL INFORMATION			
How did you find us?			
Online search. Website address:			
Referral from a person. Name:			
Social Media. Which one?			
Other			
EMERGENCY CONTACT			
Emergency contact person over 18, who will not	be living with you:		
Name		Relationship	
Address		City	
		·	
State Zip Code	Home Phone #		Cell Phone #
Work Phone #	Email Address		
VEHICLE INFORMATION (if applicable	.1		
	,		
List all vehicles owned or operated by you or any oc	cupants (including cars, trucks, i	motorcycles, trailers, etc.).	
Make	Model		Color
Year	License Plate #		State
Todi	LICENSE FIGURE #		Claic
Make	Model		Color
V	Lisans Distant		04-4-
Year	License Plate #		State
Make	Model		Color
Year	License Plate #		State
Make	Model		Color
Year	License Plate #		State
DET INFORMATION (if applicable)			
PET INFORMATION (if applicable)			
			your requested animal, you must sign a separate
animal addendum, which may require additional	deposits, rents, lees of other o	marges.	
Name	Туре		Breed
Gender	Weight		Color
Condo	_	lyon Dina	00101
Age	Assistance Animal Status:	yes uno	
J -			
Name	Туре		Breed
Gender	Weight	_	Color
Condo	_	luna Dan	Olloi
Age	Assistance Animal Status:	lyes 🔲 110	

## APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. Lease Contract Information. The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.
- 2. Approval When Lease Contract Is Signed in Advance. If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed.
- 3. Approval When Lease Contract Isn't Yet Signed. If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed.
- **4.** If you Fail to Sign Lease Contract After Approval. Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
- 5. If You Withdraw Before Approval. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
- 6. Approval/Non-Approval. We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail, or by e-mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.

#### **APPLICATION AGREEMENT (continued)**

- 7. Refund after Non-Approval. If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 8. Extension of Deadlines. If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 9. Keys or Access Devices. We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- **10. Application Submission.** Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

#### **DISCLOSURES**

- Application Fee (Non-Refundable). You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph
   Payment of the application fee does not guarantee that your application will be accepted. The application fee partially defrays the cost of administrative paperwork. It is non-refundable.
- 2. Application Deposit (may or may not be refundable). In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit or other amounts owed under the Lease Contract when the Lease Contract has been signed; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.
- 3. Fees Due. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:
  - 1. Application fee (non-refundable): \$ 12.50
  - 2. Application deposit (may or may not be refundable): \$\_\_\_\_\_
- **4. Completed Application.** Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:
  - 1. Your completed Rental Application;
  - 2. Completed Rental Applications for each co-applicant (if applicable);
  - 3. Application fees for all applicants;
  - 4. Application deposit for the Unit.
- 5. Notice to or from Co-Applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
- 6. SHIP Disclosure Statement. If this property or you are a tenant who may be receiving funds from the Florida State Housing Initiatives Partnership program (SHIP), then this application is subject to the Florida's public records laws, Chapter 119, Florida Statutes. Most of the information that you provide may be required to be released if there is a public records request. If you believe that you qualify to have your information protected, you must notify us in writing of the specific law or statute that protects your information. All non-exempt information will be released in response to a public records request.

SPECIAL PROVISIONS

#### **AUTHORIZATION AND ACKNOWLEDGMENT**

#### AUTHORIZATION

lauthorize Brookside Partners LTD

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

#### **Payment Authorization**

lauthorize Brookside Partners LTD

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

## Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- (i) Applicant shall pay to us the NSF Charge; and
- (ii) We reserve the right to refer the matter for criminal prosecution

# **AUTHORIZATION AND ACKNOWLEDGMENT (continued)** You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations. **Applicant's Signature** Date FOR OFFICE USE ONLY Unit # or type Apt. name or dwelling address (street, city) Person accepting application Phone Person processing application Phone Applicant or Co-applicant was notified by 🗖 telephone 🗖 letter 🔲 email, or 📮 in person of 🗖 acceptance or 🗖 non-acceptance on (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.) Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): Name(s) Name of owner's representative who notified above person(s) **ADDITIONAL COMMENTS**