

## **Welcome to Universal Realty Group, Inc. Rental & Property Management Services**

We hope that you will find a property that meets all your needs. For your convenience, the following is a brief overview of the general guidelines used to process an application.

- **A completed application form** - in order to tell us about yourself. Each adult wishing to live in one of our properties must fill out an application and be approved. All sections of each application must be complete and accurate.
- **Employment** - in order to verify that there is adequate income to make rental payments. In general, we expect applicant to have been in current employment for at least six (6) months, and that income is equal to three to four times the monthly rental amount.
- **Rental History** - in order to verify that the prospective tenant has demonstrated a desire to meet lease obligations. In general, we want to verify the amount of current rent and that the rent was paid in a timely manner; that the property was kept in good condition; that there is no history of complaints from other tenants; that all lease obligations have been met; and, that the tenancy has been a positive experience.
- **Credit History** - in order to verify that the prospective tenant has demonstrated fiscal responsibility. In general we look for payments that are made on time, that there are no judgments or bankruptcy records, and that credit responsibilities are in line with income.
- **Vehicle information** - including make, model, color & year of any vehicle to be kept at the rental property.
- **A valid photo I.D.**- so that we can assure the property owner that the person applying for the property is indeed the person moving in.
- **Authorization** for us to verify information given on the application and to order a credit check.



# PROSPECTIVE TENANT APPLICATION FOR RENTAL

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**Property Address** \_\_\_\_\_

Applicant Full Name			US Citizen? Yes No
Social Security #	Drivers License #		
Date of Birth	Other Names used in past 10 years	Email address	
Applicants present address		Phone Numbers	
Applicants last two (2) address's		Home	
		Work	
		Cellular	

**List all other Persons** that will occupy this property, include Date of Birth [if 18 or older must fill out an application]

Name -Date of Birth	Name-Date of Birth	Name-Date of Birth	Name-Date of Birth

**Current and Previous Landlord**

Name and address	Phone and or Email	Dates from to
Reason for leaving	Anticipated Move out Date	
Monthly Rent	Late Payments	Problems

**Previous Landlord**

Name and address	Phone	Dates
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**Employment**

Employer	Supervisor	Phone	
Address [complete]	Monthly gross income	Industry	
Position held	How long	Miles to work	Notes

Other sources of income \_\_\_\_\_

**Motor Vehicles** List all Vehicles, Make, Model, and License numbers that will be parking on the premises

Make/Model	Year	Color	Lic. #	State
1				
2				
3				

**Pets** [requires Landlord Consent]

Breed	Name	Weight/Height	Age
1			
2			

**Personal References**

Name & Phone of nearest relative	Relationship
Name of Personal Reference & Phone/Address	Relationship

# PROSPECTIVE TENANT APPLICATION FOR RENTAL

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## Criminal Background

Have you or any of your occupants ever been convicted of, or pleaded guilty or no contest to, any criminal offense(s)?

Applicant; Yes No

Occupants; Yes No

Have you or any of your occupants ever been convicted of, or pleaded guilty or no contest to, any criminal offense(s) or had any criminal offense(s) disposed of other than by acquittal or a finding of "not guilty"?

Applicant; Yes No

Occupants; Yes No

Have you ever been evicted? \_\_\_\_\_, if so why? \_\_\_\_\_

Willfully refused to pay rent? \_\_\_\_\_, if so why? \_\_\_\_\_

Have you ever filed Bankruptcy? \_\_\_\_\_, Have you ever had a Foreclosure, Judgment, lawsuit? \_\_\_\_\_

Are there any funds owed to any past Landlords? \_\_\_\_\_, if so, amount owed and why? \_\_\_\_\_

If yes to any questions, please explain why and when; \_\_\_\_\_

How did you find this property? \_\_\_\_\_

## PLEASE READ CAREFULLY THEN SIGN

THE UNDERSIGNED APPLIES FOR RENT/LEASE AND REPRESENTS THAT THE PROPERTY WILL NOT BE USED FOR ANY ILLEGAL OR RESTRICTED PURPOSE, AND THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND FOR THE ABOVE MENTIONED RENT OR LEASE. APPLICANT HEREBY AUTHORIZES UNIVERSAL REALTY GROUP, INC. TO CONTACT ANY REFERENCES LISTED ABOVE AND TO OBTAIN CONSUMER REPORTS, WHICH MAY INCLUDE BUT NOT LIMITED TO CREDIT REPORTS, CRIMINAL REPORTS, RENTAL PAYMENT & HISTORY REPORTS, SUBSEQUENT REPORTS, AND ANY BACKGROUND REPORTS NEEDED TO SATISFY ANY OTHER PERMISSIBLE PURPOSE IN ORDER TO SATISFY THE TERMS OF TENANCY. APPLICANT UNDERSTANDS THAT OWNER OR OWNERS AGENT MAY REPORT ALL POSITIVE AND NEGATIVE RENTAL PAYMENT HISTORY TO OTHER LANDLORDS, CONSUMER REPORTING AGENCIES, MORTGAGE COMPANIES OR CORPORATIONS REQUESTING SUCH INFORMATION. APPLICANT HEREBY RELEASES FROM ALL LIABILITY OR RESPONSIBILITY SUCH PERSONS THAT REQUEST OR SUPPLY SUCH INFORMATION. APPLICANT ACKNOWLEDGES THAT FALSE, INCOMPLETE, OR MISLEADING INFORMATION HEREIN MAY CONSTITUTE GROUNDS FOR REJECTION OF THIS APPLICATION, TERMINATION OF RIGHT OF OCCUPANCY OF ALL OCCUPANTS UNDER A LEASE AND/OR FORFEITURE OF DEPOSITS AND FEES, AND MAY CONSTITUTE A CRIMINAL OFFENSE UNDER THE LAWS OF THIS STATE. THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE OWNER OR OWNER'S AGENT TO EXECUTE A LEASE OR TO DELIVER POSSESSION OF THE DWELLING UNIT TO APPLICANT. THIS APPLICATION, ORIGINAL OR COPY MAY BE OBTAINED AND RETAINED BY AGENT OR OWNER EVEN IF THE RENT OR LEASE IS NOT GRANTED.

I HAVE READ, UNDERSTAND AND AGREE TO THE PROVISIONS STATED.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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ALL APPLICATIONS MUST BE FILLED OUT COMPLETELY AND SUBMITTED DIRECTLY TO UNVERSAL REALTY GROUP, INC. 4435 GUNN HWY TAMPA, FL. 33618

ALL HOMES ARE RENTED WITH A NO SMOKING AND NO PETS POLICY, UNLESS NOTED OTHERWISE.

ALL APPLICATIONS MUST BE ACCOMPANIED WITH THE FOLLOWING OR WILL NOT BE PROCESSED;

- CASH , IN THE AMOUNT OF \$35.00 NON-REFUNDABLE APPLICATION FEE FOR SINGLE, \$50.00 FOR JOINT APPLICANTS.
- COPY OF PHOTO DRIVER LICENSE
- SIGNED AND FULLY COMPLETED APPLICATION

SECURITY DEPOSIT IS DUE UPON APPLICANT ACCEPTANCE AND MUST BE IN THE FORM OF CASH, BANK CHECK OR CASHIER CHECK.

FIRST MONTH RENT IS DUE AT THE TIME OF LEASE SIGNING AND TURNOVER OF KEYS, AND MUST BE IN CASH, BANK CHECK OR CASHIER CHECK. NO EXCEPTION TO THESE POLICIES.