



## RENTAL APPLICATION

Date of Application \_\_\_\_\_

Address of desired property: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_

Sex: M/F Marital Status: \_\_\_\_\_ D.O.B. \_\_\_/\_\_\_/\_\_\_ S.S.N. \_\_\_ / \_\_\_ / \_\_\_

Drivers License# \_\_\_\_\_

PRESENT Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Why are you moving? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Salary/Wage: \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

How long have you been employed: \_\_\_\_\_



**Circle One**

- Have you ever had an eviction filed against you? ..... Yes No
- Have you ever broken a rental/lease agreement? ..... Yes No
- Have you ever declared bankruptcy? ..... Yes No
- Have you ever been sued for non-payment of rent? ..... Yes No
- Have you ever sued for damages to rental property? ..... Yes No
- Have you ever been arrested? ..... Yes No
- Do you have any pets? ..... Yes No
- Do you smoke? ..... Yes No

LIST ALL PERSONS TO OCCUPY THE PREMISES  
\*\*\* ONLY THESE PERSONS WILL BE PERMITTED RESIDENCE \*\*\*

Name: \_\_\_\_\_ D.O.B. \_\_\_/\_\_\_/\_\_\_ Relationship \_\_\_\_\_

LIST ALL VEHICLES TO BE PRESENT ON THE PREMISES  
\*\*\* CARS/MOTORCYCLES/PICKUPS \*\*\*  
\*\*\* ONLY LISTED WILL BE PERMITTED. MUST BE REGISTERED \*\*\*

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

BANKING REFERENCE

Bank Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Account Info: \_\_\_\_\_



PERSONAL REFERENCES – IN CASE OF EMERGENCY

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

The undersigned represents the above statements are true and complete and hereby authorizes verifications of any and all information. This application shall become an addendum to the Rental Contract when said contract is signed by the Tennant(s). I hereby authorize the verification of all the above information by the Rental Property Network, Inc. including my credit, rental history, check writing, employment history including salary and previous landlord. Application is hereby made and accepted pending verification and suitability of information listed and credit approval.

\_\_\_\_\_  
(Applicant Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Applicant Printed Name)

\_\_\_\_\_  
(Co-Applicant Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Co-Applicant Printed Name)



REQUEST FOR VERIFICATION OF EMPLOYMENT

The person(s) listed below have applied for residency at one of our rental properties. Any confirmation of the following information that you could provide us with would be much appreciated and assist us in expediting the processing of their application. Thank You.

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee SS#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

\*\*\* To be completed by employer \*\*\*

Please fill out the following information and return to Falcon Property Management via Fax. Thank you for your cooperation.

Length of employment/ Start date: \_\_\_\_\_

Permanent Employee: Yes or No (circle one)

Hourly Wage: \_\_\_\_\_ Yes or No (circle one)

Number of hours per week (avg.): \_\_\_\_\_

Salary: \_\_\_\_\_ Weekly Bi-Weekly Annually (circle one)

Please check all that apply:

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Hourly \_\_\_\_\_ Salary \_\_\_\_\_

Comments: \_\_\_\_\_

I hereby authorize Falcon Property Management to verify all of the above information for the purposes of my rental application.

\_\_\_\_\_  
(Applicant Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Applicant Printed Name)



FALCON PROPERTY MANAGEMENT, LLC.  
REQUEST FOR RENTAL HISTORY VERIFICATION

The person(s) listed below are applying for tenancy in one of our managed rental properties. The applicant by his/her signature below, has authorized you to release information about prior residency. Your comments or recommendation on this matter will be sincerely appreciated. Please fax completed form back to (904) 346-0071. If you have any questions please call (904) 346-4401. Thank you.

\_\_\_\_\_ Title: \_\_\_\_\_

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

Applicant's Address: \_\_\_\_\_

Please fill in all information that is applicable:

Length of residency: (To/From) \_\_\_\_\_

Was proper notice given? Yes / No

Monthly Rent Amount: \$ \_\_\_\_\_ Number of late payments: \_\_\_\_\_

Is there a current balance due? Yes / No

If Yes please explain: \_\_\_\_\_

Would you rent to him/her again? \_\_\_\_\_

Please provide any other information that may be helpful to us: \_\_\_\_\_

\_\_\_\_\_

Your Name: \_\_\_\_\_

Your Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

APPLICANT'S AUTHORIZATION OF THIS INQUIRY

I hereby consent to the release of my residency information.

\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

(Applicant Signature)

\_\_\_\_\_

(Applicant Printed Name)



**HOLDING FEE AGREEMENT**

Received From: \_\_\_\_\_ (hereinafter know as the applicant)  
( ) personal check\*  
( ) money order

On this Date: \_\_\_\_\_ A Holding Fee of: \$ \_\_\_\_\_

And \$ \_\_\_\_\_ Credit Application Fee to hold: \_\_\_\_\_

Balance due for Holding Fee \$ \_\_\_\_\_ Due prior to moving in.

Additional Money paid on Holding Fee \$ \_\_\_\_\_ was paid on \_\_\_\_\_ (date)

THIS HOLDING FEE IS REFUNDABLE IF APPLICANT IS NOT ACCEPTED AS A RESIDENT. ONCE APPLICANT IS ACCEPTED BUT DOES NOT TAKE POSSESSION OF SAID PROPERTY ON OR BEFORE \_\_\_\_\_ THE HOLDING FEE WILL BE FORFITED IN FULL.

UPON SIGNING A LEASE THE HOLDING FEE BECOMES A SECURITY/DAMAGE DEPOSIT FOR THE ABOVE UNIT. THIS SECURITY/DAMAGE DEPOSIT WILL BE REFUNDED IF THE TENANT HAS COMPLETED WITH ALL THE TERMS OF THE LEASE AGREEMENT WHICH INCLUDES BUT NOT LIMITED TO, THE REQUIREMENTS TO GIVE PROPER NOTICE, TO TURN IN KEYS AND TO LEAVE SAID UNIT CLEAN AND FREE OF DAMAGE.

THE CREDIT APPLICATION FEE IS A NON-REFUNDABLE AMOUNT AND IS SEPARATE AMOUNT FROM THE HOLDING FEE OR THE SECURITY/DAMAGE DEPOSIT.

A SAMPLE COPY OF THE LEASE IS IN OUR OFFICE FOR YOU TO READ. FAILURE TO SIGN THE LEASE ON OR BEFORE YOUR SCHEDULED MOVE-IN DATE WILL CAUSE YOU TO FORFEIT YOUR HOLDING FEE.

RENT \$ \_\_\_\_\_ DUE 1<sup>ST</sup> OF EACH MONTH.

ALL TERMS AND CONDITIONS ARE SUBJECT TO THE PROPERTY OWNER'S APPROVAL.  
ALL UTILITIES MUST BE PUT IN YOUR NAME PRIOR TO SIGNING YOUR LEASE.

ELECTRIC \_\_\_\_\_ # \_\_\_\_\_  
WATER \_\_\_\_\_ # \_\_\_\_\_

I UNDERSTAND THAT IF I CHANGE MY MIND OR IF FOR ANY OTHER REASON I DO NOT COME BACK AND MOVE IN AS AGREED THEN I WILL NOT RECEIVE THE HOLDING FEE BACK.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

THIS HOLDING FEE AGREEMENT HAS BEEN EXPLAINED TO ME THOROUGHLY. THIS IS NOT A RECEIPT!

\_\_\_\_\_  
CO-APPLICANT'S SIGNATURE

\_\_\_\_\_  
AGENT'S SIGNATURE

INITIALS: \_\_\_\_\_

**ADDITIONAL TERMS-**

\*Personal checks left for holding fees must be converted to a cashier's check or money order within twenty four (24) hours after application is accepted or the apartment/house will be put back on the market for rent

\*Your first month's rent must also be paid with a cashier's check or money order. Personal checks will be accepted thereafter unless otherwise notified.

\*Notify Falcon Property Management when your utilities are scheduled to be turned on. Utilities MUST be in your name prior to move in.

\*Full month rent is due at move-in. Pro-rated rent is paid on the 1<sup>st</sup> of the following month.