



**APPLICANT REQUEST FORM**

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

Property: \_\_\_\_\_

Move In Date: \_\_\_\_\_ Showing Agent: \_\_\_\_\_

**Rent / Lease Term**

Length of lease term requested (leave blank if one year) \_\_\_\_\_

The tenant is expected to pay the entire security deposit at lease signing. If you are requesting any payment plan for the security deposit OR a rental rate other than the rate quoted by the agent, please state your request \_\_\_\_\_

**Repair & Make Ready Requests**

List any repairs or make ready items being requested, **including** any repairs the agent has stated are being done by Landlord \_\_\_\_\_

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

The repair requests above shall be negotiated and resolved before any additional action is taken to process your application. If your application is **NOT** contingent upon agreement to complete the requested repairs, please sign here:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**Rental Application Checklist**

Please be prepared to provide the following items with your application:

- Government issued photo identification, such as a driver license or military ID, is required for each adult, age 18 or older, who will reside in the property. If the address on your identification does not match your current address, the credit bureau may require us to obtain additional proof to verify your current residence such as a copy of a recent utility bill in your name received at the residence.
- Non-US citizens must provide documentation that they may lawfully reside in the US for the full term of the lease requested such as a "green card", work visa or student visa.
- Proof of income is required. Please provide a copy of your most recent pay stub or LES (military members), a tax document or award letter for each type of income listed.
- If you would like to provide additional information regarding a specific concern with your credit, mortgage or rental history please attach a letter to your application.
- Please be sure to complete each item on the application.
- If you have pets, be sure to attach a completed Pet Application.
- Attach your payment.

Failure to provide these items at the time of application may cause processing delays.





# BUCK & BUCK, INC. RENTAL POLICIES

BEFORE COMPLETING THE RENTAL APPLICATION, PLEASE READ THE FOLLOWING SUMMARY OF OUR RENTAL POLICIES. PLEASE, INITIAL EACH ITEM AND SIGN WHERE INDICATED, CONFIRMING THAT YOU HAVE READ AND AGREE WITH THESE POLICIES. **Please note, these items are clarifications of some lease terms and do not constitute all terms of the lease. A sample of our lease is attached for your review.**

- \_\_\_\_\_ 1. **NO PETS** will be allowed in or on the property unless agreed to, in writing, by the Lessor, including pets owned by guests.
- \_\_\_\_\_ 2. **NO SMOKING** will be allowed in the property by anyone, including guests, unless agreed to, in writing, by the owner.
- \_\_\_\_\_ 3. Termination of tenancy will occur on the **last** day of a calendar month regardless of the day the tenant takes possession of the property. Partial months will not be counted as part of the twelve month period. **Example:** Tenant moves in on September 13, 2009. The lease will expire on September 30, 2010.
- \_\_\_\_\_ 4. Please inspect the property thoroughly at time of viewing, as you will be renting the property "as is" unless otherwise agreed to in writing. Applicants **must** view the interior of the property, with an agent, before placing application.
- \_\_\_\_\_ 5. Rent is due on the 1<sup>st</sup> and late on the 2<sup>nd</sup>. Tenants will incur a late fee for all rents received after midnight on the 1<sup>st</sup>. No exceptions, unless agreed to in writing. Only one form of payment will be accepted; roommates may not present separate checks.
- \_\_\_\_\_ 6. Regardless of the date the lease starts, a full month's rent is due at the beginning of the lease. The second month will be prorated.
- \_\_\_\_\_ 7. Tenants are responsible for picking up property keys at Buck & Buck during regular business hours. Property keys will not be delivered. Tenants can **only** pick up keys on the day the Lease starts, not before.
- \_\_\_\_\_ 8. In order to obtain a refund on the key deposit, Tenants must return the property keys, access cards, garage door openers, mailbox keys, etc., to Buck & Buck during regular business hours. **Leaving the keys in the property, or mailing the keys does not qualify for a refund of the key deposit.**
- \_\_\_\_\_ 9. Tenants must make an appointment with an agent for lease signing during regular business hours. Hours for signing are 8:30am – 5:00pm, Monday through Friday.
- \_\_\_\_\_ 10. **NO** early exit clause with the exception of military personnel.
- \_\_\_\_\_ 11. **NO** lawn maintenance, utilities, or bug spraying, inside or outside is included in the rental of a property, except for any treatments for which the Owner is responsible.
- \_\_\_\_\_ 12. Any rent or security deposit received **less than** ten (10) business days prior to move-in **must be in the form of cash, cashier's check, or money order.**
- \_\_\_\_\_ 13. Approved applicants must sign the lease and deliver the balance of the security deposit within 3 days of approval.
- \_\_\_\_\_ 14. Applicant acknowledges receipt of Buck & Buck's Privacy Notice (below) and a sample lease.
- \_\_\_\_\_ 15. Anyone 18 or older who will reside in the property must complete a rental application.
- \_\_\_\_\_ 16. We collect and use the personal information necessary to deliver the high level of customer service you expect, helping to ensure your real estate transaction is coordinated to run smoothly, eliminating problems and delays. It is our policy **NOT** to disclose non-public personal information about you to affiliates or non-affiliated third parties unless you have authorized us to do so. **We do not sell your information to third parties.** We do not disclose any non-public personal information about you to others who need to know that information to deliver products or services to you unless that information is necessary for the third-party provider to facilitate completing your real estate transaction.  
**Non-public personal information we might collect from you:**  
Identifying information such as social security number; Application information such as assets and income; Information about your transaction that we secure from others involved, such as the lender; Consumer report information such as credit history.  
  
Buck & Buck, Inc. understands the need to protect our customers' non-public personal information. However, we do not control the consumer privacy policies of other third parties involved in the transaction. We are providing you with this notice to advise you of our company policy regarding security of your data.

**I/We acknowledge that I/we have read, acknowledge and understand the above policies.**

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

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

## Rental Application

*Please fill out completely – Thank you*

Buck & Buck, Inc. will screen all prospective applicants and approval will be based on both the applicant's qualifications and the Owner(s) needs, not on a first come first serve basis. Should any tenant provide inaccurate information on this application, it will be grounds for the Owner(s) to immediately terminate the lease and hold tenant liable for all sums due under the terms of the lease as well as any other legal rights the Owner may have under Florida law.

<b>Application fee:</b>	\$50.00 for the first two adults, \$25 each additional adult
<b>Good Faith deposit:</b>	\$100.00 in cash or separate check at time application is submitted
<b>Key deposit:</b>	\$25.00 in order to release keys, garage door openers, amenity access cards.

**Rental Address:** \_\_\_\_\_ **Occupancy Date:** \_\_\_\_\_  
**Rent:** \$ \_\_\_\_\_ **Deposit:** \$ \_\_\_\_\_ **Showing Agent:** \_\_\_\_\_

### APPLICANT

<b>NAME:</b>		<b>Date of Birth:</b>	<b>US Citizen:</b>
<b>Driver's License Number &amp; State:</b>		<b>Social Security Number:</b>	
<b>Marital Status:</b>	<b>Home Phone:</b>	<b>Cell Phone:</b>	
<b>Email:</b>			
<b>Current Address:</b>		<b>Monthly Payment:</b>	<b>Since:</b>
<b>Landlord/Mortgage Company:</b>		<b>Phone:</b>	
<b>Previous Address:</b>		<b>Monthly Payment:</b>	<b>Since:</b>
<b>Landlord/Mortgage Company:</b>		<b>Phone:</b>	
<b>Have you ever had an eviction filed against you?</b>		<b>Have you ever filed bankruptcy? If yes, provide date of discharge.</b>	
<b>Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense? If yes, please explain.</b>			
<b>Employer:</b>		<b>How Long?</b>	
<b>Position:</b>	<b>Monthly Wages: (attach pay stub)</b>	<b>Phone:</b>	
<b>Supervisor:</b>		<b>Phone:</b>	

### CO-APPLICANT

<b>NAME:</b>		<b>Date of Birth:</b>	<b>US Citizen:</b>
<b>Driver's License Number &amp; State:</b>		<b>Social Security Number:</b>	
<b>Marital Status:</b>	<b>Home Phone:</b>	<b>Cell Phone:</b>	
<b>Email:</b>			
<b>Current Address:</b>		<b>Monthly Payment:</b>	<b>Since:</b>
<b>Landlord/Mortgage Company:</b>		<b>Phone:</b>	
<b>Previous Address:</b>		<b>Monthly Payment:</b>	<b>Since:</b>
<b>Landlord/Mortgage Company:</b>		<b>Phone:</b>	
<b>Have you ever had an eviction filed against you?</b>		<b>Have you ever filed bankruptcy? If yes, provide date of discharge.</b>	
<b>Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense? If yes, please explain.</b>			
<b>Employer:</b>		<b>How Long?</b>	
<b>Position:</b>	<b>Monthly Wages: (attach pay stub)</b>	<b>Phone:</b>	
<b>Supervisor:</b>		<b>Phone:</b>	

Child Occupants

<b>Name:</b>	<b>Age:</b>
<b>Name:</b>	<b>Age:</b>
<b>Name:</b>	<b>Age:</b>

Other Income (Please attach pay stub, tax document or award letter)

<b>Source:</b>	<b>Monthly Amount:</b>
<b>Source:</b>	<b>Monthly Amount:</b>

Automobile Information

<b>Automobile:</b> 1 <sup>st</sup> Car	<b>Make</b>	<b>Color</b>	<b>Year</b>	<b>Tag#</b>
<b>Automobile:</b> 2 <sup>nd</sup> Car	<b>Make</b>	<b>Color</b>	<b>Year</b>	<b>Tag#</b>

Additional Information

<b>Emergency Contact:</b>	<b>Phone:</b>
<b>Nearest Living Relative:</b>	<b>Phone:</b>
<b>Relative's Address:</b>	
<b>How did you learn about this residence?</b>	

**Please read the following carefully before signing:**

At the time of application, applicant(s) are required to make a good faith deposit on the property in the amount of at least \$100.00. Any refund for an amount paid by personal check shall be held until such time as Management's bank can guarantee funds have cleared. Should any applicant fail to provide Management requested information within five days, the application shall be considered withdrawn and the Good Faith Deposit forfeited. In the event the applicant is approved and fails to enter into a lease, the applicant shall forfeit the \$100.00 good faith deposit. In the event that the applicant is approved, this good faith deposit shall be applied to the required security deposit with any additional amount owed towards the full security deposit to be paid at the time the lease is signed. All leases must be executed within three (3) days of the application being approved. If the tenant(s) fail to move into the property, the security deposit will be forfeited.

The first month's rent plus a refundable key deposit in the amount of \$25.00 for receipt of two (2) sets of house keys is payable on or before the move-in date. The key deposit does not apply to mail box keys. We strongly encourage all tenants to take a copy of the lease to the local Post Office station and ask that the mailbox for the property you are renting be rekeyed. Any cost associated with rekeying the mailbox shall be at the tenant's expense. **The security deposit, first month's rent and key deposit are payable by cash, cashier's check or money order if paying within ten business days of move-in.** If paying by personal check, Buck & Buck, Inc. must receive the check no less than ten business days prior to occupancy in order to allow time for the check to clear before we will be able to release keys.

**I/we hereby state that the information provided by me/us on this application is accurate, to the best of my/our knowledge.**

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

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

**Lead Based Paint, Radon Gas & Hazardous Substances:**

Houses built prior to 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting houses built prior to 1978, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants shall also receive a federally approved pamphlet on lead poisoning prevention. Radon is a naturally occurring radioactive gas. Information may be obtained from your county public health unit regarding radon gas. Tenants shall not manufacture, store, or dispose of in or about the demised premises any substance defined as a hazardous substance, toxic substance, or contaminant.

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

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

**Credit Report Authorization:**

Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living and all public record information including criminal records may be made. Applicant understands he or she may receive a telephone call from Buck & Buck, Inc. within the next couple of days to review with the credit, residential, and employment information provided and to seek additional details to complete this application. Applicant acknowledges that the use of a photocopy of this form may be necessary to verify one or more credit references; applicant authorizes its use and requests that such copies be honored fully. **Applicant acknowledges that any information, including criminal history, disclosed on this application or provided on the credit report may be provided to the property owner.**

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

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



# Pet Application

Pet Owner(s): \_\_\_\_\_

Property: \_\_\_\_\_

Total Number of Pets: \_\_\_\_\_ Pet Fee: \_\_\_\_\_

Please attach a photo of your pet here or email photo to webmaster@bkandb.com

### Pet Information

Pet's Name: \_\_\_\_\_

Type/Breed: \_\_\_\_\_

Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Gender: \_\_\_\_\_

How long have you owned this pet? \_\_\_\_\_ Spayed/Neutered: \_\_\_\_\_

Is your pet in good health and current on vaccinations? \_\_\_\_\_

Does your pet wear a collar with visible identification? \_\_\_\_\_

Cat Owners	Dog Owners	
Do you keep your cat indoors?	Is your dog housetrained?	Is your dog leashed for walks?
Does your cat use a litter box?	Is your dog crate trained?	Has your dog ever bitten anyone?
Is your cat declawed?	Has your dog taken obedience training?	Do you agree to clean up your dog's waste?

### Veterinarian Information

Veterinarian: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### Pet Policies

A nonrefundable pet fee will be required for each pet to reside on the property. The pet fee is not considered an addition to the security deposit and will not be used to offset any repairs for damages caused by the pet. Tenants are required to acknowledge that failure to control and care for a pet in an appropriate manner will be considered noncompliance. Specifically, repeated incidents of nuisance barking and/or failure to properly clean up after the pet will not be tolerated.

Additionally, you will be required to have the carpets professionally cleaned, defleaded, and deodorized at your expense **by a carpet cleaning company approved by Buck & Buck, Inc.**, and to provide proof of the same to Management upon vacating the premises. You further agree to have carpets professionally treated for fleas, and provide proof of same to Management.

In addition to the information required above, you may be asked to provide proof of your pet's breed, your pet's license information, proof of renter's insurance with liability coverage, and/or a statement from your veterinarian regarding the pet's health and temperament. Please be advised your pet may need to be crated or otherwise restrained during inspections and repairs.

By my signature below, I acknowledge that I have read and understand the policies related to keeping a pet in the rental property referenced above. I hereby state that the information provided by me on this application is accurate, to the best of my knowledge.

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

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