

PLEASE READ AND FOLLOW ALL APPLICATION INSTRUCTIONS!

RentPrep is the background screening company used to verify information on your rental application.

What you should do to expedite your rental application:

1. Print clearly and firmly on the rental application. ***If we can't read it, we can't process it!***
2. We check your employment. Speak with your immediate supervisor / boss or HR department letting them know they will be receiving a call from RentPrep to verify your employment. If RentPrep leaves a voice message, make sure they return the call to RentPrep to verify employment. ***Do NOT call Paramount Property Mgt.***

If you are self-employed, we will need copies of your last 2 years' income tax statement. If you are not working, we need proof of income, and ability to pay the rent...which may be Social Security income, public assistance income, bank statements for 4 months.

3. If you are renting, we will check your landlord(s) references for the last 3 years. Notify your landlord(s) and let them know RentPrep will be calling or emailing them for a reference. If RentPrep leaves a voice message, make sure they return the call to RentPrep of your reference. ***Do NOT call Paramount Property Mgt.***
4. We need email addresses **AND** phone numbers for **EVERYONE** listed on the application, **INCLUDING** Landlords and Employers. ***If complete information is not received, we can't process your application!***
5. We need copies of your driver licenses. **Make sure they are clear, and your photo can be seen.**

ANYONE residing at the property over 18 **MUST** complete an application.

By not having this information complete and legible, you will be slowing down or stopping your application process and may cause it to be rejected.

Typically, when **ALL** these instructions are followed, your application can be completed within 24-48 hours.



APPLICATION TO LEASE

INCOMPLETE or ILLEGIBLE INFORMATION WILL DELAY PROCESSING

Rental Application Fee \$50.00 per person over 18, payable via credit card.

Showing Agent _____

Email Application to info@ppmleecounty.com

Property Desired: _____ Proposed move-in date: _____ (no more than 30 days from application date)

IMPORTANT: TO APPLY, ALL THE FOLLOWING IS REQUIRED:

1. Applications must be filled out **COMPLETELY** and signed by the applicant where indicated.
NO APPLICATION WILL BE PROCESSED WITHOUT COMPLETE INFORMATION!!!
2. Separate application(s) must be filled out for each applicant 18 years old and older.
3. A processing fee of \$50 payable via credit card must accompany this application.
NO APPLICATION WILL BE PROCESSED WITHOUT THE PROCESSING FEE!!!
4. **A clear copy of your driver's license, military ID or State ID is required to process your application.**
5. **Proof of employment (2 most recent payroll stubs or letter of intent) is required.**
6. All intended applicants and residents must be listed below no matter their age.
7. You must disclose all pets, vehicles of any nature and water filled furniture.
8. Please know your credit score and note the credit score requirements on page six (6).

YOU ARE HEREBY NOTIFIED OF THE FOLLOWING PROCEDURES AND POLICIES:

1. The application processing 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; FS83.535.
4. If approved, a holding deposit (one month's rent) AND \$45 lease fee must be paid via certified / cashier's check or money order within one (1) business day to hold the property and refuse other applicants. If the applicant defaults on renting the property AFTER APPROVAL, the holding deposit will be forfeited.
5. **NO** property is held for more than 30 days (from receipt of holding deposit) AND must have holding paid.
6. If approved, all move-in monies owed must be paid in full with **certified funds** (certified / cashier's check or money order, **NO** cash) PRIOR TO receiving keys. We always require first or pro-rated first month's whichever is applicable, last month's, and a security deposit equal to one month's rent as move-in charges. HOA application fees may also apply. Ask your agent for a full breakdown of move-in charges at any time.
7. It is highly recommended that you purchase Renter's Insurance.

I, THE UNDERSIGNED APPLICANT, affirm the information contained in this four-page application is true and correct and authorize Paramount Property Management, LLC to verify all information contained in this application including obtaining a credit report. Applicant agrees that false, misleading, or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms. I understand that due to the Fair Credit Reporting Act I will not be furnished a copy of my credit report from Paramount Property Management, LLC or its members. I may, however, obtain a free credit report from Fidelis if my application is denied for credit reasons. I understand that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, previous landlord verification, and all public record information including criminal records may be made. I also agree and understand that certain Homeowner's Associations (HOA) may require certain background information from Paramount Property Management, LLC to approve your application and we may release criminal background information to the HOA. I also understand that this application is the property of Paramount Property Management, LLC. A sample lease will be provided to you upon request, or you may download one from our website.

Applicant's Signature: _____ **(NO electronic or typed signatures)**

Applicant's Name (Please print) _____



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I affirm the following will be the residents of the property:

Full Names of All Other Residents residing at the property)

Date of Birth: _____

Date of Birth: _____

Date of Birth: _____

Date of Birth: _____

Date of Birth: _____

PLEASE PRINT FIRMLY & CLEARLY
(ALL fields must be completed and legible)

Full Name: (First) _____ (Middle) _____ (Last) _____

Soc. Security #: _____ / _____ / _____ Birth Date: _____ / _____ / _____

Evening Phone: (____) ____ - _____ Day Phone: (____) ____ - _____ Cell: (____) ____ - _____

Email address: _____

Driver's License #: _____ State of Issuance: _____

EMERGENCY CONTACTS

Name _____ Relationship _____

Address _____ / _____ / _____ / _____
Street City State Zip Code

Phone _____ Email _____

Name _____ Relationship _____

Address _____ / _____ / _____ / _____
Street City State Zip Code

Phone _____ Email _____

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Residential History (ALL fields must be completed and legible) We require a minimum of 2 years residential history.

☐ Current Address: _____ City: _____ State: _____ Zip: _____

Landlord: _____ Telephone: _____

Landlord's email: _____

☐ I/We **Owned** this Home ☐ I/We **Leased** this home ☐ I/We lived with relatives.
If you leased this property, are you related to the landlord? Yes No (circle one if applicable)

Reason for Vacating: _____

Rent Amount: \$ _____ Rent from: _____ to _____ Was 30-day notice given? _____ When? _____

☐ Former Address: _____ City: _____ State: _____ Zip: _____

Landlord: _____ Telephone: _____

Landlord's email: _____

☐ I/We **Owned** this Home ☐ I/We **Leased** this home ☐ I/We lived with relatives
If you leased this property, are you related to the landlord? Yes No (circle one if applicable)

Reason for Vacating: _____

Rent Amount: \$ _____ Rent from: _____ to _____ Was 30 day notice given? _____ When? _____

Employment (ALL fields must be completed and legible)

Current Employment: _____

☐ I am self-employed. (Tax returns and other proof of income may be required)

Supervisor: _____ Your Position: _____

Supervisor's email: _____ Telephone (____) _____ - _____

Full address of Employer _____

Length of Employment: ____/____/____ to ____/____/____ Full-time____ Part-time____ Salary: _____ per _____

Total household combined MONTHLY income: \$ _____

(Your current employer will be contacted. Please be certain all information provided is accurate.)



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Other Information

Vehicle Information:

Year: _____ Make: _____ Model: _____ Color: _____ License #: _____

Year: _____ Make: _____ Model: _____ Color: _____ License #: _____

Year: _____ Make: _____ Model: _____ Color: _____ License #: _____

Year: _____ Make: _____ Model: _____ Color: _____ License #: _____

Do you have any RV's, boats, trailers, or motorcycles? If so, please list all: _____

Please answer all of the following questions:

Will you have pets? ☐ Yes ☐ No If yes, how many? _____

What type(s) of pets? (A pet application and fee are required for each pet – some dog breeds are ineligible - please check the ineligible list and contact your agent for a pet application).

Will you have any water filled furniture? _____ If yes, please specify _____

Have you ever declared bankruptcy? _____ If yes, when? _____

Have you ever had an eviction filed against you? _____ If yes, please specify _____

Have you ever been charged with a felony? _____ If yes, please specify _____

Have you ever been charged with a misdemeanor? _____ If yes, please specify _____

Have you ever refused to pay rent / broken a lease? _____ If yes, when, and why _____

Have you or any occupants ever been convicted of, arrested for, put on probation for, or had adjudication withheld or deferred for a felony offense? _____ If yes, when, and why? _____

Applicant's Signature: _____

Date: ____/____/____



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CREDIT CARD AUTHORIZATION

Information: The undersigned authorizes Paramount Property Management of Lee County, LLC to charge to the following credit card:

Type of Card: ___Master Card ___Visa Card ___Discover Card ___American Express

Credit Card #: _____ - _____ - _____ - _____

Expiration Date: ____/____/____ V Code (3-digit pin # on back of card) _____

Name exactly as it appears on the Credit Card: _____

Billing Address: _____
Street City State Zip Code

Prospective Teant(s)

elects to pay the following item via Credit Card:

☐ **Leasing application fee:** \$50.00 per adult # _____ of adults x \$50.00 = \$ _____

Authorization

☐ Phone Authorization: Date: ____/____/____ -Time: ____ : ____ M – By: _____

I/We acknowledge and agree to the above and authorize the above charge to my/our Credit Card.

Card Holder Date
(NO electronic or typed signatures)

Card Holder Date
(NO electronic or typed signatures)



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RESIDENT SELECTION CRITERIA

Credit Scoring (based on TransUnion)

580+

Applicant may be approved if all other qualifications listed below are met.

450-580

Applicant will be required to pay a Double Security Deposit.

N/A (no score) to 450

Applicant will be required to pay a full year's rent + security deposit(s) paid up front and in full, or applicant(s) is denied.

1. All Adult applicants 18 and older must submit a fully completed, dated, and signed residency application and fee. Applicant must provide proof of identity. A *non-refundable* application fee will be required for all adult applicants. Applicants may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee and/or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a cosigner. A minimum of two years' residential rental history is required. We may deny based on this income requirement even if pre-paid rent is offered by applicant.
3. Credit history and / or Civil Court records must not contain slow pays, judgments, eviction filing, collections, liens, or bankruptcy within the past 3 years. Only discharged bankruptcies will be considered. Any currently open bankruptcies will not be considered. Any extenuating circumstances must be submitted in writing.
4. Self-employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of Lease termination.
7. No pets (except for registered ESA) of any kind are permitted without specific written permission of the landlord. A non-refundable pet fee will be collected per animal. Fees and deposits are waived for registered ESA animals.
8. A minimum non-refundable property preparation fee may be charged to the Resident(s) at time of leasing the property. It will be used at the end of your Lease term to cover any needed cleaning, carpet cleaning (if applicable), and re-keying. Other mandatory minimum fees for cleaning, carpet cleaning, re-keying, etc. may be charged as per the Lease. Resident(s) shall still be liable for amounts for damages, cleaning, re-keying etc. that exceed this non-refundable property preparation fee or minimum fees.
9. Applicants will be required to pay a security deposit at the time of Lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and / or additional prepaid rent.
10. The number of occupants must comply with HUD standards/guidelines for the applied for unit.
11. We will not lease any property to more than two unrelated persons.
12. We require a holding deposit equal to one month's rent to be collected to hold a property off the market for a maximum of 30 days. Your Lease must begin within 30 days of receipt of the holding deposit. In the event the application is approved, and the applicant fails to enter into a Lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.

I have read and understand the above criteria: _____Initial.