

Kiefer Realty, PA
119 Marion Oaks Blvd, Suite A, Ocala, FL 34473
Property Management Department
(352) 492-2000
www.KieferRealtyPA.com

Requirements:

To Apply please fill out rental application one per adult 18 or older

- Completely fill out rental application, sign and date.
- Sign and date employment and residential verification forms. Do not fill them out. We will email them to your employer and landlord for completion.
- 65.00 non-refundable application fee per applicant in form of money order or cashier's check.

We will need to verify the following. Bring them with you when you apply:

- Drivers License or ID(s)
- Social security card(s)
- Paycheck stub(s) for the last 4 weeks

Once approved you will need the following:

- \$125 non-refundable administrative fee in form of money order or cashier's check.
- Deposit to take home off the market. Deposit to be applied to Security Deposit once lease is signed. In form of money order or cashier's check.
- Sign Lease within 3 days of acceptance.

Prior to Move in:

- Balance of Security Deposit.
- 1st month's rent in form of money order or cashiers check.
- Proof that the utilities for the property have been established in your name.

All funds must be in form of money order and made payable to Kiefer Realty, PA

APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

Please Tell Us about Yourself

First Middle last Maiden				Date of Birth	Social Security #
Applicant					
Marital Status		Driver's License #		CONTACT PHONE NO: ()	
				Email address:	
Have you ever had an eviction filed against you? YES NO				PETS (Keeping of pets requires a pet application , pet fee and owner's consent) How many? Dog _____ Cat _____ Other _____	
Present Address:			Apt. # City State Zip	Rent/Mortgage Pymt	Own <input type="checkbox"/> From / / Rent <input type="checkbox"/> To / /
Landlord: Name /Company name :			Phone:		
Previous Address:			Apt. # City State Zip	Rent/Mortgage Pymt	Own <input type="checkbox"/> From / / Rent <input type="checkbox"/> To / /
Landlord: Name /Company name :			Phone:		
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? YES NO				If yes, please explain	

Please Tell Us about Your Job

Present Employer		Business Address		City	State	Phone No.
Position	Supervisor	Gross Monthly Income		From / / to / /		
Previous Employer		Business Address		City	State	Phone No.
Position	Supervisor	Gross Monthly Income		From / / to / /		

Please Give Us the Following Information

Emergency Contact		Name Full Address			Phone No. ()
Automobile 1 st Car	Year	Make	Model	Color	Tag #
Automobile 2 nd Car	Year	Make	Model	Color	Tag #
Children Occupying	Name	Age	Name	Age	Name Age

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. 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 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 if any. Applicant authorizes verification of all information by the Landlord and or Management Company. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

NON REFUNDABLE APPLICATION FEE--Applicant(s) has paid to Landlord and/or Management company herewith the sum of \$ **65.00** as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

DEPOSIT AGREEMENT --Applicant has deposited a "DEPOSIT" of \$ _____ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the dwelling is taken the "DEPOSIT" shall be applied toward the security/damage deposit. If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the **FULL "DEPOSIT"** shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The "DEPOSIT" shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

Applicant Signature _____ Date _____

- Credit check fee
- Security
- Admin fee
- Pet Fee
- 1st Month Rent



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Applicant hereby authorizes verification of the information below. 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 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 if any. Applicant authorizes verification of all information by the Landlord and or Management Company.



_____ Printed Name

_____ Signature

_____ Date



Information below to be filled out by Employer:

The above applicant has applied for a rental home with our company.
 Please provide the information below. Please email back to **MyPMJen@gmail.com**

Name of Company: _____

Above applicant Employed with your company YES / NO

Employment dates: FROM: _____ TO: _____

Pay Rate \$ _____ per _____ or salary \$ _____

 Company Name/Address

 Signature / Title of Employer / Contact phone number

Thank you for your time



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Printed Name

Signature

Date

Address to be verified: _____



Information Below to be filled out by Landlord:

DEAR CURRENT / PREVIOUS LANDLORD:

The above perspective tenant has applied for a home with our company. Please answer the following questions to help qualify them for a home. Please email back to **MyPMJen@gmail.com**

Thank you for your time.

Tenant rented from _____ to _____. Amount of monthly rent _____.

Number of times past 10 days late? _____

If lease fulfilled did tenant receive their deposit back? _____

Does/Did the tenant take care of the home? _____

Would you rent to this tenant again? _____

Signature of Agent/Owner

Company Name/Address/Phone

Date

RESIDENT SELECTION CRITERIA

- 1. All Adult applicants 18 or 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. Applicant may be required to be approved by a condo/homeowners association and may have to pay an additional application fee 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 co signer. A minimum of two years residential rental history is required. We may deny on the basis of 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 5 years.**
- 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. Criminal records must contain no convictions for felonies within the past 7 years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.**
- 7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.**
- 8. No pets (with the exception of medically necessary Service Animals, ESA or Therapy animals for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary animals.**
- 9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying 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.**
- 10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.**

11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.

12. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and 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.

13. Any exceptions to our companys criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.

14. Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

**This sample has been provided by the LAW OFFICES OF HEIST, WEISSE & WOLK, P.A.
1 800 253 8428.**