



# Hoffman Realty, LLC

3900 W. Dale Avenue, Tampa, Florida 33609

## APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

Initial the bottom of each page, sign the 2<sup>nd</sup> page and attach the signed Rental Process & Application Disclosure  
The Non-Refundable Application Fee is \$75.00 per Adult Resident (anyone 18 years of age or older)

Applicant does hereby make application for residency of the following Rental Property, under the following terms and on the following Application Date:	
Application Date:	Monthly Rent: \$
Date Lease is to Begin:	Security Deposit(s): \$ <span style="float:right">OR Double with Credit Issues</span>
Initial Term of Lease (Months):	Non-Refundable Pet Fee: \$ <span style="float:right">per pet</span>
Rental Property Address:	

### Please Tell Us About Yourself

Applicant <small>Last First Middle Maiden</small>		Date of Birth	Social Security #
Email Address:			Driver's License #
Marital Status	Present Phone No. ( )	9:00 to 5:00 Contact Phone No.: ( )	Ext.
Have you ever had an eviction filed against you? Yes No		PETS (Keeping of pets requires a pet deposit and landlord's consent) Breed: Age: Weight:	
Present Address <small>Street # Street Name Apt. # City State Zip</small>	Own: _____ Rent: _____	Since: / / 20____ Monthly Payment: \$ _____	
Landlord Mtg. Co. <small>Name Address City State Zip</small>	Phone No. ( )		
Previous Address <small>Street # Street Name Apt. # City State Zip</small>	Dates:	Landlord 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:	
Have you ever intentionally refused to pay rent when due? Yes: _____ No: _____		If yes, please explain:	

### Please Tell Us About Your Job

Present Employer <small>Name Business Address City State Phone No.</small>	( )
Position Supervisor	Monthly Gross Income From To / / / /
Previous Employer <small>Name Business Address City State Phone No.</small>	( )
Position Supervisor	Monthly Gross Income From To / / / /

### Please Give Us The Following Information

Emergency Contact <small>Name Street # Street Name Apt. # City State Zip Phone No.</small>	( )
Automobile 1 <sup>st</sup> Car <small>Year Make Model Color Tag #</small>	Automobile 2 <sup>nd</sup> Car <small>Year Make Model Color Tag #</small>
Persons to Occupy Dwelling <small>Name Age</small>	
_____	_____ Years Male: _____ Female: _____
_____	_____ Years Male: _____ Female: _____
_____	_____ Years Male: _____ Female: _____
_____	_____ Years Male: _____ Female: _____
_____	_____ Years Male: _____ Female: _____

How did you find this rental?
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Applicants Initials( )

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**AUTHORIZATION:** 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.

**ASSOCIATION APPROVAL:** Where applicable, this application is subject to and contingent upon the applicant(s) being approved by the condominium/homeowners association. The applicant(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within 3 days from verbal and/or written approval of this Application for Residency. Occupancy shall not be permitted prior to association approval. In the event that the association, Landlord or Management Company does not approve the applicant(s), any rents and/or security deposits paid will be refunded to the applicant(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable application fees paid to the association and to Management Company are not refundable under any circumstance.

**NON REFUNDABLE APPLICATION FEE:** Applicant has paid to Landlord and/or Management company herewith the sum of **\$75.00** per adult applicant as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

**DEPOSIT AGREEMENT:** If the applicant is approved they shall place, within 1 business-day of approval, a **"HOLDING DEPOSIT"** equal to one full month's rental fee (by Cashier's Check or Money Order Only) in consideration for taking the dwelling off the market. Applicant understands that the property is still available for rent or lease to another applicant until such time as a **"HOLDING DEPOSIT"** is received by Management Company and the Landlord and/or Management Company approve applicant. If applicant is approved by Landlord and/or Management Company and the lease is entered into and possession of the property is taken the **"HOLDING DEPOSIT" shall be applied toward the security/damage deposit.** If applicant is approved, but fails to enter into the lease after verbal and/or written approval and/or take possession after lease signing, the **FULL "HOLDING 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 **"HOLDING 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, utility accounts have been transferred, where applicable, applicant(s) have been approved by the condominium/homeowners association, and only after applicable rents 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 \_\_\_\_\_

HOLDING DEPOSIT-RECEIVED (Cashier's Check / Money Order Only)	\$ _____	<b>OFFICE USE ONLY</b>
Check Number	_____	
APPLICATION FEE (Cash / Cashier's Check / Money Order Only)	\$ _____	
Check Number	_____	
NON REFUNDABLE PET DEPOSIT (Cashier's Check / Money Order Only)	\$ _____	
Check Number	_____	
Received with application?	Yes: ___ No: ___	APT. # _____
Check Number (if received)	_____	APT. TYPE _____
FIRST MONTH'S RENT (Cashier's Check / Money Order Only)	\$ _____	COMMUNITY _____
Received with application?	Yes: ___ No: ___	Condo or HoA Restrictions? Yes: ___ No: ___
Check Number (if received)	_____	Property Built prior to 1978? Yes: ___ No: ___
BALANCE OF DEPOSIT DUE	\$ _____	LBP Disclosure Signed? Yes: ___ No: ___
TOTAL DUE BEFORE MOVE-IN	\$ _____	COPY OF PHOTO I.D. Yes: ___ No: ___
RECEIVED BY: _____		Credit: Yes: ___ No: ___
LEASING AGENT: _____		Criminal: Yes: ___ No: ___
APPROVED BY: _____		Employer: Yes: ___ No: ___
		Landlord: Yes: ___ No: ___

Applicants Initials( )

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## RENTAL PROCESS AND APPLICATION DISCLOSURE

**THIS MUST ACCOMPANY THE APPLICATION FOR RESIDENCY**  
Please initial on the bottom of each page and sign and date on page 4 and page 5

**EQUAL HOUSING OPPORTUNITY:** We are pledged to the letter and spirit of United States policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Hoffman Realty also does not discriminate based on age, parental status, sexual orientation and political ideology. All properties through Hoffman Realty are available on an equal opportunity basis.

**PROPERTY ACCEPTED "AS IS":** All applicants must view the interior of the property before an application can be submitted. The property must be accepted in "as-is" condition before an application can be accepted, except where there is written agreement for maintenance or repair. Verbal representations are non-binding.

**APPLICATION PROCESSING:** Processing an application normally takes between 1-3 business days. In some cases, approval of Homeowner Associations, Condominium Associations, homeowners or unforeseen circumstances may require some applications to take longer. You will be notified immediately upon determination of approval or denial. All adult applicants, over the age of 18, must submit a fully completed, dated and signed rental application, along with the appropriate application fee.

**APPLICATION SCREENING:** Upon receipt of your application and application fee, you can expect and hereby authorize us to (1) check your credit report; (2) check for any past evictions; (3) verify your employment, if applicable; (4) verify that you have income or assets sufficient to pay the rent; (5) verify your previous landlord references; and (6) perform a criminal background screening. We encourage you not to apply if you have bad credit references, have been evicted, have bad rental references or a criminal record.

For most properties a credit score of 650 or higher is required (a credit score of above 550 but less than 649 is contingent on landlord approval and likely additional security deposit). Within the past three (3) years credit history and/or court records must not contain bankruptcy filings, or any judgments, collections or liens for landlord or utility debt.

Court Records must not contain eviction filings within the past seven (7) years.

Employed applicants must have verifiable income either documented by their employer or by providing copies of six (6) current consecutive pay stubs. Self-employed applicants must provide their last two (2) years signed tax returns and prior three (3) month's business bank statements. Non-employed applicants must provide proof of income such as prior three (3) months bank statements showing regular direct deposits, or documentation indicating regular income OR documentary proof of sufficient assets.

Previous rental history reports from prior landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.

A Nationwide Criminal records search must contain no convictions for felonies, within the past seven (7) years for crimes related to drug manufacture, sale or distribution; bodily harm; or intentional damage or destruction of property (such as arson). A Sex Offender Registry Search must not show any record of sexual offenses.

Any exceptions to these criteria will need to be submitted in writing to Hoffman Realty for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.



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**INCOMPLETE APPLICATIONS:** Incomplete applications or applications submitted without the proper application fees will not be considered. Application fees will not be refunded for incomplete or inaccurate applications.

**MULTIPLE APPLICATIONS:** It is possible that Hoffman Realty may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we and/or the owner (at our sole discretion) deem the best applications, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Hoffman Realty to expend time and cost in credit reports, criminal reports, and other administrative cost, hence our policy that the application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.

**PHOTO IDENTIFICATION:** We require a valid and current government-issued photo ID (driver's license, passport or State ID).

**PETS:** No pets (with the exception of service and assistance animals) of any kind are permitted without the specific written permission of Hoffman Realty. Pet policies vary from one property owner to another and some do not permit pets, while others restrict type and/or size of allowable pets. Please contact us if you have questions. Only dogs and cats are permitted as pets, and no more than two pets per household without specific owner' approval. All pets require (1) registration at PetScreening.com (contact our office or visit our website for a link to register); (2) \$250 per pet as a non-refundable pet fee that will appear in the lease as an advance fee, and (3) \$25 monthly pet rent, per pet. Some properties may require higher fees or higher pet rent amounts. If a higher fee or rent amount is required, you will be notified at the time of the application. Due to insurance we cannot accept the following full or partial breeds: Akita, Alaskan Malamute (Malamute breeds), Rottweiler, Doberman, Pit Bull (A.K.A. Staffordshire Terrier), Bull Terrier, Wolf or Wolf hybrid, German Shepherd, Chow, Siberian Husky, Presa Canario and any others which may be listed in the landlord's insurance policy.

**HOMEOWNER AND CONDOMINIUM ASSOCIATIONS:** Some Homeowner and Condominium Associations require a separate application and application fees. If this is the case, you must also apply separately to these Homeowners or Condominium Associations and remit whatever other application and application fees that may be required. **It is applicant's responsibility to apply to and obtain timely approval from the Homeowners or Condominium Association.** Association approval is a necessary prerequisite prior to occupancy.

**APPLICATION APPROVAL AND FUNDS REQUIRED TO TAKE THE PROPERTY OFF THE MARKET:** Once you have been notified of the approval of your application, you must place the holding deposit using a cashier's check, money order, ACH or wire transfer (no personal checks or cash). The holding deposit is usually equal to one month's rent and shall be applied to the security deposit once the lease is entered into and possession of the property is taken. Even if you have been approved, the property is available for rent until the holding deposit has been received. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied for beginning rental date, you shall forfeit the holding deposit funds as liquidated damages.

**FUNDS REQUIRED AT LEASE SIGNING:** At the time of lease signing a \$150.00 lease coordination fee is due (personal checks accepted). This covers your lease preparation, set-up and provisioning of your online renter's portal (online rent payments and maintenance reporting/coordination) and a comprehensive move in inspection.



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**FUNDS REQUIRED AT MOVE-IN:** At the time of move-in you must pay the balance of all initial funds, which includes the first month's rent, any additional deposit or pet fees. These may be made by (1) cashier's check or money order delivered to our office; (2) ACH or wire transfer (delivered to our bank account); or (3) using your renter's portal (a minimum of 5-business days prior to move-in to allow time for the funds to clear). Subsequent to these initial funds the monthly rent may be paid on-line through the Hoffman Realty renter's portal or with a personal check.

We require a full month's rent prior to move-in. If there is prorated rent, we will pro-rate the 2<sup>nd</sup> month's rent, not the initial month.

## **LEASE START DATES:**

**Vacant Homes:** Applicant understands that no rental property will be held vacant for more than 15 days, unless approved by Hoffman Realty, or required to allow time for Association approval.

**Occupied Homes:** The available date on occupied homes is based on the move-out date provided to us by our current renters. Although this rarely happens, applicant understands there is potential for this date to change due to circumstances beyond our control.

**KEYS:** Keys will be released on the first (1<sup>st</sup>) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Hoffman Realty's prior approval.

**LOCKBOX MOVE-IN:** As an optional service during the lease process and move in of your new home, we can offer the convenience of gaining access for the first time without making an appointment at our office to check out keys. With this optional program, you may gain access to your new home through a lockbox we place at the property for an optional additional charge of \$50.00.

All funds required prior to move-in must be paid and a "lockbox move-in form" signed at least 5-business days prior to move-in to give us time to schedule this service.

**MONTHLY RENTAL AMOUNT:** Rents quoted are the rental amounts due if timely received (usually on or before the 1<sup>st</sup> of each month). If the 1<sup>st</sup> falls on a Saturday, Sunday or Legal Holiday, rent is due the previous business day) otherwise, the rent may be at least 10% more that month and possibly higher if rents are severely delinquent. Rent in addition to base rent may also include (1) Pet Rent and; (2) "Clean Air" program charges.

**"CLEAN AIR" PROGRAM:** Typically our homes are enrolled in the "Clean Air" program, where new HVAC filter(s) will be delivered every 3 months for our tenants to install. Applicant understands that they will be charged \$10.00 per month as additional rent for this service, due with the base rent.

**NON-SMOKING PROPERTIES:** All properties are non-smoking, meaning smoking is not allowed inside the building. Smoking outside and on porches and lanais is allowed unless in conflict with community rules and regulations.

**SECURITY DEPOSITS:** Security Deposits are security for faithful performance by tenants of all terms covenants and conditions of the lease agreement. Tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease terms or property damage, the security deposit is refundable to the tenants within 15 days after they move out of the property at the expiration of the lease term and return all keys to our offices.

**MAINTENANCE AND REPAIR OBLIGATIONS:** When you rent a home from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair requests during your first 7 days of possession, at which time you will be required to turn in a signed, move-in inspection form.



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Typical tenant responsibilities include pest control; lawn care, shrub trimming, weeding beds (unless landlord provides service); pool care (unless landlord provides service) changing smoke and CO detector batteries; replacing burned-out light bulbs; HVAC filters; water conditioning filters; repair of torn screens; carpet cleaning.

**SCHOOL DISTRICTS:** Applicants understands that verification of school districts and enrollment is applicant's responsibility and should be investigated prior to submitting your application.

**ROUTINE INTERIOR WALK-THROUGHS:** Applicant understands that there will be periodic walk-through condition reviews of the home you are applying to rent. We take pictures and occasionally videos of the interior and exterior of the home during these visits and share this information with the property owner. We recommend you do not rent one of our homes if routine interior walk-throughs are a concern for you.

**AT THE END OF YOUR LEASE:** During the last 30-days of your lease a sign and lockbox may be placed on the home and you will be required to show the home to prospective new tenants. We recommend you do not rent one of our homes if this is a concern for you.

**LEASING AGENTS:** Leasing agents provide you access to preview our properties, to distribute rental information, applications, rental process and application disclosures. The rental agent may also submit your application to Hoffman Realty for processing. The rental agent is not authorized to negotiate on behalf of Hoffman Realty or the owner. Verbal representations are non-binding. Once your application is submitted to Hoffman Realty, the approval/denial and negotiation process (if any) will be handled by the Property Manager.

**CREDIT REPORTS:** We are not allowed to provide you with your credit report or tell you of its contents; however, if your application is denied, or we request a higher deposit due to information in your credit history, you may request a copy of your credit report from the credit reporting agency. We will provide you with an Adverse Action Letter containing the contact information for the credit reporting agency and your credit score. All information collected for the approval or denial of the application is considered confidential in nature and for company use only.

**ACKNOWLEDGMENT OF RECEIPT:** The "Rental Process and Application Disclosure" is hereby made an integral part of the rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.

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

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

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



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## IMPORTANT NOTICE

FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES PROVIDE THIS NOTICE TO POTENTIAL SELLERS AND BUYERS OF REAL ESTATE.

You should not assume that any real estate broker or salesperson represents you unless you agree to engage a real estate licensee in an authorized brokerage relationship, either as a single agent or as a transaction broker. You are advised not to disclose any information you want to be held in confidence until you decide on representation.

## NO BROKERAGE RELATIONSHIP NOTICE

FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES WHO HAVE NO BROKERAGE RELATIONSHIP WITH A POTENTIAL SELLER OR BUYER DISCLOSE THEIR DUTIES TO SELLERS AND BUYERS.

As a real estate licensee who has no brokerage relationship with you, Hoffman Realty, LLC owe to you the following duties:

1. Dealing honestly and fairly;
2. Disclosing all known facts that materially affect the value of residential real property which are not readily observable to the buyer.
3. Accounting for all funds entrusted to the licensee.

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

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

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