



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 2nd page & attach signed Rental Process & Application Disclosure

The Non-Refundable Application Fee is \$50.00 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): \$ OR Double with Credit Issues
Initial Term of Lease (Months):	Non-Refundable Pet Fee: \$ per pet
Rental Property Address:	

Please Tell Us About Yourself

Applicant Last First Middle Maiden		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	Street # Street Name Apt. # City State Zip	Own: _____ Rent: _____	Since: / / 20____ Monthly Payment: \$ _____
Landlord Mtg. Co.	Name Address City State Zip	Phone No. ()	
Previous Address	Street # Street Name Apt. # City State Zip	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	Name Business Address City State	Phone No. ()
Position	Supervisor	Monthly Gross Income From / / To / /
Previous Employer	Name Business Address City State	Phone No. ()
Position	Supervisor	Monthly Gross Income From / / To / /

Please Give Us The Following Information

Emergency Contact	Name Street # Street Name Apt. # City State Zip	Phone No. ()
Automobile 1 st Car	Year Make Model Color Tag #	Automobile 2 nd Car Year Make Model Color Tag #
Persons to Occupy Dwelling		Sex Social Security #
_____	_____ Years	Male: ___ Female: ___
_____	_____ Years	Male: ___ Female: ___
_____	_____ Years	Male: ___ Female: ___
_____	_____ Years	Male: ___ Female: ___
_____	_____ Years	Male: ___ Female: ___

How did you find this rental?

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 do 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(s) has paid to Landlord and/or Management company herewith the sum of \$_____ (Cash, Cashiers Check or Money Order Only) as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

DEPOSIT AGREEMENT: Applicant has deposited a "HOLDING DEPOSIT" of \$_____ (Cashier's Check or Money Order Only) in consideration for taking the dwelling off the market while the application is being processed. Applicant understand 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, where applicable, applicant(s) have been approved by the condominium/homeowners association, 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 _____

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



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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 3 and page 4

APPLICATION PROCESSING: Processing an application normally takes between 1-3 business days. In some cases, approval of Homeowner associations, condo 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.

COST: If you decide to apply for one of our properties, there is a \$50 per adult (anyone above the age of 18) application fee that is non-refundable. This fee must accompany the completed appropriate forms provided to you by our company. Incomplete applications or applications submitted without the proper fees will not be considered. Application fees will not be refunded for incomplete applications & forms.

APPLICATION SCREENING: Upon receipt of your application and application fee, you can expect and hereby authorize that we will (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 ever been evicted, have bad rental references or a criminal record. If you have bad credit references co-signers may be considered along with additional security deposit.

Credit history and/or court records must not contain judgments, collections, liens or bankruptcy within the past three (3) years. Court Records must not contain eviction filings within the past seven (7) years. We will not provide you with you credit report or tell you of it's contents; however, we will provide you with the name of the credit reporting agency so you may obtain a copy from the credit bureau. All information collected for the approval or denial of the application is considered confidential in nature and for company use only.

Self-employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income or 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. We reserve the right to require a co-signer and/or a higher security deposit. Co-signers are accepted at our discretion and must meet all requirements.

If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any crimes related to drugs, violence, sex, murder and arson.

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.

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



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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, military ID, or State ID).

PETS: No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Hoffman Realty and additional, \$50 pet application fee, plus a non-refundable pet fee, usually \$250 per dog and \$50 per cat. Some properties may require higher fees or higher rent amounts. If a higher fee or rent amount is required, you will be notified at the time of the application. The following pets will not be accepted under any circumstances: German Shepherds, Dobermans, Pit Bulls, Chows, Rottweiler's, or any pet containing part of these breeds.

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 such homeowners or condominium association and remit whatever other application and application fees that may be required. Approval by the homeowners or condominium association is a necessary prerequisite to our approval of your application.

APPLICATION APPROVAL: Once you have been notified of the approval of your application, you must place the holding deposit (cashier's check or money order only). 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 these funds as liquidated damages.

Applicant understands that no rental property will be held vacant for more than 15 days, unless approved by Hoffman Realty.

PAYMENT OF FUNDS: All initial funds, which include the holding deposit, first month's rent and pet fee, must be made by cashier's check or money order. In special circumstances we can also make arrangements for you to pay these funds by wire transfer. Subsequent to these initial funds the monthly rent may be paid 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 2nd month's rent, not the initial month.

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.

OTHER ISSUES: Rents quoted are the rental amounts due if timely received (usually on or before the 1st of each month by 5:00 pm). If the 1st falls on a Saturday, Sunday or Legal Holiday, rent is due the previous



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business day by 5:00 pm) otherwise, the rent may be at least 10% more that month and possibly higher if rents are severely delinquent.

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.

KEYS: will be released on the first (1st) 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.

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 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: 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 request during your first 7 days of possession, at which time you will be required to turn in a signed, move-in inspection form.

LEASING AGENTS: Leasing agents provide you access to preview our properties, to distribute rental information, applications, rental process and application disclosures. The rental agent will 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 you application is submitted to Hoffman Realty, the approval/denial and negotiation process (if any) will be handled by the Property Manager.

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.

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: _____