



Action Real Estate Services  
6110-B NW 1st Place Gainesville, FL 32607  
www.action-realtors.com

EXT. 114  
Phone (352) 331-1133  
FAX (352) 331-4066

### RESIDENT SELECTION CRITERIA

**WE ARE PLEDGED TO THE LETTER AND SPIRIT OF U. S. POLICY FOR THE ACHIEVEMENT OF EQUAL HOUSING OPPORTUNITY THROUGHOUT THE NATION. WE ENCOURAGE AND SUPPORT A PROGRAM IN WHICH THERE IS NO BARRIER TO OBTAINING HOUSING BECAUSE OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTIFICATION, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN.**

1. All adult applicants over the age of eighteen (18) must submit a fully completed, dated and signed Rental Application. Applicant must provide proof of identity. A non-refundable application fee of \$40.00 is required for each applicant.
2. Applicants must have a combined gross income of at least three times the monthly rent, or place, in addition to a security deposit, an additional amount equal to one month's rent per applicant, and/or provide a guarantee form, signed and notarized by a qualified guarantor.
3. Credit history and/or Civil Court records must not contain slow pays (90 days), judgments, eviction filing, collections, liens or bankruptcy within the past five years. We will not provide you with the credit report or tell you of its contents, but will provide you with the name of the credit reporting agency so you may receive a free copy.
4. Self-employed applicants may be required to produce, upon request, 2 years of tax returns or 1099's.
5. All sources of other income must be verifiable, if needed to meet income requirements.
6. Criminal records must not contain any convictions for felonies within the past seven years, and no sexual offenses.
7. Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbance or illegal activities, no NSF checks, and no damage or failure to leave property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the form of a separate pet 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 pets.
9. We may require a holding or good faith deposit to be collected to hold a property off the market. Rental properties will not be held off the market for more than five (5) days after application approval. 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 will be applied to security deposit. In the event the application is not approved, this deposit will be refunded. (See Application Deposit Agreement)
10. Any exceptions to these 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 exception, additional security, guarantors or advance rental payments may be required.
11. 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 bureaus.

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

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# Application for Rental

Please have each resident submit a separate application.

DATE COMPLETED \_\_\_\_\_

Please Tell Us About Yourself									
NAME OF APPLICANT				DATE OF BIRTH		SOCIAL SECURITY #		DRIVER'S LICENSE #	
NAME OF SPOUSE				DATE OF BIRTH		SOCIAL SECURITY #		DRIVER'S LICENSE #	
APPLICANT'S PRESENT ADDRESS				CITY			STATE	ZIP	
HOME PHONE #		WORK PHONE #		CELL PHONE #		EMAIL ADDRESS			
PRESENT ADDRESS IS: <input type="checkbox"/> OWN HOME <input type="checkbox"/> PARENT'S HOME <input type="checkbox"/> RENTED HOME <input type="checkbox"/> RENTED APARTMENT <input type="checkbox"/> STUDENT HOUSING						HOW LONG ?		MONTHLY PAYMENT	
IF RENT: PRESENT LANDLORD OR APARTMENT COMMUNITY / IF OWN: NAME OF BANK OR MORTGAGE COMPANY									
ADDRESS OF PRESENT LANDLORD/APARTMENT COMMUNITY / BANK / MORTGAGE COMPANY				CITY		STATE		ZIP	
PREVIOUS ADDRESS (IF LESS THAN TWO YEARS AT PRESENT ADDRESS)				CITY		STATE		ZIP	
HAVE YOU LIVED IN A GAINESVILLE REAL ESTATE COMMUNITY BEFORE?				WHICH ONE?				WHEN?	
LIST ALL OTHER PERSONS TO OCCUPY DWELLING # ROOMMATES _____ # CHILDREN _____									
MAKE OF CAR		YEAR	LICENSE#		STATE	OTHER VEHICLES (TRUCK, BOAT, MOTORCYCLE)			
MAKE OF CAR		YEAR	LICENSE#		STATE				
PETS: (KEEPING OF PETS REQUIRES PET DEPOSIT AND OWNER'S CONSENT)					BREED		WEIGHT	AGE	
NAME OF NEAREST RELATIVE				ADDRESS				TELEPHONE #	
NAME OF PERSONAL REFERENCE				ADDRESS				TELEPHONE #	
Please Tell Us About Your Job									
NAME OF APPLICANT'S EMPLOYER				TYPE OF WORK		HOW LONG ?	SUPERVISOR		
ADDRESS			CITY	STATE	ZIP	MONTHLY INCOME		TELEPHONE#	
FORMER EMPLOYER				TYPE OF WORK		HOW LONG ?	SUPERVISOR		
ADDRESS			CITY	STATE	ZIP	MONTHLY INCOME		TELEPHONE#	
NAME OF SPOUSE'S EMPLOYER				TYPE OF WORK		HOW LONG ?	SUPERVISOR		
ADDRESS			CITY	STATE	ZIP	MONTHLY INCOME		TELEPHONE#	
OTHER SOURCES OF INCOME									

**Please Give Us Your Bank and Credit References**

BANK NAME AND ADDRESS	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOAN
BANK NAME AND ADDRESS	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOAN
CREDIT REFERENCE NAME	<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> LOAN
CREDIT REFERENCE NAME	<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> LOAN

**Please Give Us The Following Information**

WHY ARE YOU LEAVING YOUR PRESENT RESIDENCE ?

HOW FAR AWAY DO YOU WORK ?

HAVE YOU PREVIOUSLY BEEN CONVICTED OF ANY CRIMINAL OFFENSE?  YES  NO IF YES, GIVE DETAILS AND DATES

ANY LITIGATION, SUCH AS EVICTIONS, SUITS, JUDGEMENTS, BANKRUPTCIES, FORECLOSURES, ETC. ?  YES  NO IF YES, GIVE DETAILS AND DATES

IN CASE OF EMERGENCY, NOTIFY	RELATIONSHIP	TELEPHONE #
STREET ADDRESS	CITY	STATE ZIP

**Please Read Carefully and Sign Below**

**CORRECT INFORMATION:** Applicant represents that all of the above statements are true and complete and hereby authorizes verification of the above information, references and credit record. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of the right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state. Applicant submits herewith a non-refundable payment in the amount of \$40.00 for credit check and processing charge. If application is not approved, said sum will be retained by management for cover the processing of this application. The Owner or his agent may reject this application without stating a reason for doing so. The applicant hereby waives any claim for damages by reason of nonacceptance of this application. This application is preliminary and does not obligate Owner or agent to execute a lease or deliver possession of the proposed premises.

Complete property address:

ANTICIPATED MOVE IN-DATE:	LEASE TYPE:	RENTAL AMOUNT:
DEPOSIT:	REDECORATION FEE:	PET DEPOSIT: PET FEE: OTHER:

APPLICANT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICATION DEPOSIT AGREEMENT**  
 A deposit in the amount of \$\_\_\_\_\_ is made to be held by Action Real Estate Services with the clear understanding that this application, including each prospective occupant, is subject to approval. Application deposit is accepted in consideration for the Owner taking the dwelling unit off the market while considering this application. If applicant is approved by Owner and a lease agreement is entered into, the application deposit shall be credited to the required security deposit. If Applicant notifies the Owner that Applicant wishes to withdraw this Application for Rental prior to approval, or if application is approved, but fails to promptly enter into a lease agreement, the entire deposit shall be forfeited. The application deposit will be refunded only if Applicant is not approved.  
 Keys will be furnished only after a lease agreement and other rental documents have been properly executed by all parties, and only after applicable rentals and security deposits have been paid.

APPLICANT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_



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## LEASE RULES AND REGULATIONS

1. Make checks payable to Action Real Estate Services, 6110-B NW 1<sup>st</sup> Place, Gainesville, FL 32607. We cannot accept cash; submit one check only. There is a service charge of \$30.00 for any check returned for any reason.
2. If applicable, an inventory of furnishings must be part of Tenant(s) lease. Items furnished for an apartment must stay in that apartment. No storage is available, nor is furniture swapping permitted under this lease.
3. You are responsible for keeping your garbage area orderly and clean. Landlord reserves the right to clean garbage areas at a charge of \$50.00 if Tenant(s) has not done so within three (3) days of receiving written notice from Landlord.
4. Motorcycles and other soiling and oil-hosing mechanical devices may not be parked inside the rental unit or on patios, sidewalks or lawn. No unlicensed, inoperative or abandoned vehicles are allowed on the property or in adjacent areas without express written approval of Landlord.
5. Tenant(s) shall not paint or redecorate under any circumstances with advance written approval from landlord/agent.
6. Tenant(s) who harbor unauthorized pets will be charged a fee of \$250.00, per pet, and will be notified, in writing, to remove said pet or, if applicable, to complete the application process for authorizing said pet. Tenant(s) will be charged for flea treatment upon lease termination. (\$125.00)
7. Tenant(s) authorizes landlord to release information concerning his tenancy to credit bureaus and to prospective landlords or creditors.
8. Tenant must provide proof of utility connection prior to receiving keys.
9. Tenant(s) are responsible for carpet cleaning upon lease termination. All carpet cleaning MUST be cleaned by a professional and the receipt turned in with keys.
10. Upon taking possession of the property (from time when keys are issued, regardless of move-in date), Tenant(s) have three (3) business days in which to report any malfunctions with respect to the plumbing fixtures, electrical systems, air conditioning and heating systems, appliances, leaks, or cosmetic items not listed in the move-in inspection form. After three days Tenant(s) shall be responsible for any repair to the property not due to normal wear or tear, including, but not limited to:
  - a. Replacement type filters for the heat and air conditioning systems (HVAC) should be changed every month, or as recommended by the manufacturer. It is Tenant(s) responsibility to purchase and replace these filters. Proper replacement filters of the proper size are to be used. Damages to HVAC equipment caused by Tenant(s) negligence, willful or accidental use or misuse, or of Tenant(s) invitees or guests negligence, willful or accidental use or misuse, will be charged to Tenant(s).
  - b. Tenant(s) will keep all plumbing and drain lines clear at their own expense, including exterior gutters and downspouts. Any plumbing charges incurred because of Tenant(s) negligence, willful or accidental use or misuse, or of Tenant(s) invitees or guests negligence, willful or accidental use or misuse, will be charged to Tenant(s).
  - c. Tenant(s) are responsible for replacing batteries at their expense
11. Any release of security deposit governed by Florida Statute 83 and will be conditioned upon the following:
  - a. Full term of lease has been completed.
  - b. No outstanding balances of outstanding rents, fees late charges or damages.
  - c. All keys, including mailbox keys, and garage door openers have been returned.
  - d. A forwarding address has been provided.
  - e. Utilities have been left active for a period of three (3) days after keys have been returned.

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Tenant

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Date



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## ADDENDUM TO APPLICATION

1. WE WILL NOT BE ABLE TO ACCEPT THE FOLLOWING PETS: GERMAN SHEPARDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS.
2. Agency: Tenant is given notice that Action Real Estate Services is the agent of the Landlord and/or Owner.
3. Not everyone's idea of cleanliness is the same; therefore we do not promise to have the property cleaned to YOUR STANDARD. We will however inspect the property and schedule for cleaning if it is needed.
4. Applicant(s) has/have physically been inside the property to be rented and hereby accept(s) the property is "AS-IS" condition and understand that no promises are being made as to repair, improvement or other changes to the premises other than what is listed below. All listed items require Owner approval prior to lease signing.

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5. If scheduled move-in date is less than two weeks from application approval date, we cannot accept personal checks for the initial rent funds. These funds must be paid by Money Order or Cashiers Check .
6. Applicant(s) acknowledge that this notice was received prior to receiving a contractual offer on a lease agreement.

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

Agent taking Application \_\_\_\_\_ Date \_\_\_\_\_

References Checked By \_\_\_\_\_ Date \_\_\_\_\_



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## RENTAL VERIFICATION

The below named person(s) as part of their application for rental with Action Real Estate Services has listed you as a previous landlord. Please provide the requested information and fax back to our office at 352-331-4066. Thank you for your prompt attention.

\_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Address of Rental

\_\_\_\_\_  
Term of Residency

\_\_\_\_\_  
Rent Amount

\_\_\_\_\_  
Number of late payments in last 12 months

\_\_\_\_\_  
Any Neighbor Complaints? If yes, please explain

\_\_\_\_\_  
Would you rent to Him/Her again? If no, please explain

\_\_\_\_\_  
Signature of Rental Representative

**\*\*\* Please sign the bottom of this form. Our office will then have it filled out by your current/previous Landlord or Management Company\*\*\***

\*\*\*\*\*

By Signing this Form you authorize the release of this information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*



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## AUTHORIZATION TO OBTAIN INFORMATION

By my signature below, I authorize Action Real Estate Services to obtain any and all information necessary to confirm statements made in the attached application and rental verification form. This would include, but not be limited to: credit checks, arrest records, eviction reports, etc.

\_\_\_\_\_  
Printed Name Date

\_\_\_\_\_  
Driver's License or ID number

\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Height Weight Race

\_\_\_\_\_  
Signature

=====OFFICE USE ONLY=====

EMPLOYER: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

HOW LONG: \_\_\_\_\_

MONTHLY INCOME: \_\_\_\_\_

COMMENTS ABOUT HIS/HER PERFORMANCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR'S NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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## GENERAL, UNCONDITIONAL AND CONTINUING GUARANTY

\*\*\*\*DO NOT ALTER/CHANGE THIS DOCUMENT\*\*\*\*

The undersigned, as \_\_\_\_\_ of Tenant, in order to induce  
(Relation)

Action Real Estate Services to lease an Apartment Unit to \_\_\_\_\_, hereby guarantees to said Landlord the performance of the above named Tenant and all their duties and obligations under such initial lease and/or any subsequent leases and the prompt and unconditional payment of each and every obligation of Tenant under same including damages, expenses, Court Costs and Attorney's Fees incurred under the terms of any such lease.

The undersigned Guarantor consents that the obligation of Tenant for the liabilities hereby guaranteed may be renewed, extended, modified, or released, or surrendered, all without notice and all without affecting the obligations of the undersigned Guarantor, including all leases executed by Tenant. This Guaranty shall be construed as a general, absolute, and unconditional Guaranty of payment and shall continue after the terms of said lease or leases until all obligations and payments of all tenants under any lease are fully satisfied; a release or satisfaction of any other tenant or guarantor liable under said lease or leases shall not operate to release this Guarantor whose obligation is specifically agreed to be joint and several hereunder. Landlord may enforce this Guaranty without being obligated to resort first to any security or any other remedy against Tenant and Guarantor hereby waives any notice of default and/or any right to cure same and there shall be no presentment or dishonor hereunder. Alteration or Revocation of this Guaranty is not permitted.

This Guaranty is general and shall inure to, and may be relied upon and enforced by, any successor or assign of Landlord. The obligations of Guarantor shall be binding upon Guarantor and their successors and assigns. This Guaranty shall be governed by the laws of the State of Florida and Guarantor understands they may have the right to be sued in their home county of residence under Federal/Florida Fair Debt Collection Practices Act(s); notwithstanding such knowledge Guarantor waives any such right and the parties specifically agree that any legal action brought under or related to this Guaranty in any way, or any underlying lease, whether by landlord/Tenant or Guarantor shall be brought only in Alachua County, Florida which Court(s) are agreed to have jurisdiction over the parties; further the parties waive the right to jury trial in any such action.

Guarantor fully understands this Guaranty is neither a reference, credit check, nor application and it is fully effective upon Guarantor's signature; Guarantor also represents and warrants that the following information is true and correct, and authorizes the verification of same by reasonable means (Credit Bureau Check)

GUARANTOR NAME: \_\_\_\_\_ SS# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PH#: \_\_\_\_\_

\_\_\_\_\_  
GUARANTOR SIGNATURE

\_\_\_\_\_  
WITNESS

SWORN TO and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ at  
\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK