

Tropical Realty & Investments of Brevard Inc.
263 N Courtenay Pkwy, Merritt Island, FL 32953
(321)453-7224 (321)453-4881 Fax (321)453-0624
Email: PropertyManagement@TropRealty.com

Rental Application Process

1. You must fill out this application in full. No blank spaces. **EACH ADULT OVER THE AGE OF 18 MUST FILL OUT AN APPLICATION, THERE WILL BE NO EXCEPTIONS.**
2. A copy of a drivers license (or some form of picture identification) for each applicant must be provided with this application.
3. A non-refundable, \$50.00 application/credit/background check fee for the **FIRST APPLICANT** and a \$25.00 additional fee will be required for **EACH ADDITIONAL APPLICANT** over the age of 18. **Examples: Married couples would be \$75.00, two single roommates \$75.00, three roommates \$100.00 ect. No application will be considered without application fee. No exceptions.** Fee must be paid in cash or by money order, **NO PERSONAL CHECKS.**
4. 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 NSF checks, no damage to unit or failure to leave the property clean and without damage at time of lease termination.
5. 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 copy. A criminal background & a sexual predator background check will also be run.
6. Owners are contacted for approval and all decisions relating to the property. Our Company does not make the final decision.
7. Tropical Realty will contact the applicant, to let them know whether the owner has approved or denied the application.
8. **Once approved, applicant must give the security deposit (once again, cash, cashier's check or money order only), to hold a property off the rental market, an approved application alone, does not guarantee you the property, nor does a deposit without an approved application, you must have an approved application as well as the security deposit to remove a property from the rental market.**
9. Applicant must make arrangements to sign a lease within five days of application approval.
10. **In the event the application is approved and applicant fails to enter into a lease, the applicant will forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit. Please initial here**
_____.
11. Prior to move in, and before keys will be given out, you must sign your lease and pay all money due, this might include a first and last months rent, the security deposit and in some cases a pro-rated rent amount (if moving in anytime other than the first of the month). Tropical Realty Property Management will let you know how much is due prior to signing the lease.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Resident Selection Criteria

1. A Tropical Realty Rental Application must be filled out in its entirety, no blank spaces.
2. No application will be processed without the application fee. We will accept cash, money order or cashier's checks only for the application fees. **Absolutely no personal checks!**
3. A copy of a current Driver's license or identification card must be provided along with the application.
4. An applicant must be over the age of 18 to submit an application.
5. No pets (with the exception of medically necessary pets) of any kind are permitted without specified permission of landlord in the lease document, an addendum to lease, a pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived with medically necessary pets. The following breeds will **NOT** be accepted **UNDER ANY CIRCUMSTANCES**: German Sheppards, Dobermans, Rotweillers, Pit Bulls (Staffordshire Terriers), Chows, Siberian Huskies, Akitas, Alaskan Malamutes, Presa Canarios, Wolf Hybrids or mixes containing any of these breeds.
6. Our property management staff runs a very thorough online credit, criminal sexual predator and eviction check. We also get verbal and/or written verification of employment and rental history. Applicants must have a combined gross income of at least three times the monthly rent. Self employed applicants must turn in proof of income with this application in order for it to be considered. Proof of income would be two years of signed tax returns and three months worth of bank statements. A Co-Signer may be considered.
7. All leases less than six (6) months and two (2) weeks will require the tenant to pay 11% sales tax on the amount of rent each month.
8. Current occupancy standards are a maximum of 2 persons per bedroom.
9. 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 exceptions additional security, Co-Signers, and/or additional advance rent payments may be required.
10. Security deposits and first month's rent must be presented in the form of cash, money order, cashiers check or certified funds. A personal check **will not** be accepted to remove a property from the rental market.

Applicant's Signature

Date

Co-Applicant's Signature

Date

\$50 Nonrefundable application fee for 1st applicant, \$25 additional fee for each individual applicant. (see page one for examples)

Rental Application			
Today's Date:	Desired Move in Date:	Lease Term:	
Property Address			
Name of Agent who showed you the property:			
Agent's Company:			
Applicants Information			
Applicant #1			
Name:	Social Security #:		
Date of Birth:	Driver's License #:		
Best Phone #:	Circle one: Work #	Home#	Cell#
Additional Phone#:	Circle one: Work#	Home#	Cell#
Email address:			
Current Address			
Street Name & Number:			
City:	State:	Zip:	
Circle one: Rent or Own	Monthly Payment:	How long at this address:	
Reason for Leaving:			
Manager/Landlord's Name:		Phone #:	
Previous Address			
Street Name & Number:			
City:	State:	Zip:	
Circle One: Rent or Own	Monthly Payment:	How long at this address:	
Reason for Leaving:			
Manager/Landlord's Name:		Phone #:	
Applicant #2			
Name:	Social Security #:		
Date of Birth:	Driver's License #:		
Best Phone #:	Circle one: Work #	Home#	Cell#
Additional Phone#:	Circle one: Work#	Home#	Cell#
Email address:			
Current Address			
Street Name & Number:			
City:	State:	Zip:	
Circle one: Rent or Own	Monthly Payment:	How long at this address:	
Reason for Leaving:			
Manager/Landlord's Name:		Phone #:	
Previous Address			
Street Name & Number:			
City:	State:	Zip:	

Circle One: Rent or Own	Monthly Payment:	How long at this address:
Reason for Leaving:		
Manager/Landlord's Name:		Phone #:
Employment Information		
Applicant #1		
Occupation/Position:		Employer:
Employer Address		
City:	State:	Zip:
Current Supervisor or HR Dept. Phone #:		
Circle One:	Hourly or Salary	Annual Income:
How long at this job?		Other income:
Amount of Alimony or Child Support: Paid:		Amount Received:
Applicant #2		
Occupation/Position:		Employer:
Employer Address		
City:	State:	Zip:
Current Supervisor or HR Dept. Phone #:		
Circle One:	Hourly or Salary	Annual Income:
How long at this job?		Other income:
Amount of Alimony or Child Support: Paid:		Amount Received:
If more than one applicant, what is your combined annual income:		
Background Information		
Have you or anyone in this household ever been convicted of a crime? Circle One: YES NO		
Have you or anyone in this household ever been evicted, served with a three day notice or been late with the rent? Circle One: YES NO		
Are you or anyone in your household a sexual offender? Circle One: YES NO		
Have you ever filed for bankruptcy? Circle One: YES NO		
Have you ever been foreclosed on? Circle One: YES NO		
Have your ever broken a lease? Circle One: YES NO		
If you or anyone in this household circled YES to any of these questions, please explain:		
Do you smoke? Circle One: YES NO		
References		
Name:	Phone #:	
Address:	Relationship:	
Name:	Phone #:	
Address:	Relationship:	

Please name and state the ages of any additional occupants that will be residing at this property:			
Nearest Relative not living with you:		Phone #:	
Do you have any pets?	Circle One:	YES NO	How many?
Type:	Breed:	Weight	
Type:	Breed:	Weight:	
**Please see item #4 on our Resident Selection Criteria, which is a part of this application.			
I hereby apply for this rental property. I understand that this application is subject to approval. I understand that the application fee is non-refundable. If approved this application along with the security deposit will remove this property from the rental market.			
I understand that by signing this application, a binding offer to rent/lease said premises is created and in the event that the landlord accepts my application and I fail to accept the property or enter into a lease for this property, my deposit will be forfeited and used as liquidated damages.			
If accepted I agree to sign a lease. I hereby authorize Tropical Realty & Investments of Brevard, Inc. to verify the information provided on this application. I understand that they will run a credit, criminal background and a sexual predator check, that they will verify my employment, and check my current as well as previous rental references as well as my personal references. I request all credit reporting services, banks, courts, employers, landlords and personal references to disclose any pertinent information about me. I certify all answers are true.			
Date:	Applicant 1 Signature:		
Date:	Applicant 2 Signature:		

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Rental Reference

NOTE: APPLICANTS DO NOT COMPLE THIS FORM. YOUR LANDLORD OR YOUR LANDLORD'S AGENT MUST COMPLETE THIS FORM. ALL THE APPLICANT NEED TO DO IS FILL IN THEIR NAME, THE ADDRESS OF THE RENTAL THEY RENTED FROM THIS LANDLORD, AND THEN SIGN WHERE IT ASKS FOR APPLICANT'S SIGNATURE.

I, _____, give Tropical Realty & Investments of Brevard Inc. permission to obtain information about my previous rental history at:

 Please fill in address of property

 Signature of applicant

 Date

 Signature of applicant

 Date

Landlord or Agent: Please complete this form and return to Tropical by fax or e-mail.

1. Please specify dates of rental period from ___/___/___ through ___/___/___.
2. Has this tenant ever been late with the rent? _____.
3. a. If yes, how many times _____.
4. Have you ever had a check that was returned from this tenant _____?
5. a. If yes, how many times _____.
6. Has this tenant ever violated their lease? _____.
7. a. If yes, please explain _____.
8. Have you ever posted this tenant with a three day notice? _____.
9. a. If yes, how many times _____.
10. Have you ever started eviction proceedings against this tenant? _____.
11. How has the tenant kept up the property? _____.
12. Would you rent to this tenant again? _____.

This form was completed by:

 Name

 Company

 Phone Number

 Signature

 Date

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EMPLOYMENT VERIFICATION

NOTE: APPLICANTS DO NOT COMPLETE THIS FORM. This form is to be filled out by your manager or HR Director. Just print your name on the first line, and sign where it asks for signature of applicant.

I, _____, give Tropical Realty & Investments of Brevard Inc, permission to obtain information about my current and previous employment history.

To Manager or HR Department: Please complete this form and fax it or scan it to Tropical Realty & Investments of Brevard, Inc.

Please answer the following questions the best that you can.

What is the applicant's job title? _____

What is the name of the company? _____

What dates was the applicant employed? Beginning _____ / _____
Month Year

Until _____ / _____ or currently still employed (circle if applicable).
Month Year

What is the applicant's salary? _____ per month _____ per year

Is this a full time permanent position? Yes or No (circle one) Explain if necessary

Name of person completing this form _____

Position of person completing this form _____

Phone number to reach person completing this form _____

Signature of Applicant

Signature of Person who completed this form