



INSTRUCTIONS & SELECTION CRITERIA

Addendum to Application

SUN STONE PROPERTY does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, and handicap, familial or military status; In Accordance with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act).

- ◇ **Application Fee** - Non-Refundable \$35 per person over the age of 18, must accompany each application, regardless of Applicant, Joint Applicant or Co-Applicant status. **Processing fee must be in the form of certified funds or money order. NO PERSONAL CHECKS OR CASH ACCEPTED.**
 - Applications will be processed in the order received.
 - Married Couples must also fill out separate application.

- ◇ **Processing Application** - Application will not be processed until Sun Stone Property receives the following:
 - Fully completed, signed, and dated Rental Application
 - \$35 Application Fee
 - Copy of Photo Issued ID required (Drivers license, Military ID, etc.)
 - Copy of Applicants last two months pay stubs or copy of Acceptance Letter(s) for starting new job in area
 - If self-employed, last two years tax returns, 1099 and a statement of current year's income
 - Signed Copy of Applicant's Consent and Waiver Form
 - Military must provide copy of Transfer Orders

- ◇ **Income**
 - Proper documentation to prove Applicant has source of income Minimum of 2.5 Times the advertised Rental Amount. **There are No Exceptions.**

- ◇ **Application Denial** - Application will be denied for the following reasons:
 - Falsification of Application
 - Incomplete Application
 - Poor Rental History Profile
 - Slow or Non-payment of past rent, NSF Payments, Owing money to past landlord
 - Evidence of past Evictions
 - History of violence to persons or property, Felony Charge/Conviction, or any Sexual Criminal History
 - History of poor or unsanitary housekeeping
 - History of drug related activity by any household member
 - History of unruly or destructive behavior by resident or resident's household
 - Poor Credit History
 - * Credit score of 600 or below; (Credit score of 510 – 599 will require an additional deposit if all other criteria are met)
 - * Multiple Collections and or Negative Trades
 - Lack of demonstrated ability to live independently
 - Documented Criminal Record - if arrest record exists within ten (10) years, it is up to the applicant to provide written verification from proper authorities as to the final disposition of guilt or innocence on any prior criminal charges. (Criminal/Eviction History will be verified by an independent company using court and public records)

I have read and understand the information as explained above:

_____ *Applicant's Initials*



- ◇ **Pet Policy** - Sun Stone Property has a **Pet Fee not a Pet Deposit**. All pets must be approved
 - Minimum charge of **\$300** which is a **NON-REFUNDABLE** Pet Fee.
 - Additional pets and large pets will be at an additional cost.
 - This fee allows you the right to have an **APPROVED** pet on the premises.
 - **This fee is not a damage deposit; tenant is responsible for all damages caused by pets.**
 - The following pets are not allowed at any time: Doberman Pinscher, Huskies, Saint Bernard, Malamutes, Great Danes, Mastiff, Rottweiler, Akita, Chow, German Sheppard, Pit Bull, Presa Canario, American Eskimo, and Staffordshire Bull Terrier; or Dogs that contain a mix of one or more of the above breeds, and dogs, regardless of breed, that have been involved in a biting incident.
 - Separate Pet Application shall be provided for details

- ◇ **Administrative Fee** - If approved for the residence:
 - Separate Form shall be provided for details
 - Each Person listed on the lease must pay \$75.00 Administrative Fee
 - Fee due no later than day of Check-in to residence

- ◇ **Roommates** - May be considered under the following conditions:
 - Must be able to Qualify Individually
 - Security Deposit equal to 75% of the advertised security deposit - **required from each roommate**

- ◇ **Cleaning Fees** - The Home you are applying has been Professionally Cleaned; and the Carpets were Professionally Cleaned, just prior to your check-in. Upon your Check-Out; Sun Stone Property will hire Professionals to clean the Home and Carpets. You will be charged to have the Home and Carpets Professionally Cleaned. This money will be deducted from your Security Deposit. Receipts will be provided.

I the undersigned Applicant have read this application; agree to the terms and conditions; and I also affirm that all the information on this application is deemed true, accurate, complete and correct and agree that if this is not so, my application will be denied and/or my lease will be held in default and I may be subject to eviction.

Furthermore I authorize SUN STONE PROPERTY to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account, employment, eviction and a criminal background check. I further authorize SUN STONE PROPERTY to contact any persons or companies listed on this application.

I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from SUN STONE PROPERTY. However, SUN STONE PROPERTY will maintain this information on file for 90 days and it will be destroyed afterwards unless the application was approved.

I further understand that Application, Addendum to Application, and Consent/Waiver Form is property of SUN STONE PROPERTY.

Signature

Printed Name

Date

Property Manager Signature

Date



RENTAL APPLICATION

Today's Date: _____ Occupancy date desired: _____

Rental Address: _____

PAYMENT. Thirty-Five Dollars (\$35.00) per application. All initial funds paid herein relative to the application for residency of the premises **must be in the form of certified funds or money order. NO PERSONAL CHECKS OR CASH ACCEPTED.** Subsequent rental payments must be paid via Electronic Banking unless expressly agreed upon in writing.

Applicant's Personal Information

Name: _____ Date of Birth: _____

Social Security #: _____ Cell Phone: _____

Driver's License/State: _____ State: _____

Primary E-mail address: _____

Secondary E-mail address: _____

Additional Occupants (List **every** occupant's name, relationship, and age below, including children)

_____ Name	_____ Relationship	_____ Age
_____ Name	_____ Relationship	_____ Age
_____ Name	_____ Relationship	_____ Age
_____ Name	_____ Relationship	_____ Age
_____ Name	_____ Relationship	_____ Age

- ◇ Would you like to purchase a home within the next two to three years? Yes___ No ___
- ◇ Do you have any water-filled furniture? Yes___ No ___
- ◇ Have you ever broken a lease? Yes___ No ___
- ◇ Have you ever refused to pay rent? Yes___ No ___
- ◇ Ever filed for Bankruptcy? Yes___ No ___
- ◇ Ever had a Foreclosure? Yes___ No ___
- ◇ Have you ever been evicted from a rental unit? Yes___ No ___
- ◇ Ever willfully and intentionally refused to pay any rent when due? Yes___ No ___
- ◇ 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 ___

I have read and understand the information as explained above: _____

Applicant's Initials



Residence History

Do you rent or own? _____ Since when? _____ Current Rent \$ _____

Current Address: _____

City, State, Zip: _____

Current Landlords Name: _____ Landlords Phone: _____

How long at this address: _____ Reason for leaving: _____

Previous Address: _____

City, State, Zip: _____

Income History

Applicant's Current Employment Status: *(circle choice)*

Full-time Part-time (less than 32 hrs) Student Retired Self-employed Unemployed

Other - Explain: _____

Primary Source of Employment:

Current Employer: _____

Supervisor's Name: _____

How long at this place of employment? _____

Current Address: _____

City, State, Zip: _____

Phone: _____ Position: _____ Salary: _____

Please indicate weekly, biweekly, monthly, or annual average take home: _____

Additional Employment

Current Employer: _____

Supervisor's Name: _____

How long at this place of employment? _____

Current Address: _____

City, State, Zip: _____

Phone: _____ Position: _____ Salary: _____

Please indicate weekly, biweekly, monthly, or annual average take home: _____

Emergency Contact

Name: _____ Current Address: _____

City, State, Zip: _____ Phone: _____

I have read and understand the information as explained above: _____
Applicant's Initials



Rental Verification

To: _____ Date: _____

Fax: _____ Telephone: _____

Submitted By: **Sun Stone Property**

I, _____, have made application for residency for a Property Managed by Sun Stone Property, and hereby authorize the release of my current and/or previous rental/mortgage history. I understand that my refusal to grant this history as requested could result in delays and/or rejection of my application for residency.

Rental/Mortgage Verification for: _____
Applicant's Signature

Property Address _____ Apt. # _____

City: _____ State: _____ Zip: _____

The current and/or previous Landlord must furnish the information below:

Rental Rate: \$ _____ Length of residency: _____

Number of NSF's: _____ Number of times late: _____

Number of noise complaints: _____ Was the lease fulfilled? _____

Proper notice to vacate submitted? _____ Did he/she have pets? _____

Was the apartment/house left in a clean and damage free condition? _____

Complaints if any: _____

Does the resident owe any balance? _____ Would you rent to this person again? _____

Person's name that is verifying this information: _____

Please complete and return by FAX to:

Sun Stone Property
Pensacola, FL
Fax: 1-(800) 883-7744



Addendum to Application & Disclosure

Property Holding Fee - If desired, Applicant shall pay a Property Holding Fee equal to at least 50% of the advertised rental amount in consideration for taking the dwelling off the market while the application is being processed or while tenant is waiting to move in. This fee is not to be considered a "Security Deposit" as controlled by Florida Statutes 83.49, until such fee is transferred into a Security Deposit Escrow Account, after all the Applicants have executed the lease and taken occupancy.

If Sun Stone Property approves Applicant to lease the applied-for property and all Applicants execute the lease, the Property Holding Fee shall be applied toward the Security Deposit and shall be treated according to the terms of the lease.

If Applicant is approved, but fails to execute the lease within **2-business days** of verbal and/or written approval, the full Property Holding Fee shall be forfeited to the Manager, unless Sun Stone Property provides Applicant permission, in writing, stating Applicant has more time to execute such.

If Applicant executes the lease, he or she is bound by all terms therein, any provision in this application notwithstanding. If Applicant "holds property" as provided herein, Sun Stone Property shall not hold rental property vacant for more than **15-days**, unless Sun Stone Property otherwise approves. Tenant must begin paying rent after the 15th day.

By signing this document, you the Applicant, agrees that all information provided to Sun Stone Property is true.

Applicant's Signature

Date

Applicant's Printed Name

Management Signature

Date



APPLICANT CONSENT AND WAIVER

Consent - In consideration of this application, you authorize Sun Stone Property to obtain investigative credit reports which may contain, but not be limited to consumer credit reports, criminal history records, court records, general investigations, verification of residences, employment, income, information obtained through personal interviews with your Landlord, employer, or others with whom you are acquainted.

This inquiry may include information as to your character, general reputation, personal characteristics, and mode of living. You have 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 under the Fair Credit Reporting Act ("FCRA"), Section 606(b). You agree to release Sun Stone Property and all concerned in this process from any liability in connection with any information inquired into, received or provided.

Applicant agrees, certifies and acknowledges that the request for and use of any such reports are for the permissible business purposes of investigating the Applicant's creditworthiness and other information as to Applicant's qualifications to lease and as to the collectability of sums due and owing under any lease entered into between the parties and for any other permissible business purpose as set forth by law. Applicant further agrees that any information so obtained may be used in case of an emergency and in the pursuit of the collection of any debt or claim arising out of any application, lease or the Landlord/Tenant relationship entered into between the parties.

Applicant hereby holds harmless and indemnifies Manager and other parties who release such information upon Manager's request pursuant to this consent and waiver form for any and all damages, losses, injuries, costs and/or expenses (including attorney's fees and costs) incurred as a result of release of such information and use of such information.

Sun Stone Property reserves the right to reject this application and to refuse possession of the above-mentioned accommodation.

I acknowledge that I had an opportunity to review the property's rental selection criteria, which includes reasons why my Application may be denied, such as criminal history, credit history, current income, and rental history. I understand that if I do not meet the property's rental selection criteria or if I fail to answer any questions or give false information, Sun Stone Property may reject the Application, retain all Fees and Deposits as liquidated damages for its time and expense, and terminate any rights of occupancy.

Applicant's Signature

Date

Management Signature

Date