



May Ho Realty

Windermere, FL 34786

Tel: 407-923-8903 Fax: 800-761-1008 Email: MayHo@MayHoRealty.com

RENTAL APPLICATION PACKAGE

1. Everyone who is **18 years of age or older and will be occupying the property must** complete an application. The application package must be **FILLED OUT ENTIRELY** and **MUST BE SIGNED BY ALL PARTIES.**
2. We must have a copy of **ALL** the applicants' **Color Driver's License(s)** or other photo ID and Social Security card(s).
3. We must have documented proof of income (last 2 pay stubs; last 2 years' tax returns for self-employed, etc.) for as many of the applicants as appropriate.
4. We must have payment **BEFORE** we can process the application. The application fee is **\$60.00** for **each applicant** and must be made in cash, cashier's check, or money order payable to **May Ho Realty. Personal Checks are not accepted.** Once an application is **processed**, regardless of approval or denial, there is **no refunding of the application fee(s) under any circumstances.**

When we process the application, we check the following:

- Total Monthly Income – **At least** three (3) times the rent.
 - Criminal records - No convictions for sexual offenses or violence. Cannot be on USA Terrorist List.
 - Eviction records - should be no prior evictions
 - Previous residency - should have good payment record and 'few' NSF checks
 - Credit Report - should be 'fair' or better with respect to Credit Bureau score, latest, write-offs, and collections. **NOTE:** security deposit increase **may be required** based on Credit Bureau score. Credit score must be at least **650** or above.
5. You must sign and date the following documents:
 - **REQUEST FOR RENTAL VERIFICATION** for each applicant
 - **REQUEST FOR EMPLOYMENT VERIFICATION** for each applicant
 - **HOLDING A RENTAL PROPERTY**
 6. The number of occupants must be in compliance with HUD standards and guidelines. No more than 2 persons per bedroom with the exception of an infant under 2 years of age.
 7. Our standard Company Policy is to report all non-compliances with the terms of your Lease to the Credit Bureau.
 8. In some cases, Homeowner's Associations must also approve the Applicants. We will submit approved Applicants to the HOA. If the HOA denies the Applicants, then we must also deny the Applicants.
 9. **Any exceptions to the above policies must be submitted in writing to the Property Manager for presentation to the Owner for his consideration. The Owner may, at his sole discretion, override the exception and allow occupancy, in which case additional requirements may be imposed.**

RENTAL APPLICATION

1. Application to Rent			
Property Address:			
City:	State:	ZIP Code:	Move-In Date:
Lease Term:	How were you referred to us?		
2a. Applicant Information			
First Name:	Middle:	Last Name:	
Date of birth:	SSN:	Driver's License #:	
Cell Phone #:	Day Phone #:	Night Phone #:	
E-Mail:			
Current Address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly Payment or Rent:	From:	To:
Previous Address (if current address is less than 2 years):			
City:	State:	ZIP Code:	
Owned Rented (Please circle)	Monthly Payment or Rent:	From:	To:
2b. Applicant Employment Information			
Current Employer:		Location:	Phone:
Position/Title:	Supervisor:	Length Employed:	to
Full / Part Time (_____ Hours per week)		Salary: \$	
Previous Employer:		Location:	Phone:
Position/Title:	Supervisor:	Length Employed:	to
Full / Part Time (_____ Hours per week)		Salary: \$	
3. Emergency Contact			
Name:	Phone:	Relationship:	
Name:	Phone:	Relationship:	
4a. Co-applicant Information			
First Name:	Middle:	Last Name:	
Date of birth:	SSN:	Driver's License #:	
Cell Phone #:	Day Phone #:	Night Phone #:	
E-Mail:			
Current Address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly Payment or Rent:	From:	To:
Previous Address(if current address is less than 2 years):			
City:	State:	ZIP Code:	
Owned Rented (Please circle)	Monthly Payment or Rent:	From:	To:
4b. Co-applicant Employment Information			

Current Employer:		Location:		Phone:	
Position/Title:		Supervisor:		Length Employed: to	
Full / Part Time (_____ Hours per week)			Salary: \$		
Previous Employer:		Location:		Phone:	
Position/Title:		Supervisor:		Length Employed: to	
Full / Part Time (_____ Hours per week)			Salary: \$		
5. List all Other Persons to occupy Premises					
Name:		DOB:		Relationship:	
Name:		DOB:		Relationship:	
Name:		DOB:		Relationship:	
Name:		DOB:		Relationship:	
6. List all Pets to occupy Premises					
Breed:		Size:	Name:		Sex: F M
Breed:		Size:	Name:		Sex: F M
7. Automobiles					
Model/Make:			License Plate/Tag:		
Model/Make:			License Plate/Tag:		
Model/Make:			License Plate/Tag:		
8. Please answer all of the following questions					
		Yes	No		
Have you ever filed for bankruptcy?				When?	Has it been discharged? Y N
Have you ever had an eviction filed against you?				If so, please explain:	
Have you ever been charged with felony?				If so, please explain:	
Have you ever been arrested?				If so, please explain:	
Are you on probation?				If so, please explain:	
Have you ever refused to pay rent/broken a lease?				If so, please explain:	
9. Agree to Terms					
By signing this application you hereby authorize Landlord/his/her Real Estate Agent/Company and its Associated to run your credit and request all the necessary information for the application of this rental property.					
Prospective tenant(s) agree that any omission known to be, misleading, or false information will result in Denial of the Rental Property. The prospective tenant(s) also understands that this landlord will check all references, and that all and any information will be crosschecked for accuracy.					
I confirm that I have received a copy of this application.					
Signature of applicant:				Date:	
Signature of co-applicant:				Date:	

PET APPLICATION

ALL OF THE FOLLOWING INFORMATION MUST BE COMPLETED IN ORDER TO PROCEED.

WRITE N/A IF NO PET AND SIGN THE FORM.

Rental Address:			
Pet #1			
Type of Pet:	Name:	Gender:	Age:
Breed:	Weight:	Expected Future Weight:	
Is my pet a service animal or medically necessary? Yes No (if yes, you must show proof)			
Pet #2			
Type of Pet:	Name:	Gender:	Age:
Breed:	Weight:	Expected Future Weight:	
Is my pet a service animal or medically necessary? Yes No (if yes, you must show proof)			
Pet #3			
Type of Pet:	Name:	Gender:	Age:
Breed:	Weight:	Expected Future Weight:	
Is my pet a service animal or medically necessary? Yes No (if yes, you must show proof)			

In consideration of having to go through this pet application process, I **ATTEST TO THE FOLLOWING:**

1. My pet is well-trained and not dangerous to others. My pet does not have a propensity to be vicious. My pet does not bark excessively. No other Landlord has complained about my pet in the past.
2. My pet is not pregnant and will not become pregnant during my residency. If my pet becomes pregnant, I will be considered in violation of this agreement and, at the Owner's option, must immediately remove the pet or incur additional pet fees as defined in the Lease.
3. If my pet causes damage or destruction to persons or property, I agree to abide by the terms of the Lease and I will be financially responsible for such damage or destruction. If there are any false statements or mis-statements on this application or if my pet becomes a nuisance or otherwise violates the terms of this application, then the Landlord may terminate my pet's right of occupancy and / or my Lease, thereby subjecting me to eviction.

I will attach a picture of my pet to this application.

I understand that there is a **\$400.00 non-refundable Pet Fee for accepted pet application(s).**

I do hereby request that my pet be approved to reside with me during the term of my lease agreement.

Applicant Signature

Date



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RENTAL VERIFICATION FORM

DATE: _____

TO CURRENT PROPERTY MANAGER/OWNER: _____

FAX: _____ EMAIL: _____ TEL: _____

FROM: MAY (JENNIE) HO /Property Manager/May Ho Realty

NAME OF TENANT: _____

CURRENT ADDRESS: _____

APPLICANT AUTHORIZATION: _____

To be completed by current Property Manager/Owner/Landlord:

The above applicant is interested in one of our rental properties. In order for the application to be approved, we need a rental reference from you/your company. We would appreciate it if you could fill out this form and return it to us via email or fax.

Thank you for your cooperation.

Length of Occupancy From: _____ To: _____

Rental Amount: _____

Rental History: _____

Number of NSF's Checks: _____ Number of Late Payments: _____

Lease Violations? _____ Notice Given? _____

Condition of Property during Rental Period: _____

Would you rent again to this tenant(s): _____

Additional Comments: _____

Authorized Agent/Management/Owner: _____ Phone: _____

Signature: _____ Date: _____



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REQUEST FOR EMPLOYMENT VERIFICATION

DATE: _____

TO HUMAN RESOURCES: _____

FAX: _____ EMAIL: _____ TEL: _____

FROM: MAY (JENNIE) HO /Property Manager/May Ho Realty

EMPLOYEE'S NAME: _____

APPLICANT AUTHORIZATION: _____

To be completed by current employer:

The above applicant has applied for one of our rental properties. In order for the application to be approved, we need employment verification from your company. We would appreciate it if you could fill out this form and return it to us via email or fax.

Thank you for your cooperation.

Date of Employment: From: _____ To: _____

Title: _____ Salary: _____ per _____

Information provided by: _____
(Please Print)

Title: _____ Phone: _____

Signature: _____ Date: _____



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HOLDING A RENTAL PROPERTY

In order to secure a rental property so no one else can rent that specific property, you must do the following:

1. Complete a rental application (**\$60 fee for each adult**). Payment must be made in cash, credit card, cashier's check or money order. **PERSONAL CHECKS CANNOT BE ACCEPTED.** Once an application has been **processed**, regardless of acceptance or denial, there is no refunding of the application fee(s) under any circumstances.
2. If you want us to hold a rental property for you, we will require **a Holding Deposit of a full security deposit** than we will hold the property for you for up to 7 days.
3. The Holding Deposit will be subtracted from any monies owed at move-in.
4. The Holding Deposit is due 24 hours after your approval.
5. Once the Holding Deposit is paid, you must sign the lease agreement within 2 days.
6. If we approve your application **BUT** you do not perform within the specified time frame (7 days at most), then you will **FORFEIT THE ENTIRE HOLDING DEPOSIT.**

NOTE:

If you must also submit an application to an HOA (Home Owner's Association) for their approval, you cannot move-in until they have approved you. If they do not approve you, you cannot move in, even if we have approved you. The HOA approval process usually takes about 1 week but could take up to 15 days.

By signing below, you acknowledge that you have read and understand the requirements associated with holding a rental property.

Responsible Tenant(s)

Date

At least one Legal Tenant's signature represents sufficient notification