



RENTAL APPLICATION INSTRUCTIONS & SELECTION CRITERIA

THE FOLLOWING POLICIES HAVE BEEN ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY ARE PROCESSED BY SUN STONE PROPERTY, AND WILL BE TREATED EQUALLY.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Applications will be processed in the order received.

Incomplete Application will not be considered

SUN STONE PROPERTY does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, and handicap, familial or military status.

A \$35 per person, **non-refundable** processing fee must accompany each application, regardless of Applicant, Joint Applicant or Co-Applicant status.

**Processing fee must be in the form of, either cash, certified funds or a money order.
NO PERSONAL CHECKS WILL BE ACCEPTED.**

The following criteria is set must be met, and included/submitted with all applications, to qualify:

1. Each person 18 years of age or older must complete, sign, and submit a complete application.
2. Only approved applicants may reside in the property.
3. Income must be a minimum of 2-times the rental amount. **NO EXCEPTIONS!**
4. If employed, you will need one of the following:
 - a. Your most current pay stub, letter from employer or last years W-2
 - b. Military Members latest LES and a copy of your Orders.
 - c. If self-employed, last two years tax returns, 1099 and a statement of current year's income.
 - d. Other income, such as retirement, AFDC, SDI or others, must have reliable documentation.
5. Application must be reviewed at the time of submission to ensure we have all information needed to determine eligibility.
6. Photo ID is required.
7. **APPLICANT WILL BE DENIED OCCUPANCY FOR THE FOLLOWING REASONS:**
 - a. Falsification of Application.
 - b. Incomplete Application.
 - c. Poor Rental History Profile
 - 1). Slow or Non-payment of past rent
 - 2). Past Evidence of Evictions
 - 3). History of violence to persons or property, or a
 - 4). Felony Conviction.
 - 5). History of poor or unsanitary housekeeping
 - 6). History of drug related activity by any household member
 - d. History of unruly or destructive behavior by resident or resident's household
 - e. **Poor Credit History**
 - 1). Credit score of 499 or below, the applicant **WILL** be denied
 - 2). Credit score of 500 – 550 will require an additional deposit if all other criteria are met.
 - 3). Credit score of 550 and above will be approved if all other criteria are met.
 - g. Lack of demonstrated ability to live independently
 - h. 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.

7. Criminal and Eviction History will be verified by an independent company using court and public records.

8. **All PETS** must be approved by the **OWNER/SUN STONE PROPERTY**. If a pet is allowed there will be a minimum charge of **\$250** 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.

9. If approved, the lease must be signed; a \$75.00 Administrative Fee and Non-Refundable Advance Rent (First Month) must be paid in either Cash, Certified Funds, or Money Order within three business days of approval. Once all funds have been received; SUN STONE PROPERTY will take the property off the market.

- a. If tenant does not take occupancy, or cancels for ANY reason; Tenant's Advance Rent will be **forfeited** and the property will be placed back on the rental market.

10. Roommates must be able to qualify individually & may be considered with the owner's permission and are subject to a written Roommate Agreement.

- a. Security Deposit equal to 75% of the advertised security deposit, *required from each roommate will be required.*
- b. This security deposit is to be payable in advance in the form of Cash, Certified Funds, or Money Order.

11. The home for which you are applying has been Professionally Cleaned; the Carpets were Professionally Cleaned, just prior to your check-in. Upon your Check-Out; Sun Stone Property will hire Professional Cleaners to clean the Home and Carpets. You will be charged to have the home & 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. We will maintain this information on file for 90 days and it will be destroyed afterwards unless the application was approved.

I further understand that this application is property of SUN STONE PROPERTY.

Signature of Applicant: _____

Printed Name: _____

Date: _____

Property Managers Signature: _____ Date: _____



RENTAL APPLICATION

Today's Date: _____ Occupancy date desired: _____

Rental Address: _____

**All Rental Payment will be made via Electronic Banking
unless expressly agreed upon in writing.**

Applicant's Personal Information

Name: _____ Birth Date: _____

Social Security #: _____ Cell Phone: _____

Driver's License/State: _____ State: _____ Expires: _____

Primary E-mail address: _____

Secondary E-mail address: _____

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

Would you like to purchase a home within the next two to three years? _____

Do you have any water-filled furniture? _____ Have you ever broken a lease? _____

Have you ever refused to pay rent for any? _____ Ever filed for bankruptcy? _____

Have you ever been evicted from rental unit? _____

Have you ever willfully and intentionally refused to pay any rent when due? _____

Have you ever been convicted of a felony? _____



Residence History

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

Do you have renters insurance? _____ Company _____

Current Landlords Name _____ Landlords Phone # _____

How long at this address _____ Reason for leaving _____

Previous Address _____

City, State, Zip _____

Previous Landlords Name _____ Landlords Phone # _____

How long at this address _____ Reason for leaving _____

Previous Address _____

City, State, Zip _____

Income History

Applicant's Current Employment Status:

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

Unemployed: Other: Explain: _____

Primary Source of Employment:

Applicant employed by: _____ Supervisor's name: _____

Average weekly hours: _____ How long at they place of employment? _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Position: _____ Salary: _____

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



Additional Employment

Applicant employed by: _____ Supervisor's name: _____

Average weekly hours: _____ How long at they place of employment? _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Position: _____ Salary: _____

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

Personal/Professional References

Character/Personal Reference:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Relationship? _____ How long? _____ Phone: _____

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

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

Applicant's signature: _____ **Date:** _____

Printed Name: _____

Property Managers Signature _____

Printed Name: _____



RENTAL/MORTGAGE VERIFICATION

To: _____ Date: _____ "

Fax: _____ Telephone: _____ "

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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

Address _____ Apt. #"

City: _____ State: _____ Zip: _____ "

The current and/or previous Landlord or mortgage company should furnish the information below.

Rental or mortgage 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: 1-800-883-7744

All of our properties are leased without regard to race, color, religion, sex, familial status, national origin or handicap.

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4485 Woodbine Rd, Pace, FL 32571