

BOCA PALMS, LLC

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20 S.E 14th Street
Boca, Raton, FL 33432

RENTAL APPLICATION

For Office Use Only		
PM#		
Date	Time	am/pm

Rent: _____ Security Deposit: _____

Anticipated Move-In Date: _____

Unit Address Applying For: _____

Last Name: _____ First: _____ Middle: _____ SSN: _____

Driver's License #: _____ State: _____ Date of Birth: _____

Your Present Address: _____ How Long: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Current Manager or Owner Name: _____ Telephone: _____

Current Manager or Owner Address: _____

Your Previous Address: _____ How Long Occupied: _____

City: _____ State: _____ Zip _____ Telephone: _____

Previous Manager or Owner: _____

Previous Manager or Owner Address: _____

Your Current Employer: _____ Salary: _____ Per _____

Address: _____ Telephone: _____

Your Position: _____ How Long Employed: _____

If employed for less than 1 year please fill out this section:

Previous Employer: _____ Salary: _____ Per _____

Address: _____

Your Position: _____ How Long Employed: _____

Bank: _____ Branch: _____ Checking _____ Savings/Loan _____

Automobile: _____ Make: _____ Year: _____ Fully Paid _____ Balance Due _____

Automobile Payments made to: _____

Other occupants of Premises: _____ Age: _____ Age: _____ Age: _____ Age: _____

In Case of Emergency Notify: _____

Address: _____ Telephone: _____

Should this application be withdrawn *by applicant once the review process begins*, there will be a \$75.00 processing fee. The Application Fee is non-refundable also. If applicant's application is denied due to a previous eviction, you may call National Credit Reporting at 1-800-441-1661, if application is denied for reasons regarding your credit history, you may call Experian services at 1-800-392-1122. By signing below I acknowledge that I have read this above form. I agree to allow a credit report to be obtained by the landlord as well as verification of the above-submitted information. I understand that if I do not live up to the terms of my rental agreement, or if I cause a financial loss to my landlord, that my name may be placed in the negative files of a credit and reporting agency and may be furnished to subscribers who have bonafide and legal need to make an inquiry. I also understand that causing a financial loss could severely limit my ability to use personal checks or rent/lease other property.

(Applicants Signature and Date)

For Office Use Only
Approved By:

APPLICATION AND VERIFICATION PROCEDURES

Thank you for your interest in renting a unit from DeWolf Realty Company, Inc. Below is a brief description of our screening and rental process. If you have any questions please feel free to ask. Our normal business hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. (closed for lunch from Noon to 1:00 p.m.)

Qualifying: Our goal is to seek the best qualified tenants possible. We base our decision on the following criteria:

Income requirements: Your combined gross earnings/income must be *at least* (3) times the monthly rent of the rental unit that you wish to rent.

Credit: We do not require credit, but good credit is helpful. Any negative credit or evictions will be used in our decision making.

References: Verifying past tenancy and employment reference is very important. These references must be from people you've had a prior rental history with or whom employ you. It is important that you give us correct telephone numbers and notify these people that we will need a reference. The application will not be approved until all references have been verified and are satisfactory.

Submittal of Application: Rental application packages are processed on a first-come-first-serve basis. **No applications will be processed until all of the items below have been submitted to the rental agent.** Once an application is approved, we can hold a unit for no longer than two (2) weeks from the time the application is submitted. We, however, reserve the right to ask for immediate occupancy and rental of a unit. Please ask before submitting your application about your move-in date. The following items must be submitted before processing an application.

1. **The Application Form:** The application form is to be completed by all Adults, eighteen (18) years or older, who will be residing in the rental unit. We require one application from each adult applicant. The application must be *completely* filled out.

2. **The Application Processing Fee:** *Each* applicant must pay an Application Processing Fee of \$25.00 upon submittal of their application. This fee covers the cost of obtaining credit/eviction and background information, and other minor administrative costs incurred in processing your application. This fee is NOT refundable to you unless the unit is rented to another prospect prior to your application being processed. The fee is an estimation of actual expenses incurred while verifying and qualifying the submitted rental application. By paying these fees the Applicant acknowledges and understands that the Application Fee is a non-refundable charge to cover the costs of processing the application. This fee may be paid in cash or money order only **and should be separate from your move-in costs.** The following is an explanation of the Application Fee:

<u>Verification Procedure Costs</u>	
Credit/Eviction Report	\$50.00
Criminal Background Check	\$40.00
Review of Credit/Eviction Report (5 minutes @\$30/hour)	\$10.00
Employment/Reference Verifications (10minutes @\$30/hour)	\$ 5.00
Application Processing (10 minutes @\$30/hour)	\$ 5.00
Misc. Office Costs (telephone, fax, etc.)	\$ 5.00

TOTAL DUE UPON APPLICATION SUBMITTAL \$115.00

3. **Move-In Costs Due Upon Submittal of Application** – These monies must be paid with a money order or cashier's check payable to DeWolf Realty Company. Your move-in cost is equal to: 1st month's rent + security deposit (security deposit equal to 1 and 1 half a month's rent *or* two month's if employed less than one year or upon request for other reasons). This total dollar amount must be submitted at the time of application. **If for any reason, the application is denied, all monies will be returned without penalty.**

4. **Verification of Employment and/or Income:** This must be in writing, and on employer's letterhead stationary. This letter must state: (a) present salary (b) date of hiring. This letter of employment verification must be signed by one of the following: (a) an immediate supervisor (b) a payroll department supervisor (c) a personnel department supervisor. **The person who signs the employment verification letter must identify him or herself by position or job title.** Income for self-employed or student applicants is verified through student loan documents, W-2 forms from previous year's taxes, bank statements showing trust income or bank statements showing regular deposits of income (i.e. parental support). **You must have been employed with your present employer one (1) full year. If you have not, your move-in cost will be 1st months rent + a security deposit equal to 2 months rent.**
- Approval/Disapproval of Application:** Upon receipt of the completed application package - a review of all information will occur. The applicant will be contacted by the next business day after submittal of a *complete* application of either their approval or denial. At that time, if accepted, an appointment will be set to arrange for a review and execution of all lease documents.

SPECIAL CONDITIONS FOR ALL RENTAL AGREEMENTS:

NO PETS without approval and deposits

DeWolf Realty Company complies with all Fair and Equal Housing Standards.