



Key Real Estate Advisors, Inc.

10231 Metro Pkwy, Suite 2 – Fort Myers, Florida 33966
Office (239) 454-3749 – Fax: (239) 425-0701
www.keyrealestateadvisors.com

AGENT - APPLICATION CHECK LIST

LEASING AGENT: _____

Name: _____

Phone: _____ Email: _____

Property Address: _____

Lease amount (monthly): \$ _____

Security Deposit: \$ _____ Pet Fee: \$ _____

Preferred Move in Date: _____ Prorated rent amount: \$ _____

DOCUMENTATION NEEDED (initial in boxes below)

- COMPLETE APPLICATION FOR EACH APPLICANT
- APPLICATION FEE OF \$50 PER ADULT / \$75 FOR MARRIED COUPLES
- COPY OF DRIVER'S LICENSE FOR EACH APPLICANT
- COPY OF MOST RECENT PAY STUBS (2 months) FOR EACH APPLICANT
- PROOF OF OTHER INCOME (SSI, CHILD SUPPORT, DISABILITY, ETC)

\$50 Application Fee (per adult) / \$75 for Married Couples



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RENTAL APPLICATION

Today's Date: _____

Application for property address: _____

Applicant:

First Applicant

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

Marital Status: Married Single

Date of Birth: _____ Social Security # _____

Driver's License # _____ State: _____

Phone: (Home) _____ (Cell) _____ (Work) _____

Email Address: _____

Second Applicant

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

Marital Status: Married Single

Date of Birth: _____ Social Security # _____

Driver's License # _____ State: _____

Phone: (Home) _____ (Cell) _____ (Work) _____

Email Address: _____

Relationship to First Applicant: Spouse Significant Other Roommate Other _____

Number of Children in household: _____

Names & Ages: _____

Name / Relationship of any other occupants: _____

Pets (if applicable):

How many? _____

Type: _____ Breed: _____ Weight _____ Age: _____ Color: _____ Name: _____

Type: _____ Breed: _____ Weight _____ Age: _____ Color: _____ Name: _____

Present Address:

Present Address: _____ City: _____

State: _____ Zip: _____ County: _____

Rent or Own Monthly Payment: \$ _____

Date of Move In: _____ Date of Move Out: _____

Reason for Moving: _____

Owner / Manager or Mortgage Company: _____

Contact Name: _____ Phone: _____

Previous Address:

Previous Address: _____ City: _____

State: _____ Zip: _____ County: _____

Rent or Own Monthly Payment: \$ _____

Date of Move In: _____ Date of Move Out: _____

Reason for Moving: _____

Owner / Manager or Mortgage Company: _____

Contact Name: _____ Phone: _____

Current Employment:

First Applicant:

Name of Present Employer (Company): _____

Address: _____

Position: _____

Date Started: _____ Monthly Income: \$ _____

Supervisor's Name: _____ Phone: _____

Second Applicant:

Name of Present Employer (Company): _____

Address: _____

Position: _____

Date Started: _____ Monthly Income: \$ _____

Supervisor's Name: _____ Phone: _____

Household Income:

Gross monthly Income (before taxes): \$ _____ Alimony / Child Support **collected** monthly: \$ _____

Alimony / Child Support **paid** monthly: \$ _____ Other Income: \$ _____

Vehicles:

(Please list all vehicles to be parked on premises)

Make: _____ Model _____ Year _____ Color _____ Plate # _____

Make: _____ Model _____ Year _____ Color _____ Plate # _____

Make: _____ Model _____ Year _____ Color _____ Plate # _____

Credit History:

Car Payments? Yes No \$ _____ How many months left on lease / loan? _____

Major Credit Card? Visa Master Card American Express Discover Other

List all credit obligations with minimum monthly payments: _____

(Please attach separate sheet of paper, if necessary)

Criminal / Rental History:

Have **any** of the occupants listed above ever been:

Arrested? Yes No If yes, Explain: _____

Convicted of a Felony? Yes No If yes, Explain: _____

Convicted of a Misdemeanor? Yes No If yes, Explain: _____

Named in Eviction procedures? Yes No If yes, Explain: _____

Evicted? Yes No If yes, Explain: _____

Broken a lease? Yes No If yes, Explain: _____

Declared Bankruptcy? Yes No If yes, Explain: _____

Foreclosed on? Yes No If yes, Explain: _____

Personal References:

- (1) Name: _____
Address: _____
Telephone #: _____
Relationship: _____
- (2) Name: _____
Address: _____
Telephone #: _____
Relationship: _____

Emergency:

In case of emergency contact: _____
Relationship: _____ Phone #: _____

The above listed applicant declares that all statements made in this application are true and complete. Applicant hereby authorizes Key Real Estate Advisors, Inc. to verify all of the information in this application and obtain credit reports on the above listed applicant and/or applicants. If any applicant has given any false information, Landlord is entitled to reject the application and retain all application fees as liquidated damages for Landlord's time and expense in processing this application. Applicant shall give Landlord a non-refundable application fee in the amount of \$50.00 per adult. **I/we understand that this application and results thereof remain the property of Key Real Estate Advisors, Inc.**

Signature of First Applicant: _____ Date: _____

Printed Name of First Applicant: _____

Signature of Second Applicant: _____ Date: _____

Printed Name of Second Applicant: _____

Signature of Landlord/Agent: _____ Date: _____

Rental Application Certificate

By signing below, I/we hereby authorize Key Real Estate Advisors, Inc. to make inquiries through the credit bureau and/or from my employer and other references that are supplied on this application. I understand that the application fee is \$50 per applicant or \$75 per married couple is non-refundable.

I/we hereby apply to rent the above identified premises for the terms and conditions stated in the lease agreement and that the rental payment is payable on the first day of each calendar month. I/we guarantee the statements and representations made on this application are true.

I/we understand that a \$500 deposit (in certified funds) will put a hold on the premises mentioned on this application and it will be removed from the market for showings for a period of two weeks or until this application is approved or denied. This deposit is not transferable to another property.

I/we further understand that Key Real Estate Advisors, Inc. is a transaction agent and do not solely represent the owner nor the tenant but the transaction between both parties. Any changes to the lease agreement or term must be negotiated through Key Real Estate Advisors, Inc. to the owner whom maintains the final decision.

Key Real Estate Advisors, Inc. is a licensed Real Estate brokerage acting exclusively for each transaction and will be paid a management fee by the owner of said property for procuring this lease agreement between Key Real Estate Advisors, Inc. and the tenant.

I/we understand that if I/we am found not qualified to lease the premises applied for, my/our deposit will be refunded less the application fee.

I/we further understand that if I/we am found qualified to lease the premises and I/we decline to lease the premises for any reason or if any statement made on this application is a misrepresentation and not true statement of facts, my/our deposit of \$500 will be retained as forfeiture for liquidated damages.

I/we understand that based on the information collected, I/we may be required to pay an additional security deposit amount up to twice the monthly rental amount. If I/we are required to pay additional security deposit, I/we understand that we have 24 hours to decline the property for the deposit to be refundable. If we neglect to decline the property within the 24 hour timeframe I/we understand that the \$500 deposit will be retained as forfeiture for liquidated damages.

Applicant Signature: _____ Date: _____

Printed Name: _____

Applicant Signature: _____ Date: _____

Printed Name: _____

DISCLOSURE

Applicant #1

By signing below, I hereby state that I have read and understand this application in its entirety. All statements I've provided on this application are true in fact.

I also state that:

I can read English

I cannot read English but this application was read to me by

_____ in _____ which I
(Name) (Language)
understand.

Applicant #1 Signature: _____ Date: _____

Printed Name: _____

Applicant #2

By signing below, I hereby state that I have read and understand this application in its entirety. All statements I've provided on this application are true in fact.

I also state that:

I can read English

I cannot read English but this application was read to me by

_____ in _____ which I
(Name) (Language)
understand.

Applicant #2 Signature: _____ Date: _____

Printed Name: _____