

# OFFER SUBMISSION CHECKLIST

**The following is a list of the required documents needed to process the client's application.**

**ADDRESS:** \_\_\_\_\_

**Application does not guarantee approval. Applications fees are non-refundable.**

Please check:

\_\_\_\_\_ Full completed and signed credit application for each applicant.

\_\_\_\_\_ Separate email address listed for each applicant.

\_\_\_\_\_ Application fee \$50.00 per person

*\*This is a nonrefundable application fee used to process a tenant's credit, background, and rental application.*

\_\_\_\_\_ Application fee for each tenant over the age of 18\*

\_\_\_\_\_ Good Faith Deposit and Cancellation Terms Form

\_\_\_\_\_ Legible Color copy of each applicant's driver's license

\_\_\_\_\_ Proof of income for each applicant (2 months paystubs for each applicant)

\_\_\_\_\_ Picture of pet Colored photo if applicable

Personal Property Renters Insurance, Electric, and water will need to be purchased **3 days** prior to Move-in

**Additional procedures:**

- Application fee per applicant must be received before the offer can be submitted along with 1 month's good faith deposit.

**PLEASE INCLUDE THE FOLLOWING INFORMATION AND THIS ENTIRE FORM WITH YOUR OFFER**

Showing Agent's Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Office Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Agents License Number \_\_\_\_\_



**\$50.00 – Per Person**  
**ALL APPLICATION FEES ARE NON-REFUNDABLE**  
**ADDITIONAL CHARGES FOR BACKGROUND CHECKS – IF REQUIRED)**  
**760 SE PORT ST. LUCIE BOULEVARD, PSL, FLORIDA 34984**  
**772/871-2727 OFFICE; 772/871-0577 - FAX**

**Move In Date:** \_\_\_\_\_

**Rental Address:** \_\_\_\_\_ **Rent Amount \$** \_\_\_\_\_

**Application will not be processed without 1 MONTH'S DEPOSIT**  
**MONEY ORDERS OR CASHIER CHECKS ONLY MADE PAYABLE TO:**

**Choice Rentals, Inc.**

**Applicant Information**

**(1) Name of Tenant:** \_\_\_\_\_

Home Phone # : \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email address: \_\_\_\_\_

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**(2) Name of Tenant:** \_\_\_\_\_

Home Phone # : \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email address: \_\_\_\_\_

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<b>Other Residents</b>	<b>Relationship</b>	<b>Age</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**Residence History - MINIMUM 3 YEARS**

**Present Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Present Landlord/Mortgage holder: \_\_\_\_\_

Phone # of Landlord/Mortgage holder: \_\_\_\_\_ Amt. Of Rent \$ \_\_\_\_\_

Length of Time at Address \_\_\_\_\_ Reason for Move \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Previous Landlord/Mortgage holder \_\_\_\_\_

Phone # of Landlord/Mortgage holder: \_\_\_\_\_ Amt. Of Rent \$ \_\_\_\_\_

Length of Time at Address \_\_\_\_\_ Reason for Move \_\_\_\_\_

**Employment Information - MINIMUM 3 YEARS**

**Present Employment Type**

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Unemployed \_\_\_\_\_ Retired \_\_\_\_\_

**Present Employment**

**Employed By:** \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ How long? \_\_\_\_\_ Mo. Salary \$ \_\_\_\_\_

**Previously Employed:** \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ How long? \_\_\_\_\_ Mo. Salary \$ \_\_\_\_\_

**(Co- Tenant) Employed by:** \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ How long? \_\_\_\_\_ Mo. Salary \$ \_\_\_\_\_

**References - MINIMUM 3**

**Name of Bank** \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Personal Reference:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Personal Reference:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Personal Reference:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Animals**

**(service animals, emotional support animals & pets)**

What kind of Animal? \_\_\_\_\_ Name \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Sprayed/Neutered \_\_\_\_\_

What kind of Animal? \_\_\_\_\_ Name \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Sprayed/Neutered \_\_\_\_\_

**If animal(s) above is a pet, a photo is due with application.  
Non-refundable pet fees are required for cats & dogs. NO exceptions.**

## Vehicles

Number of Vehicles \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Yr: \_\_\_\_\_ Color: \_\_\_\_\_ Tag # \_\_\_\_\_ State \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Yr: \_\_\_\_\_ Color: \_\_\_\_\_ Tag # \_\_\_\_\_ State \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Yr: \_\_\_\_\_ Color: \_\_\_\_\_ Tag # \_\_\_\_\_ State \_\_\_\_\_

Tenant/Applicant Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_

Tenant/Applicant Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_

**\*\* Please give the Agent a copy of your Driver's License at the time of this application\*\***  
**Application will not be processed without VALID I.D. & 1 MONTHS DEPOSIT**

Have you ever filed a petition in Bankruptcy? : Yes or No

If **yes**, please explain: \_\_\_\_\_

Have you ever been evicted? **Yes** or **No**

If **yes**, please explain: \_\_\_\_\_

Have you ever been convicted of a Felony? **Yes** or **No**

If **yes**, please explain: \_\_\_\_\_

Have you ever willfully and intentionally refused to pay rent when due? **Yes** or **No**

If **yes**, please explain: \_\_\_\_\_

*I declare that the foregoing information is true and correct. I authorize its verification of the above information, references and the obtaining of a consumer credit report. Applicant(s) understand that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living and all public record information including criminal records may be made. Applicant(s) agrees that false, misleading, or misrepresented information any result in the application being rejected, will void a lease / rental agreement if any and /or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant(s) authorizes verification of all information by the Landlord and Choice Properties. Keys will be furnished on the day of move in, after lease and other rental documents have been properly executed by all parties along with proof of water and electric transferred into Applicant's name and only after applicable rentals, security deposit and/or pet deposits. This application is preliminary only, in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises. I (we) agree that the Landlord/Agent may terminate any agreement entered in reliance on any misstatement made above.*

Tenant/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant/Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: IF YOUR APPLICATION DOES NOT INCLUDE CORRECT CONTACT INFORMATION AND ACCOUNT NUMBERS IT WILL SLOW DOWN THE APPROVAL PROCESS. PLEASE BE SURE YOUR INFORMATION IS PRECISE.**

**HOLDING/GOOD FAITH DEPOSIT AGREEMENT**

Applicants hereby acknowledge and agree that \$\_\_\_\_\_ once paid will represent a HOLDING/GOOD FAITH DEPOSIT for the property, address stated below.

Applicants agree that if he/she is approved by Owner and/or Manager and does not enter into a lease agreement prepared by Owner and/or Manager for the premises in the amount of \$\_\_\_\_\_ per month by \_\_\_\_/\_\_\_\_/\_\_\_\_, Applicants agree to forfeit the Holding/Good Faith Deposit to Owner and/or Manager.

**Applicants understand that the Holding/Good Faith Deposit is not a Security Deposit but may be applied to the Security Deposit owed once a lease agreement is executed.**

Address of premises:

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICANT \_\_\_\_\_

APPLICANT \_\_\_\_\_

OWNER OR AGENT FOR OWNER: \_\_\_\_\_

FORM PROVIDED BY  
LAW OFFICES OF  
HEIST, WEISSE & WOLK, P.A.  
1 800 253 8428 [www.evict.com](http://www.evict.com)

# CHOICE PROPERTIES RENTAL GUIDELINES

Choice Properties Rentals does business in accordance with the Federal Fair Housing Law, and does not discriminate against any person because of race, color, religion, sex, handicap, family status or national origin.

Prior to making an application to rent any property applicants must see the interior of the property. Properties are rented “as is” except when the owner has approved a specific repair prior to the lease signing. This agreement will become part of the lease, as verbal agreements are not binding.

Generally, the application process will be completed within 2 – 3 business days; however, it will depend upon how quickly we can verify the information on the application. In certain circumstances there may be an additional application to a condo or homeowners association, which may require more time, additional fees and possibly an interview. You will be contacted immediately upon determination of approval or denial.

All applicants over the age of 18 must complete an application in full and sign. Incomplete applications or unsigned will not be processed. All applicants must pay the non-refundable application fee with money order, cash or certified funds prior to any applications being processed. Current valid photo identification is required for all applicants.

## **FELONY CHARGES**

Choice Properties Rentals.

1. Will not rent to anyone with a FELONY SEX OFFENSE
2. Will not rent to anyone with a FELONY DRUG OFFENSE with ten (10) years of release.
3. Will not rent to anyone with a VIOLENT FELONY OFFENSE within ten (10) years of release.
4. Will not rent to anyone with a NON-VIOLENT FELONY OFFENSE within in five (5) years of release.

## **BASIC TENANT QUALIFYING GUIDELINES**

1. Verifiable, stable employment history for the previous six (6) months. Verifiable current employment or other means that provide sufficient income (must equal or exceed 3 times the rental rate per month).
2. Satisfactory Landlord referenced for minimum of the last three (3) years (tax records are obtained to verify ownership of property and a rental eviction check is performed).
3. Satisfactory credit status, as determined by the Credit Bureau Investigation.
4. Pass a criminal background check, which includes sex offense and felonies.

## **MOVE-IN REQUIREMENTS**

1. **Credit Application** Must have separate MONEY ORDER / CERTIFIED FUNDS. Must be completed and returned with application fee and copy of all drivers’ licenses.  
\$50.00 per applicant (financially responsible parties to the lease)

**Out of State Applicants (criminal background check) An Additional \$15.00 for each county the applicant has lived in for each of the past two years.**

2.     **Holding Deposit**                     Due when the application is submitted. Must be **CASHIER'S CHECK OR ONEY ORDER.**
  
3.     **First/ Last Month's Rent**           **CASHIER'S CHECK OR MONEY ORDER.** Due before move in.
  
4.     **Signing of the Lease**             the Lease must be signed within forty-eight (48) hours of approval.
  
5.     **Pet Fee**                             Pet fee and photo of pet is due upon signing of the lease, if applicable, and is non-refundable. Pet fee up to \$500.00. Pets are not permitted without prior consent.
  
6.     **Copies**                             We will need copies of all Drivers' License for each Tenant signing the lease.
  
7.     **Application**                     A complete application including 1 month's good faith deposit. An approval is usually given within 48 hours and information not completed with deposit will only delay the process.

If the applicant(s) signs the lease and pays their Holding Deposit but fails to take occupancy and pay the balance due, the Holding Deposit will be forfeited for breaking the terms of the lease.

Additional fees may be required by Condo Associations and/or Homeowner Associations.

Pro-rated rent will be applied in the second (2<sup>nd</sup>) month of occupancy and is payable on the first (1<sup>st</sup>) of the following month. Also prior to distribution of keys to premises the prospective Tenant must have proof of water and electric in said Tenants name and Utilities must be active the date of move in,

The **Minimum**-Security Deposit required is **EQUAL TO DOUBLE A MONTH'S RENT.**

**IMPORTANT: THE COMPANY DOES NOT RENT TO ANYONE WITH A PITBULL, ROTTWEILER, CHOW, GERMAN SHEPARD, AKITA, DOVERMAN, AMERICAN STAFFORDSHIRE TERRIER, WOLF HYBRIDS OR ANY ANIMAL WITH A BITE HISTORY.**

Megan's Law: You may obtain information about registered sex offenders by contacting the FL Dept. of Law Enforcement at 1-888-357-7332 or the local Sheriff and or Police Departments.

This signed form must accompany the signed Application with all fees before we will process the application. I have read, understand, and agree to the above information.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

# POLICIES AND PROCEDURES

The decision to accept pets is made by the Owner of the property. If the Owner agrees to accept a pet, that agreement is for one pet; if there is more than one pet, Owner's approval is required prior to processing the application. Photos of the pets are required. Several breeds of dogs are unacceptable under any conditions. Choice Properties **WILL NOT PERMIT** German Shepherds, Dobermans, Pit Bulls, Chows, Ankita's, Wolf Hybrid, or Rottweiler dogs and or any mixed breed where the predominant breed is mentioned above. We also do not permit any animal with a bite history.

If you have water filled furniture, you must supply Choice Properties with proof of insurance prior to occupancy. Choice Properties highly recommends that you obtain renters insurance.

No property will be held for longer than two (2) weeks unless approved by the Owner. Once you have been approved to rent the property, you will have 48 hours to sign the lease. On the date the lease begins you will need to pay your first/last month's rent, along with proof of water and electricity transferred to your name and any other applicable fees and you will be given keys to the property. If you are moving into a property after the first of the month, any prorated rent for that month will be collected for rent on the second month of occupancy. For example, if your lease begins on the tenth of the month, when you move in, one full month's rent is collected and the prorated rent for the first month is due of the 1<sup>st</sup> of the second month. All funds prior to move in must be paid with certified funds. If the applicant fails to sign the lease and pay full security deposit, the applicant will be disapproved, and the property returned to the rental market. This will not prevent the applicant from re-applying for this property or another property. If the applicant signs the lease and pays their security deposit but fails to take occupancy and pay the balance due, the security deposit will be forfeited for breaking the terms of the lease.

Generally, applications will be processed on a first come first serve basis; however, if more than one application is submitted before an approval is made, we are required by our fiduciary relationship to select the highest rated application for the property.

Keys will be released to the tenant on the start date of the lease. All funds prior to move-in must be paid in separate money orders or cashier checks. No personal checks or cash will be accepted.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_