

Sundance of Florida Application Process is as Follows:

1. Property **must be viewed by prospective tenant(s)**, prior to application being submitted for consideration.
2. **All applications must be completely filled out, signed, and a \$50.00 processing fee paid per applicant.**
Only (1) one application per person.
3. **Identification** (i.e. Social Security cards – Driver’s Licenses - State-issued Identification Cards & Passports) will be accepted and must be attached to the application.
4. **Proof of income** = FOUR (4) most recent pay stubs.
*If applicant is self-employed, submit applicant's most recent tax return.
5. PLEASE RETURN APPLICATION(S), APPLICATION FEE(S), AND ALL DOCUMENTATION STATED IN THE CRITERIA SECTION, TO OUR OFFICE LOCATED AT:

**SUNDANCE OF FLORIDA C.F., INC.
1962 E. OSCEOLA PARKWAY
KISSIMMEE, FL. 34743**

Phone: (407) 348-5678

Please read the application attached for other criteria that must be met prior to applying with Sundance of Florida C.F., Inc. for a rental home.

NO property will be held without a completed application as stated above and a reservation fee of \$100.00.

A \$50.00 fee, per applicant, must be paid with each application.

A lease fee in the amount of \$60.00 is due upon lease signing.

****All funds must be paid by cash, money order, or cashier's check.****

Applicant Signature

Date

Sundance Employee

Date

**.....
OFFICE USE ONLY**

Realtor? Y / N

Property # _____

Address: _____

Rent Amount: \$ _____

Total Monthly Income: \$ _____

Move-in Date: _____

In Appointment Book: _____

Realtor Name: _____

Brokerage Name: _____

Phone #: _____

MLS #: _____

RESIDENTIAL CRITERIA FOR SUNDANCE OF FLORIDA C.F., INC.

INCOME:

Applicants must have a combined gross income of at least 3 times the monthly rental amount. Income amounts must be verified in writing, applicant must provide recent pay check stubs. All supplemental income must be verified in writing. If applicant is self-employed, then most recent tax returns or statement from CPA must be provided.

RENTAL HISTORY:

Applicant must have 24 or more month's verifiable rental/mortgage history during the past 3 years with a maximum of 2 late payments during the last 12 months.

Applicant may have 18 months of rental history with no late payments or NSF.

Applicant must have no lease violations requiring legal notice.

Applicant must not receive a "No" answer to question "Would you re-rent".

If applicant has rented from a private landlord the past 12 months, then applicant must provide most recent 3 canceled check or money order receipts of rental payments to private landlord.

Rental history reports must reflect timely payments, proper notice to vacate, no damage to dwelling or failure to leave the property clean and without damage at time of lease termination.

CREDIT HISTORY:

Applicant must have a satisfactory credit rating of report obtained from major credit bureau.

Credit history and public records must not contain: unpaid judgments, foreclosures less than 4 years old, repossessions less than 3 years, collections from property management companies

State or federal tax liens, recent charge offs or bankruptcy filed with the past year.

EVICTION/BROKEN LEASE:

Applicant must not have been evicted, had an eviction filed against them, or moved out without proper notice from any residence within the past 7 years. Evictions will be reviewed.

CRIMINAL HISTORY:

Applicant should not have any felonies of illegal manufacture or distribution of a controlled substance within the last 7 years, felonies resulting in bodily harm or intentional damage or destruction of property for example, "arson", within the last 7 years. Applicant should not have sexual-related offenses for any period of time.

PETS:

No pets of any kind are permitted without specific written permission of landlord in the lease agreement, an addendum to the lease, a non-refundable pet fee and/or additional pet deposit.

Under no circumstances (with the exception to medically necessary) will any DOBERMAN, GERMAN SHEPARD, CHOW, PIT BULL, ROT WIELDER, AKITA, SHAR PEI be accepted pets.

DISCLOSURES:

A copy of our lease is available for you to review prior to viewing or applying for a property. Landlord reserves the right to request an additional security deposit.

Fraud on application is grounds for immediate rejection of application.

Our company policy is to report all non-compliances with the terms of your lease agreement for failure to pay rent, damages, or any amounts owed to the credit reporting bureaus.

Applicant

Date

IMPORTANT INFORMATION TO READ BEFORE COMPLETING RENTAL APPLICATION

APPLICATION PROCESS:

Application will not be processed and the property will not be reserved for your application processing until all requested information is completed. If the requested information does not apply to you please enter N/A. All occupants the age of 18 years old or older are required to complete a rental application and pay the \$50.00 application processing fee.

Application fees must be paid in Cash, Cashier's Check, or Money Order. No application will be processed and the property will remain on the market until all Applications have been fully completed and all Application Fees and the Reservation Fee have been paid.

You will be required to show proof of ID, Social Security #, Income/check stub and completed application.

Application fees are as follows:

\$ 50.00 Non-Refundable Application Processing Fee PER APPLICANT.
\$100.00 Reservation Fee: If your application is approved, the reservation fee will be applied toward your required move in funds. If application is denied the reservation fee will be returned to you. See "Reservation Fee Agreement".

If your application is approved, the entire first month's rent must be paid within 48 hours (excluding weekends and holidays). Failure to pay rent in full within 48 hours will result in the property being placed on the rental market and your reservation fee of \$100.00 will be forfeited. Once application has been approved you will be notified by our office to schedule the lease appointment and to pay the first month's rent. Again, this must be done within 48 hours or the property will be placed back on the market and your reservation fee will be forfeited.

All other fees including the Lease Fee, Security Deposit, and Pet Fees must be paid prior to moving in and taking possession of the property.

Leases are available for you to preview prior to viewing the property, making application, or signing the lease.

If the move-in date is any day other than the first of the month, rental pro-ration will be paid the second month.

SUNDANCE DOES NOT ACCEPT PERSONAL CHECKS FOR ANY TRANSACTION.

Rental payments will be accepted at the Sundance office. Absolutely no cash will be accepted at the Sundance office. Rents, late fees, and any other charges must be paid by Money Order or Cashier's Check.

Please sign and return this form with your rental application acknowledging you have read, understood and accept the above listed terms.

Applicant

Date

APPLICATION FOR RESIDENCY

ADDRESS OF RENTAL PROPERTY _____
RENTAL AMOUNT _____
REQUESTED MOVE IN DATE _____
CONTACT PHONE #'S _____
EMAIL ADDRESS: _____

APPLICANT'S INFORMATION:

APPLICANT'S NAME _____
Last First MI Jr/Sr/Prior
SOCIAL SECURITY# _____ DATE OF BIRTH _____
DRIVER LICENSE # _____ STATE ISSUED _____

LIST ALL OTHER OCCUPANTS TO RESIDE IN THE PROPERTY:

Name	Social Security #	Age	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANDLORD/MORTGAGE INFORMATION:

PRESENT ADDRESS: _____
DATES OF TENANCY: (How long did you live here) _____
LANDLORD'S NAME: _____
PHONE #S: _____
MORTGAGE COMPANY: _____
PHONE #S: _____
RENTAL AMOUNT: _____ MORTGAGE AMOUNT: _____
REASON FOR MOVING: _____
WAS PROPER NOTICE GIVEN: _____

PREVIOUS ADDRESS: _____
LANDLORD'S NAME: _____
PHONE #S: _____
MORTGAGE COMPANY: _____
PHONE #S: _____
RENTAL AMOUNT: _____ MORTGAGE AMOUNT: _____
REASON FOR MOVING: _____
WAS PROPER NOTICE GIVEN: _____

HAVE YOU EVER BEEN EVICTED? _____ YES OR _____ NO
 HAVE YOU HAD AN EVICTION FILED AGAINST YOU? _____ YES OR _____ NO
 HAVE YOU EVER LEFT OWING A LANDLORD MONEY? _____ YES OR _____ NO
 HAVE YOU EVER BEEN DENIED RENEWAL OF A LEASE? _____ YES OR _____ NO
 HAVE YOU EVER PAID RENT LATE? _____ YES OR _____ NO
 HAVE YOU EVER REFUSED TO PAY RENT? _____ YES OR _____ NO
 HAVE YOU EVER MOVED OUT BEFORE LEASE EXPIRATION? _____ YES OR _____ NO
 HAVE YOU EVER APPLIED FOR RESIDENCY IN THE PAST 2 YEARS AND HAVE NOT TAKEN THE
 OCCUPANCY OF THE PROPERTY? _____ YES OR _____ NO

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN ON THE
 BACK OF THIS PAGE.

DO YOU OWN ANY PETS? _____ YES OR _____ NO HOW MANY? _____ KIND _____
 BREED _____ WEIGHT _____ AGE _____

EMPLOYMENT INFORMATION:

PRESENT EMPLOYER: _____ POSITION _____
 ADDRESS: _____ PHONE #: _____
 SUPERVISOR: _____ HIRE DATE: _____ MONTHLY INCOME: _____

FORMER EMPLOYER: _____ POSITION _____
 ADDRESS: _____ PHONE #: _____
 SUPERVISOR: _____ HIRE DATE: _____ MONTHLY INCOME: _____

OTHER EMPLOYMENT/VERIFIABLE INCOME: _____
 CONTACT PERSON: _____ PHONE #: _____

VEHICLE INFORMATION: **Commercial Vehicles are not permitted**

YEAR MAKE _____ COLOR _____ TAG/STATE _____
 YEAR MAKE _____ COLOR _____ TAG/STATE _____
 YEAR MAKE _____ COLOR _____ TAG/STATE _____

DESCRIPTION & TAG # OF RECREATIONAL VEHICLES: BOATS, RV, ETC.

CRIMINAL HISTORY:

HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____ YES OR _____ NO
 If yes, please disclose: _____

CREDIT INFORMATION:

HAVE YOU EVER FILED BANKRUPTCY? _____ YES OR _____ NO WHEN? _____
 ARE THERE ANY JUDGEMENTS FILED AGAINST YOU? _____ YES OR _____ NO
 HAVE YOU EVER HAD REPOSSESSION? _____ YES OR _____ NO
 HAVE YOU EVER HAD A FORECLOSURE? _____ YES OR _____ NO

PERSONAL REFERENCES:

PARENTS: _____ PHONE: _____
RELATIVE: _____ PHONE: _____
FRIEND: _____ PHONE: _____
EMERGENCY CONTACT: _____ PHONE: _____

AUTHORIZATION FOR RELEASE OF INFORMATION: Applicant(s) represent that all of the above information and statements on the application for lease are true and complete, and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history reports, court records, and credit records. This application must be signed before it can be processed by management. Applicant acknowledges that false or omitted information may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense of the laws of this State.

NON-REFUNDABLE APPLICATION FEE: Applicant(s) agrees to pay \$50.00 for a non-refundable application processing fee.

RESERVATION FEE AGREEMENT: Applicant(s) has paid a "reservation fee" of \$100.00 in consideration of taking the rental unit off the market while considering the approval of this application. If applicant(s) is approved and the contemplated lease is entered into, then on the day of move in the reservation fee will be credited to your move in funds. If the applicant(s) is approved but fails to enter into the contemplated lease or fails to move in on the agreed upon date, the reservation fee will be retained by owner as liquidated damages. The reservation fee of \$100.00 will only be refunded if the applicants cancel this application with written notice within 24 hours, or if the application is not approved; refunds will be sent via mail or may be picked up at our office within 30 days of cancellation.

I further agree to hold harmless Sundance of Florida C.F., Inc. and all providers of information on the applicant listed above.

I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from Sundance of Florida C.F., Inc.

Furthermore, Sundance of Florida C.F., Inc., complies with the Federal Fair Housing Act. We will not refuse to lease any property nor in any way discriminate against any person because of sex, sexual orientation, marital status, race, creed, religion, age, familial status, disability, color, national origin, or other protected status.

This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of proposed premises. No oral agreements have been made.

Applicant's signature

Date

Spouse's signature

Date