



# ALLEGIANCE

Real Estate Services, Inc.

## RENTAL APPLICATION POLICIES AND RESIDENT QUALIFICATION CRITERIA

ALLEGIANCE REAL ESTATE SERVICES, INC. DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, FAMILIAL STATUS, SEXUAL ORIENTATION, OR ANY OTHER PROTECTED BASIS.

ALLEGIANCE REAL ESTATE SERVICES, INC. IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE.

1. A separate Rental Application is required for each adult, eighteen years of age or older, intending to occupy the Premises. A clear and readable photo identification (Driver's License, Military ID, State ID, passport ID) MUST be presented with each Rental Application. Each Rental Application must be filled out completely and signed by the applicant. Complete Rental Applications include: "Rental Application Policies and Resident Qualification Criteria," "Rental Application Disclosure and Authorization," and Rental Application."
2. A processing fee of **\$50.00** in cash, official bank cashier's check, or money order must accompany each Rental Application. Personal checks are not accepted. If paid in cash, the exact amount is required. The processing fee is non-refundable. No Rental Application will be processed without a processing fee. Rent, deposits or other fees are not accepted without an approved Rental Application.
3. Applicants must provide documentation of U.S. citizenship or immigration status. Applicants must provide their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Rental Applications from applicants who are not U.S. citizens or who do not have the legal right to be in the U.S. will be declined. Rental Applications from applicants who are legally in the U.S. but cannot prove that they have the legal right to be in the U.S. through the entire lease term will be declined.
4. Rental Applications from other applicants are accepted until a Rental Application is approved. Allegiance cannot guarantee that any unit viewed will still be available by the time the Rental Application is processed. Because of the fiduciary relationship Allegiance has with Property Owners, if more than one Rental Application is submitted before approval can be achieved, then the first qualified applicant will be approved for placement. Remaining qualified applicant may consider other properties available from our rental list.
5. Applicants, including all others who are applying to rent the Premises as one household unit, must have a combined and verifiable gross income of at least three times the monthly rent or comparable amount if income is tax-free.

 Applicant's Initials: \_\_\_\_\_

128 John King Road, Suite 14, Crestview, Florida 32539  
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6. Reliable documentation and telephone numbers, including work fax numbers, for all income sources MUST be provided. Employment and income will be verified on all applicants. Self-Employed applicants may be required to produce upon request the previous year's Tax Return (1040). Non-employed applicants must provide proof of income and/or financial ability. Applicant to provide payroll check stubs covering minimum of the last two months as additional documentation to assist in verifying current employment and income. If Military, a copy of LES is required.

All Rental Application information must be complete and verifiable. Processing a Rental Application usually takes between two and three business days. While we will make reasonable efforts to verify the information provided, and will attempt to contact the applicant if there is a delay in verification, incomplete or unverifiable information may result in declining a Rental Application. Upon completion of processing, the applicant will be notified immediately that the Rental Application has been approved or denied.

7. A credit report from a national credit reporting agency will be obtained on all applicants.
8. A history of bankruptcy is cause for rejection of a Rental Application unless the bankruptcy has been fully discharged and the applicant has established satisfactory credit history for at least two full years after discharge. Also, additional security deposit and/or guarantor may be required at the sole discretion of this company.
9. Any of the following by any person intending to occupy the premises is cause for rejection:
  - Any conviction or adjudication other than acquittal of a sex offense.
  - Any conviction or adjudication other than acquittal of a felony.
  - Any conviction or adjudication other than acquittal of the illegal manufacture or distribution of a controlled substance.
  - A history of illegal gambling; engaging in prostitution; illegal drug use; abuse of or illegal treatment of child, adult or animal, or the manufacture and/or distribution of drugs, firearms, explosive devices, or pornography.
  - A history of violence or of threats made to a Landlord, Landlord's agent, neighbors or others.
  - A history of any eviction actions.
10. Residency must be verified for a minimum of the last twenty-four months with no interruptions. Rental history references must reflect timely payment, appropriate notice of intent to vacate, no complaints regarding disturbances or illegal activities, no history of violence or threats and/or intimidation of others, no NSF checks, no damage to previous rental units, and no failure to leave the premises clean and without damage at the time of lease termination.
11. Applicant must list each state in which residency has been established, including states where the applicant has attended school or received training, worked, or served in the armed forces.
12. As per guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy is two person per bedroom. Persons under two(2) years of age are not included in the count. Management prohibits the rental of a single-family dwelling unit to more than three (3) unrelated adults. However, some city and county municipalities and/or Homeowners Associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit, in which case Management will follow the prevailing community guideline. "unrelated adults" are those persons who are not related to each other by blood or marriage.
13. The full name of all intended occupants must be listed on the Rental Application. Applicant must list every other name or AKA (Also Known As) that has been used for obtaining or attempting to obtain housing, credit or for any other business purpose.
14. All animals, vehicles of any kind, and water-filled furniture, including aquariums, must be disclosed on the Rental Application, and proof of insurance (FS 83.535) covering Property Owner's interest must be provided for any water-filled furniture/aquariums.

 Applicant's Initials: \_\_\_\_\_

Animals are permitted only on certain properties at the sole discretion and approval of the Property Owner. Only small to medium-sized, non-violent, common domesticated animals will be allowed on any property that permits animals. Farm animals, snakes, other reptiles, exotic animals, and any large or aggressive animal will not be approved. Rottweilers, American Staffordshire Terriers (Pit Bulls), American Pit Bull Terriers, Dobermans, German Shepherds, Chows, Huskies, Alaskan Malamutes, Great Danes, St. Bernards, Mastiffs, and mixed breeds including any of the above mentioned **WILL NOT** be approved. If an animal is approved, a minimum \$100 non-refundable animal fee per animal is required and additional security deposit of a minimum of \$200 per animal is required. Also additional non-refundable animal fees or additional security deposits may be required at the sole discretion of the Property Owner. It is the policy of Allegiance Real Estate Services, Inc. to waive animal restrictions in a case where an animal is necessary to accommodate a person with a disability. ***A clear and current photo (print) of each animal expected to reside on the premises must be submitted with the Rental Application.***

15. When/if approved, the applicant will be required to pay a full Security Deposit in a minimum amount of one-month's rent. In Owner/Management's sole discretion, a higher Security Deposit, and/or additional advance rent, and/or guarantors may be accepted in lieu of acceptable credit or landlord history. ***A guarantor must complete a Rental Application packet, pay the application fee, and be qualified in order to be a guarantor.*** When approved, the Security Deposit must be paid in order to remove the property from the active rental listings and hold the property for Move-in. Upon notification of acceptance of this application, the applicant will have three **(3) business days** to refuse to take possession. **However; if the applicant fails, through no fault of the owner, to enter into the lease agreement, the FULL amount of the Security Deposit will be forfeited.** A vacant property will be held, without payment of rent for two weeks **(14 days)**. No property will be held over a thirty (30) day period, unless it is still occupied or not available for immediate move-in after previous tenant vacates.
  
16. Upon approval, applicant understands that **ANY** monies that are paid to Management prior to or at Move-In **MUST** be paid with Cashier's Check or Money Order (i.e. Security deposit, rent, pro-rate rent, pet fee/deposit). Afterward, a personal check will be accepted for on-time rental payments. If Management should receive a returned check for any reason, payments must then be made by cashier's check or money order **ONLY**.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ALLEGIANCE

Real Estate Services, Inc.

## RENTAL APPLICATION DISCLOSURE AND AUTHORIZATION

Applicant's Name (please print clearly): \_\_\_\_\_  
Social Security Number (SSN)/Individual \_\_\_\_\_  
Taxpayer Identification Number (ITIN) \_\_\_\_\_

I, the UNDERSIGNED APPLICANT, affirm that the information contained in this Rental Application is true and correct. I understand that misstatements, either false or incorrect, may result in rejection of this and any future Rental Application for housing managed by Allegiance Real Estate and/or my lease may be held in default and I may be subject to eviction.

I authorize the investigation and release of the information on all statements contained herein, including by not limited to a credit report, rental information, employment verification, income verification, and all public records to Allegiance Real Estate and/or its principal and/or the owner of any property which I am applying to occupy. I further agree to hold harmless Allegiance Real Estate and all providers of information on the applicant listed above. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information.

I understand that due to the Fair Credit Reporting Act, I will not be furnished with a copy of my credit report from Allegiance Real Estate Services, Inc. I understand and agree that this Rental Application and any/all work product produced in evaluating this Rental Application is the sole and exclusive property of Allegiance Real Estate Services, Inc.

Allegiance Real Estate Services, Inc. welcomes all applicants and supports fair housing. Allegiance Real Estate does not refuse to lease or rent any housing accommodations or property or in any other way discriminate against a person because of sex, sexual orientation, marital status, race, creed, religion, age, familial status, disability, color, national origin, or any other protected basis. It is the policy of Allegiance Real Estate Services to waive animal restrictions in a case where an animal is necessary to accommodate a person with a disability that provides proper documentation with exception to fees/deposits.

Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present a health risk to persons who are exposed to it over time. Levels of radon that exceed Federal and State Guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your County Public Health Unit. Any radon testing will be at applicant's expense and must be completed prior to the occupancy date.

Molds are naturally occurring organisms that may or may not present health risks to certain individuals who are exposed to molds over time. Additional information regarding mold and mold testing may be obtained from your County Public Health Unit. And mold testing will be at applicant's expense and must be completed prior to the occupancy date.

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention. It is the policy of Allegiance Real Estate to provide this disclosure and federally approved pamphlet before renting any pre-1978 housing.

The policy of Allegiance Real Estate Services, Inc. is to report any amounts owed at the end of tenancy to a collection agency and/or national credit-reporting agency.

NOTICE: Pursuant to Florida Statutes, Section 475.278, you are advised that Allegiance Real Estate Services, Inc. is a licensed real estate corporation acting as the exclusive agent of the Property Owner, is representing the Property Owner's interest in any and all rental transactions, and is being paid a commission by the Property Owner for leasing and management services.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_