



## RENTAL POLICY STATEMENT



Applicant acknowledges and understands that Sundance Rental Management, Inc. Represents owner of the property in the lease of the property for which applicant is applying.

### We are an Equal Opportunity Housing provider.

We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, age, color, religion, sex, handicap, familial status or national origin. We also comply with all State and Local Fair Housing Laws.

### Property Availability Policy:

Properties become available when they are ready to rent. A vacant property will not be deemed available until it has been cleaned & prepared for a new resident.

**We will check Employment, Rental/Ownership history, Credit Report, and Criminal History to confirm they meet our company's criteria.**

**Rental Criteria:** Our **Company Policy** to qualify you is to have at least 6 months stable, legal, & verifiable income; two recent years of favorable housing history, either rental or ownership; and your Credit History and/or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens, or bankruptcy within the past three (3) years.

**Application Process:** We evaluate every application in the following manner:

1. All Adult Applicants, 18 or older, must provide Proof of Identity, i.e. Drivers License
2. All Adult Applicants, 18 or older, must view the inside of the property being applied for, the number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
3. All Adult Applicants, 18 or older, must submit a fully completed, dated and signed Rental Application. Applications will **not** be considered if they are incomplete, missing information or contain false information.
4. All Adult Applicants, 18 or older, must pay the Non-Refundable **Cash** Application Fee (\$20.00/person, \$30.00/Married Couple), no personal checks are accepted for application processing.
5. You may be required to be approved by a Condo / Homeowner's Association and may have to pay an additional Application Fee and/or an additional Security Deposit.

We will rent available properties to applicants in the order that their applications are approved. We will accept back-up applications and call if prior application is not approved, your Non-Refundable processing fee will be paid at that time. We will determine from your responses to the application questions, if you qualify for the property you are applying for. If you do not, we will reject your application and the application will be destroyed. If you do, the application process may take one to two days. Applications are processed as quickly as possible. It is difficult to determine in advance how long it will take as we often have to wait for return phone calls from previous landlords and employers (we reserve the right to limit responses to twenty-four (24) hours).

If you meet the criteria, we will approve your application and you will be contacted. You will then have twenty-four (24) hours to submit a deposit and sign the lease. If you choose not to accept the property your application will be destroyed. If you re-apply you must complete another application.

Our **Specific guidelines** to qualify to rent a Property are based on the following criteria:

1. **Income:** Provide past five (5) years Employment History, at least 6 consecutive months from at least 1 current employer immediately preceding the date of your application. Self Employed applicants may be required to produce, upon request, two (2) years of tax returns and three (3) Months Bank Statements. All sources of other income must be verifiable if needed to qualify for a rental unit; unverifiable income will not be considered.
2. **Housing History:** You must provide past five (5) years Housing History. Housing history must reflect timely payment, no eviction proceedings begun, no NSF checks, no complaints regarding noise, disturbances or illegal activities, sufficient notice of intent to vacate and no damage to unit or failure to leave the property and yard clean and without damage at time of move out.
3. **Credit History:** Reports supplied by applicants will not be accepted. Your Credit record must be satisfactory. Your Credit History and/or Civil Court Record must not contain any slow pays, judgments, eviction filings, liens, or collections (Medical Collections may be assessed). Accounts prior to three (3) years will be considered for rejection depending on the size and nature of the delinquency. Bankruptcies **MUST BE** discharged for a minimum of three years.

**Negative credit, rental or employment references may keep an application from being approved.**

4. **Criminal History:** Criminal records must contain no convictions for misdemeanors for crimes involving dishonesty, violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back 'adjudication withheld', 'nolle prosequere', or 'adjudication deferred', further documentation may be required and applicant may be denied on this basis.

**Deposits:** Applicants will be required to pay the full advertised Security Deposit at the time of Lease execution. We reserve the right to require a higher Security Deposit. In the event an applicant is approved, applicant must sign the lease and pay the deposit within 24 (twenty-four) hours or back-up applications will be considered.

**Pets:** No Pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of Landlord in the Lease Document. Photos of Pets must be received by Management Company **WITH** application and will be subject to approval at a minimum age of 1 year, and a positive reference must be obtainable. Pet approved leases will be subject to an Addendum to Lease, a Non-Refundable Pet Fee acceptable to Landlord and/or an additional Damage Deposit.

### Condition of Move-In:

1. Hours for lease signing are Monday through Friday, between 8:00 A.M. and 4:00 P.M.
2. All utility and garbage accounts, where applicable, must be transferred into the residents name as of the date of possession.
3. Security Deposit and First Months rent (prorated) must be paid prior to picking up keys.  
(Daily rate will be charged if keys are delivered prior to date on lease/rental agreement.)
4. **DUE TO LIABILITY - NO TRAMPOLINES OR SKATE BOARD RAMPS ARE ALLOWED AT ANY RENTAL PROPERTY.**

Any exceptions to our company's criteria will need to be submitted in writing to the Rental Agent for presentation to the Owner for consideration. If approval is then given for such exceptions additional Security Deposits may be required. Our Company Policy is to report any failure to pay rent or any amounts owed to the Credit Bureau.

### Lead Paint Disclosure:

Applicant is hereby notified that any property built prior to 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 LESSORS must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. LESSEES will receive a federally approved pamphlet on lead poisoning prevention at the lease signing. If you would like this pamphlet prior to signing your lease, please make this request prior to returning your rental application to Sundance Rental Management, Inc.



# RENTAL APPLICATION

Sundance Rental Management, Inc., REALTOR  
 652-G N. Beal Parkway, Fort Walton Beach, FL 32547-3577  
 Sundance-rentals.com  
 (850) 863-3292 (850) 862-3440 FAX



How did you learn about us? \_\_\_\_\_

**In order to process this Application I/We:**

- 1) **MUST** have a copy of Driver's License attached, ALL Applicants
- 2) **MUST** be able to get Satisfactory Credit Report
- 3) **MUST** be able to verify Good Housing References
- 4) **MUST** be able to verify Stable Employment History

**Non-Refundable CASH Application Fee of:**

- \$ 30 / Married Couple
- \$ 20 / Single Applicant
- \$ 20 / Each Additional Applicant

Please Initial  
 That you have read  
 and Understand  
 our Rental Policy

**FOR OFFICE USE ONLY**

Start/End Date \_\_\_\_\_  
 Deposit/Rent \_\_\_\_\_  
 N/R Pet Fee \$ \_\_\_\_\_ if app  
 Year Amount \_\_\_\_\_  
 Date Lease Sign \_\_\_\_\_  
 Clauses \_\_\_\_\_

**ALL Persons over 18 years old Must Complete ALL Information - including SIGNATURE and Copy of Driver's License**

Date \_\_\_\_\_ Property Address Applying For: \_\_\_\_\_

What Date do you want to Move In? \_\_\_\_\_ Have you been inside? \_\_\_\_\_ How long do you plan to rent? \_\_\_\_\_

If you are currently under a lease when does it expire? \_\_\_\_\_ Will you be awaiting base housing? YES NO

**1<sup>ST</sup> APPLICANT**

**LEGAL NAME:** \_\_\_\_\_  
**SSN#** \_\_\_\_\_ **DL# & State** \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_  
 Work Phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
**PETS** -- Yes \_\_\_\_\_ NO \_\_\_\_\_ **PHOTO ATTACHED.**  
 Quan/Name/Breed/Age/Wt \_\_\_\_\_

**2<sup>ND</sup> APPLICANT**

**LEGAL NAME:** \_\_\_\_\_  
**SSN#** \_\_\_\_\_ **DL# & State** \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_  
 Work Phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
**PETS** -- Yes \_\_\_\_\_ NO \_\_\_\_\_ **PHOTO ATTACHED.**  
 Quan/Name/Breed/Age/Wt \_\_\_\_\_

**HOUSING HISTORY, PAST FIVE (5) YEARS**  
(Can NOT be a Relative, most recent first)

**Address:** \_\_\_\_\_  
Including APO address  
 City, State, Zip \_\_\_\_\_  
Apartment Complex if Applicable  
**LANDLORD Name** \_\_\_\_\_ **Phone** \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ **DATE MOVE IN** \_\_\_\_\_ **OUT** \_\_\_\_\_  
 Reason for Moving \_\_\_\_\_

**HOUSING HISTORY, PAST FIVE (5) YEARS**  
(Can NOT be a Relative, most recent first)

**Address:** \_\_\_\_\_  
Including APO address  
 City, State, Zip \_\_\_\_\_  
Apartment Complex if Applicable  
**LANDLORD Name** \_\_\_\_\_ **Phone** \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ **DATE MOVE IN** \_\_\_\_\_ **OUT** \_\_\_\_\_  
 Reason for Moving \_\_\_\_\_

**Address:** \_\_\_\_\_  
Including APO address  
 City, State, Zip \_\_\_\_\_  
Apartment Complex if Applicable  
**LANDLORD Name** \_\_\_\_\_ **Phone** \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ **DATE MOVE IN** \_\_\_\_\_ **OUT** \_\_\_\_\_  
 Reason for Moving \_\_\_\_\_

**Address:** \_\_\_\_\_  
Including APO address  
 City, State, Zip \_\_\_\_\_  
Apartment Complex if Applicable  
**LANDLORD Name** \_\_\_\_\_ **Phone** \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ **DATE MOVE IN** \_\_\_\_\_ **OUT** \_\_\_\_\_  
 Reason for Moving \_\_\_\_\_

Additional Information

Additional Information

**\*\*\* LIST ALL PEOPLE (Other Than Applicant 1 & Applicant 2) WHO WILL BE LIVING WITH YOU \*\*\* If No One-PUT No One**

NAME	RELATIONSHIP to applicants	AGE
NAME	RELATIONSHIP to applicants	AGE
NAME	RELATIONSHIP to applicants	AGE

**\*\* List ALL Vehicles to be kept at residence including BOATS, TRAILERS, MOTORCYCLES & RVs\*\***

LICENSE PLATE & STATE \_\_\_\_\_

MAKE \_\_\_\_\_

MODEL \_\_\_\_\_

COLOR \_\_\_\_\_

YEAR \_\_\_\_\_

Past FIVE (5) years Employment History(most recent first) 1 <sup>ST</sup> Applicant	Past FIVE (5) years Employment History(most recent first) 2 <sup>ND</sup> Applicant
Employer _____ Address _____ Job Title/Squadron: _____ Rank/Grade _____ Supervisor/First Sergeant: Name _____ Phone _____ Dates of Employment _____ If Self Employed-Business Name & How long in Operation?	Employer _____ Address _____ Job Title/Squadron: _____ Rank/Grade _____ Supervisor/First Sergeant: Name _____ Phone _____ Dates of Employment _____ If Self Employed-Business Name & How long in Operation?
Employer _____ Address _____ Job Title/Squadron: _____ Rank/Grade _____ Supervisor/First Sergeant: Name _____ Phone _____ Dates of Employment _____ If Self Employed-Business Name & How long in Operation?	Employer _____ Address _____ Job Title/Squadron: _____ Rank/Grade _____ Supervisor/First Sergeant: Name _____ Phone _____ Dates of Employment _____ If Self Employed-Business Name & How long in Operation?
Additional Information	Additional Information
Bank Name _____ Bank Address _____  <b><u>In Case of Emergency Contact</u></b> Name _____ Complete Address _____ Phone _____ Relationship _____	Bank Name _____ Bank Address _____  <b><u>In Case of Emergency Contact</u></b> Name _____ Complete Address _____ Phone _____ Relationship _____

Have you ever applied to rent from us before?	YES	NO	IF Yes, Year?		
Have you ever been 3 days Late w/Payment?	YES	NO	IF Yes, Year?		
Have you ever willful/intentional refused to pay?	YES	NO	IF Yes, Year?		
Have ever had an Eviction Filed against you?	YES	NO	IF Yes, Year?		
Have you ever broken a Lease agreement?	YES	NO	IF Yes, Year?		
Have you ever been Convicted of a Crime?	YES	NO	IF Yes, Year?		
Have you ever Filed Bankruptcy?*	YES	NO	IF Yes, Year?		

\*\* We MUST Verify that It has been Discharged for a minimum of 3 yrs.

Have you given Proper Notice to your Landlord?	YES	NO	Do you anticipate getting any Pets?	YES	NO
Do you use a Vacuum Cleaner?	YES	NO	Does anyone smoke tobacco products?	YES	NO
Do you use an Ironing Board?	YES	NO	Do you know how to change the A/C Filter?	YES	NO
Do you use a Cutting Board?	YES	NO	Will you change the A/C filter Monthly?	YES	NO
Do you use a Mower/Edger/Weed Eater?	YES	NO			

**Explanation for any of the above answers:**

THIS WILL CERTIFY THAT ONLY THOSE PERSONS AND/OR PETS MENTIONED IN THIS APPLICATION WILL OCCUPY PREMISES. WE UNDERSTAND THAT IF WE ACQUIRE ADDITIONAL PETS, OR IF UNIT IS OCCUPIED BY ADDITIONAL PEOPLE, WE WILL BE VOLUNTARILY BREAKING OUR LEASE.

I declare that the forgoing information is true and correct and that I have read and understand the Rental Requirements stated in Sundance's Rental Policy. I also authorize the verification of my information and give authority to obtain information regarding my financial responsibility from a Credit Reporting Agency. I understand and agree to a Credit Report, Housing Verification, Employment History and Criminal Background check being performed in order to process this application. I will not hold current or former Landlords or Employers liable for providing such information. I agree that Sundance Rental Management, Inc., REALTOR may terminate any agreement entered into in reliance on any misstatement made above. I have paid a Non-Refundable fee in the form of CASH to Sundance Rental Management, Inc., REALTOR as reimbursement for any expenses that may be incurred in verifying the information. This application is Preliminary Only and does not obligate Owner or Owner's Agent to execute a Lease or deliver possession of the proposed premises. Keys will be furnished only after the Lease Agreement and all other Rental Documents have been properly executed by all parties and after all applicable Rental Payments and Security Deposits have been paid in full. Your signature gives permission to contact your Commander in the event of non-compliance with any and all terms of the Lease.

Witness Signature Above

1<sup>st</sup> Applicant Signature Above

Witness Signature Above

2<sup>nd</sup> Applicant Signature Above