

# Full Service Property Management

1400 Chalet Suzanne Road, Lake Wales, FL 33859 • 863.676.4448



## Application Checklist

- \_\_\_\_\_ 4-page application from EACH adult applicant – each adult needs a separate 4-page application
  - Filled in COMPLETELY, ALL pages initialed, page 4 signed (two most recent residences and two most recent employments required)
- \_\_\_\_\_ Employment Verification (signed by applicant) - we need one from anyone claiming income for qualifying
  - Applicant completes the TOP ONLY (MUST provide email and/or fax for employer) - Employer completes the remainder of the form
  - We do NOT do “The Work Number” or other such services – you can access it out via your portal and submit it to us
- \_\_\_\_\_ Last 4 pay stubs from EACH adult claiming income for qualifying
  - If paystub includes “year-to-date” information, the single most recent paystub is acceptable
- \_\_\_\_\_ Residence Verification (signed by applicant) - if applicants lived at separate residences, we need one from each
  - Applicant completes the TOP ONLY (MUST provide email and/or fax for landlord) - Landlord completes the remainder of the form
- \_\_\_\_\_ Color Copy of Driver’s License from EACH adult applicant
  - If you bring your ID’s to our office, we will be happy to make copies - a picture emailed or texted to us is also good
- \_\_\_\_\_ Any additional income verification
  - MUST have letters verifying SSI, Child Supp., Retirement, etc. – If self-employed, submit the most recent year’s tax return
  - Bank account records will not likely meet the requirements for income verification
- \_\_\_\_\_ Color photo of EACH pet that will be residing on the property
  - A picture emailed or texted to us will work
- \_\_\_\_\_ Application Fee - \$60 for EACH adult (money order or cashier’s check ONLY)
  - Delivered/Mailed to the office – NO electronic payments, NO personal checks, NO cash accepted

## Credit Score Recommendations for Security Deposit

Credit Score	Security Deposit
700+	\$100 higher than rent
625-700	\$100 higher than rent
575-624	1.5 times rent
550-574	1.75 times rent
Under 550	2 times rent

## Criminal History

Criminal background screenings are conducted on all applicants. Criminal records will be reviewed and assessed on an individual basis. No registered sexual offenders or registered sexual predators will be approved.

Applications Available at:

[www.FullServicePropMgt.com](http://www.FullServicePropMgt.com)

Please reach out to Kelsey with any questions

863.589.7125 (text or call...be sure to leave a voicemail)

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