

Full Service Property Management

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



Checklist and Resident Qualifying Guidelines

- _____ 4-page application from EACH adult applicant – each adult needs a separate application
 - Filled in completely, ALL pages initialed, page 4 signed
- _____ 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” – you can print it out and submit it to us via your portal
- _____ 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 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
- _____ Color photo of EACH pet that will be residing on the property

- _____ Application Fee - \$40 for EACH adult (money order or cashier’s check ONLY)
 - Delivered/Mailed to the office – NO electronic payments, personal checks, or 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 Recommendations

| | Action |
|-------------------------------------|--------------------------|
| Felony - within 7 years | Recommended Denial |
| Felony - greater than 7 years prior | Review |
| Misdemeanor | Review |
| Traffic | Review |
| Sexual Offender, Murder, or Arson | Automatic Denial by FSPM |

Applications Available at:

 www.FullServicePropMgt.com