

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.

NOTICE TO ALL APPLICANTS

We want your application to succeed, and we verify the information and documents submitted with every application. Please make sure everything you provide is accurate, authentic, and submitted by or with the authorization of the person identified in the application.

Under §817.537, Florida Statutes, a person who knowingly and willfully obtains possession of a residential dwelling by making a materially false written statement concerning the person's identity, presenting forged, fictitious, or counterfeit documents, or impersonating another person commits a felony of the third degree. Covered documents include, but are not limited to, driver licenses, identification cards, bank statements, and pay stubs.

Under §83.56, Florida Statutes, fraudulent entry in violation of §817.537 is grounds for termination of the rental agreement without an opportunity to cure.

If anything in your application needs to be corrected, please correct it before submitting the application. Honest applications are always welcome.

**Please reach out to Kelsey with any questions
(text or call...be sure to leave a voicemail)
863.589.7125 & fspm@michelleandtrety.com**

Applications Available at:
www.FullServicePropMgt.com