

# 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 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
- \_\_\_\_\_ 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, NO personal checks, NO cash accepted

**NOTE: Application fee will increase to \$60 per applicant/adult beginning 11/01/2024**

### 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

NOTE: No automatic recommendations and/or denials for criminal history

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)  
fspm@michelleandtrety.com

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“We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.”

## Rental Application for Residency

Applicants: Please review the following information regarding our rental process.

### Time Frame for Processing Applications:

- You should expect the processing of your application to take two-three business days from the date we receive the COMPLETED application (see checklist). However, in some cases approval of homeowner or condominium associations or unforeseen circumstances may delay the process.
- All applicants 18 and over must submit a fully completed, dated, initialed, and signed rental application accompanied by the application fee.

### Fees:

- There is a \$40.00 application fee per adult (age 18 and over) that is non-refundable. This fee (**in the form of a money order or cashier's check**) must be submitted with the application provided by Full Service Property Management. See checklist for requirements for a completed application. Again, the application fee will NOT be refunded for any reason.
- Some Homeowner and Condominium Associations may require a separate application, application fee, and/or security deposit. If so, you must also apply separately to such association and pay the required fees/deposits. Approval by the Homeowner or Condominium Association is a necessary prerequisite to our approval of your application. Be sure to ask Full Service Property Management if this applies to the property to which you are submitting your application.

### Resident Selection Criteria:

- Applicants must have a combined gross income of at least 2.5 times the monthly rent. All sources of income must be **verifiable**. The four most recent paystubs are required. If your paystub includes year-to-date calculations, the single most recent paystub is acceptable.
- Self-employed applicants are required to provide the most recent year's signed tax returns or IRS 1099 forms. The TWO most recent years' tax returns may be required.
- Non-employed applicants must provide proof of income (including letters verifying Disability Assistance, Social Security, child support, etc.). In some cases, proof of funds may be required/accepted.
- Criminal records will be reviewed and assessed on an individual basis. There are no automatic denials based on criminal records.
- A minimum of two years residential history is required. Previous rental history reports from landlords/owners must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, no disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.
- Credit history and/or civil court records must not contain judgments, eviction filings, collection liens, or bankruptcy within the past three years. We will not provide you with your credit report,

nor will we tell you of its contents. However, we will provide you with the contact information for the reporting agency so that you may request a copy from the credit bureau.

- Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
- Pets are permitted only on certain properties at the sole discretion and approval of the homeowner. If pets are permitted, there will likely be a pet deposit (refundable). In some cases there may also be a pet fee (non-refundable). Such permissions and fees/deposits will be written in an addendum to the lease. Fees and deposits are waived for medically approved pets. Photo of pet(s) must be submitted with application.
- We reserve the right to require a co-signer and/or a higher security deposit. Co-signers are accepted only at the manager's discretion and are bound by the same requirements as the resident applicant. The co-signer must also reside in the state of Florida.
- Any exception to the criterion set forth by Full Service Property Management must be submitted in writing to present to the homeowner for consideration. If approved for such exception, additional security, co-signer, and/or additional advance rent payments may be required. Keep in mind that the homeowner makes the final decision in the approval/denial of applicants based on individualized assessments.

#### Other Information:

- Maximum occupancy is two persons per bedroom, per guidance from the U.S. Department of Housing and Urban Development (HUD).
- Our company policy is to report all non-compliances with the terms of your rental agreement, including failure to pay rent or any amounts owed, to the credit bureau and/or collection agency. If the amount is disputed, it shall be reported as disputed in accordance with law.
- Proof of insurance (FS 83.535) must be provided for any water-filled furniture.
- All of our leases include a late fee if rent is not paid on time. It will be enforced according to the stipulations set forth in the lease.
- Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreements. Tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.

#### The Application:

- It is very possible that two or more applications may be submitted for the same property. In this case, the homeowner will accept the best application, which may not necessarily be the first application received. The applicant desiring the property in "AS IS" condition may be selected over another applicant requesting maintenance or repairs. In all cases, the application fee is non-refundable.
- Once notified of your approval, you have three business days to submit a \$200 non-refundable Good Faith Deposit. Assuming that you proceed with a lease, this deposit will be credited toward your security deposit. If you fail to enter the lease agreement on or before the beginning rental date that you indicated on your application these funds will be forfeited. If we do not receive this Good Faith Deposit within three business days, the property will be placed back on the market and your application fee is non-refundable.
- All initial funds including the good faith deposit, pet deposit, security deposit, pro-rated rent, and first month's rent must be paid by money order or cashier's check made payable to Full Service Property Management. Please note that the rent and security deposits must be paid in separate money orders or cashier's checks. Subsequent month's rent payments may be made by check.

By submitting your application you are authorizing Full Service Property Management to: (1) check your credit report, (2) check public records for any prior evictions, (3) verify your employment and income, (4) verify references from previous landlords, and (5) complete a criminal background check. If you have been evicted, cannot provide positive and verifiable references, or have bad credit, we recommend that you not apply. Co-signers will be considered on an individual basis.

**Contract to Lease:** I do hereby make application for occupancy of the following rental unit and under the following terms:

Property Address: \_\_\_\_\_  
Address City Zip

I would like the lease to begin on \_\_\_\_\_.  
Date you want to move into the property

I would like the lease to be for:  12 months  Other: \_\_\_\_\_

**The property must be accepted in “AS IS” condition before an application can be accepted, except where there is a written agreement for maintenance or repair items. Any maintenance or repair requests must be made on the application in the “Maintenance or Repair Request” section below. If your requests are approved the maintenance or repairs will either be handled before the lease signing or they will be written as an addendum to the lease. Verbal representations are non-binding.**

Maintenance or Repairs Requested	I (we) are asking that the homeowner:	I (we) are asking permission to handle at our expense:

REMINDER: Your application will not be processed until Full Service Property Management receives your \$40.00 per person (adult) application fee. Once we receive the application fee, we may submit your application to the homeowner within three (3) business days, even if we do not have all the required elements. Incomplete applications will likely be denied by the homeowner. Please refer to the checklist to ensure that you submit all portions of the application.

**RENTAL APPLICATION TO ACCOMPANY RENTAL APPLICATION FOR RESIDENCY – Please fill in COMPLETELY**

**This application MUST be accompanied by the three page document, "Rental Application for Residency"**

**APPLICANT'S INFORMATION**

Full Legal Name:	Social Security #	
Driver's License #:	Date of Birth:	
Email:		
Cell #:	Work #:	Other #:

**RESIDENCE INFORMATION**

Current Address:	City/State/Zip	Rent <input type="checkbox"/> Own <input type="checkbox"/>	Move-In Date / /	Payment \$
Landlord or Mortgage Co. Name	Address	City/State/Zip	Contact Phone #:	
Previous Address:	City/State/Zip	Rent <input type="checkbox"/> Own <input type="checkbox"/>	Move-In Date / /	Payment \$
Landlord or Mortgage Co. Name	Address	City/State/Zip	Contact Phone #	
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please explain (you may choose to include an additional page for further explanation)		

**INCOME INFORMATION**

Present Employer Name	Business Address	City/State/Zip	From	/ / to / /
Position	Supervisor	Contact #	Monthly Gross Income	
Previous Employer Name	Business Address	City/State/Zip	From	/ / to / /
Position	Supervisor	Contact #	Monthly Gross Income	
Additional Income	Amount	Describe:		
Additional Income	Amount	Describe:		

**PERSONS TO OCCUPY DWELLING – List ALL including you**

Name	DOB	Age	Relationship
Name	DOB	Age	Relationship
Name	DOB	Age	Relationship
Name	DOB	Age	Relationship

**ADDITIONAL INFORMATION**

Emergency Contact Name	Address	Phone	Relationship			
Pets: Yes <input type="checkbox"/> No <input type="checkbox"/>	Type	Breed	Color	Name	Weight	
	Type	Breed	Color	Name	Weight	
Vehicles	Make	Model	Year	Color	Tag	State
	Make	Model	Year	Color	Tag	State
Have you ever been evicted from a tenancy? Yes <input type="checkbox"/> No <input type="checkbox"/>				Do you smoke/vape? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever intentionally refused to pay rent when due? Yes <input type="checkbox"/> No <input type="checkbox"/>						

I hereby acknowledge that I understand and agree to the terms of the Rental Application and Rental Application for Residency as described.

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

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## RESIDENCE VERIFICATION

**APPLICANT to complete this part ONLY:**

Date: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

I/We hereby authorize the release of the information requested below to Full Service Property Management. Your prompt reply will help facilitate my/our application for housing.

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Dear Residence Manager, Landlord, or Agent:

The above-named applicant(s) had applied with us for rental housing. The following information is required in order for us to give proper consideration to his/her application. The confidentiality of the information you furnish will be preserved, except where disclosure is required by law. Your prompt response to this request is very much appreciated.

**LANDLORD:** Please fill in as fully as possible. Current Landlord  Previous Landlord

Dates of Residency: Move-In: _____ Move-Out: _____	
1	Is the applicant (s) currently renting from you? <span style="float: right;">Y N</span>
	If so, is the applicant current with all rental payments? <span style="float: right;">Y N</span>
2	Was the applicant ever late within the last 12 months? <span style="float: right;">Y N</span>
	If so, how many times? <span style="float: right;">___ times</span>
3	Has the applicant ever been more than thirty (30) days late with rent payments? <span style="float: right;">Y N</span>
	If so, how many times? <span style="float: right;">___ times</span>
4	Did the applicant have any pets? <span style="float: right;">Y N</span>
	If so, how many? <span style="float: right;">___ pets</span>
	What kind and size?
5	Have you had to give the applicant a notice at any time during the last 12 months? <span style="float: right;">Y N</span>
	If so, for what reason?

6	Was there ever any trouble or damages?	Y	N
	If so, what kind?		
7	Have you ever received any complaints from neighbors of this applicant?	Y	N
	If so, for what reason?		
	Was the matter quickly resolved?	Y	N
8	Has the resident completed their lease terms?	Y	N
9	If a current resident, has the applicant given notice to you that they will be moving?	Y	N
10	Was the applicant asked to vacate by you or one of your company reps?	Y	N
	If so, why?		
11	Did you, or will you have to, withhold part or all of the deposit because of damages?	Y	N
12	Is the applicant moving voluntarily or after judicial eviction?	Voluntarily	Judicial Eviction
13	Would you rent to this applicant again?	Y	N
14	Rent amount during the last month of tenancy?	\$	
16	Does the applicant owe you any money?	Y	N
	If so, how much?	\$	
Any additional comments which would assist in the evaluation of this person's application for rental?			

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please send this verification form back to us via fax or email as soon as possible. Thank you for your assistance in this matter. Your help is greatly appreciated.

Sincerely,

*Michelle Heath*

Property Manager/REALTOR®  
 Full Service Property Management  
 1400 Chalet Suzanne Road  
 Lake Wales, FL 33859  
 Direct 863.528.3123  
 Office 863.676.4448  
 Fax 863.676.4115  
[cmichelle2lease@hotmail.com](mailto:cmichelle2lease@hotmail.com)  
[www.FullServicePropMgt.com](http://www.FullServicePropMgt.com)

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## EMPLOYMENT VERIFICATION

**APPLICANT** to complete this part **ONLY**:

Date: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Attention: \_\_\_\_\_

I hereby authorize the release of the information requested below to Full Service Property Management. Your prompt reply will help facilitate my/our application for housing.

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

The above-named applicant has applied with us for rental housing. The following information is required in order for us to give proper consideration to his/her application. The confidentiality of the information you furnish will be preserved, except where disclosure is required by law. Your prompt response to this request is very much appreciated.

**EMPLOYER:** Please fill in as fully as possible.

Current Employer  Previous Employer

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date first employed: \_\_\_\_\_ Last date of employment: \_\_\_\_\_

Wages/Salary: \$ \_\_\_\_\_  hourly  weekly  bi-weekly  semi-monthly  monthly  yearly  other

Average # of regular hours per week: \_\_\_\_\_

Year-to-date earnings: \$ \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Through: \_\_\_\_/\_\_\_\_/\_\_\_\_

Overtime Rate: \$ \_\_\_\_\_ per hour Average # of overtime hours per week: \_\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_

hourly  weekly  bi-weekly  semi-monthly  monthly  yearly  other



List any anticipated change in the employee's rate of pay within the next 12 months:

\_\_\_\_\_ Effective date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): \_\_\_\_\_

Additional remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employer's Signature                      Employer's Printed Name                      Date

\_\_\_\_\_  
Employer [Company] Name and Address

\_\_\_\_\_  
Phone #                      Fax #                      E-mail

Please send this verification form back to us via fax or email as soon as possible. Thank you for your assistance in this matter. Your help is greatly appreciated.

Sincerely,

*Michelle Heath*

Property Manager/REALTOR®  
Full Service Property Management  
1400 Chalet Suzanne Road  
Lake Wales, FL 33859  
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Office 863.676.4448  
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