



PREFERRED PROPERTIES
OF CENTRAL FLORIDA INC
3725 SE 58th Ave Ocala, FL 34480
352-694-9691

RESIDENT SELECTION CRITERIA

All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Photo identification (drivers' license, military ID or state ID) and Social Security Cards are required at time of application. A Non refundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.

Applicants must have a minimum of 6 months employment history. **Gross monthly income must be three times the monthly rent amount.** Non-employed individuals must provide verifiable proof of income (SSI, Disability, Etc.) Income may be verified by 60 days of paystubs. Two (2) years tax returns (if self-employed) and three (3) months of bank statements. No application can be processed without the verification of income. All sources of other income must be verifiable if needed to qualify for a rental unit.

We reserve the right to require a co-signer. **A minimum of two years residential rental history is required.**

Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years. **If your credit is above 651 a single security deposit will be due. If your credit is between 600-650 you will be required to pay a double security. If your credit is under 600, then an owner's written approval will be needed for your application to be approved.** A credit report will be run on all adults above the age of 18. Preferred Properties of Central Florida Inc is not liable for decisions made by landlord.

All sources of other income must be verifiable if needed to qualify for a rental unit.

Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past 7 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. We also check the Marion County Clerk of the Court records.

ANY FALSE INFORMATION GIVEN BY APPLICANTS WITH REGARD TO ANY PAST EVICTION OR CRIMINAL RECORDS WILL RESULT IN FORFEIT AND LOSS OF ALL DEPOSITS.

Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, no past due rent or money owed for damages and no damage to unit or failure to leave the property clean and without damage at time of lease termination.

Initials

No pets (with the exception of medically necessary pets for the benefit of the occupant(s) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease. A non-refundable pet fee of \$200.00 per pet will be charge and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets. A \$25.00 non-refundable pet application per pet will be completed with a current veterinarian and shot report. Pets must have no bite history. WE DO NOT RENT TO ANYONE HAVING PITBULLS, ROTTWEILER, DOBERMAN, AKITA, CHOW, GERMAN SHEPHERD OR ANY MIX BREED PETS LISTED ABOVE, OR THE PROPERTY INSURANCE DOES NOT ALLOW. FERRETS AND SNAKES ARE ALSO UNACCEPTABLE. These pets will not be accepted for any reason.

A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning and rekeying. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying etc may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc that exceed this non refundable property preparation fee or minimum fees.

Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent.

WE DO NOT ACCEPT CASH OR PERSONAL CHECKS UPON MOVE IN. MONEY ORDERS OR BANK CASHIERS CHECK ONLY.

The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.

We require a \$350.00 holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit. No rental property will be held off the market for longer than 2 weeks, unless approved by Preferred Properties of Central Florida Inc. and will require full deposit. All requested documents MUST be turned in with the signed application or it will not be accepted. Preferred Properties has the right to accept other applications that are complete over one that has turned in incomplete.

Some Homeowner's Association and Condominium Associations may require a separate application and fee. If so you must apply separately and approval association is necessary perquisite to our approval of your application. It is the applicant's responsibility to call and set an appointment with the Homeowner's Association and pay their appropriate fees

All applicants must see the interior of property before application is submitted. The property must be accepted in "AS IS" condition before application can be accepted, except where there is a written agreement for maintenance or repair items. Any such maintenance or repairs must be noted in the contingencies area of the application. If requested repairs are accepted by Preferred Properties of Central Florida Inc they will be completed in a timely manner. If in the event that management has several applications the applicant understands that the manager may select the applicant desiring the property in "AS IS "condition over another applicant requesting maintenance and repairs.

_____ Initials

Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.

Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

Application fees at time of move-in are \$125.00 for Administration Fee for the 1st Applicant and \$50.00 for each additional adult 18 years of age or older.

I have read the following criteria listed above

Signature

Date

Signature

Date

Signature

Date

Rental Agent

Date

JOB# _____ ADDRESS _____



PREFERRED PROPERTIES
OF CENTRAL FLORIDA INC

3725 SE 58th Avenue
Ocala, FL 34480
(352) 694-9691 Fax (352) 694-9696

Showing Agent's Name:	
Property Address:	
Job #:	
Rental Amount:	Sec. Dpst:
Move-In Date:	
	Date:

WEBSITE: WWW.PROPERTIESOCALA.COM

RENTAL APPLICATION

Last		First		Middle		Maiden		Date of Birth	Social Security #
Applicant:									
Marital Status:				Email Address:					
Driver's License #: (Attach Copy of Driver's License) (Copy of ALL applianants Social Security Cards)				Present Home No. () Cell Phone No. () Work Phone # () Ext.					
AUTO(S) MAKE		MODEL		YEAR		COLOR		TAG# STATE	
AUTO(S) MAKE		MODEL		YEAR		COLOR		TAG# STATE	
Have you ever had an eviction filed against you? Yes No				PETS (Keeping of pets requires a pet application, fee and owner's consent) PLEASE FILL OUT PET APPLICATION (\$25.00 per pet)					
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 No If yes, please explain:									

RESIDENCE HISTORY FOR THE PAST 2 YEARS - IF NEEDED PLEASE ATTACH SEPARATE SHEET

street #		Name		Apt #		City		State		Zip		Rent/Mortgage Pymt	
Present Address:													
Own	or	Rent	Date Moved In	/	/	Date Moved Out	/	/	Reason for Moving:				
Landlord		Name		Address		City		State		Zip		Phone No.	
Mtg Co.													
street #		Name		Apt #		City		State		Zip		Rent/Mortgage Pymt	
Previous Address:													
Own	or	Rent	Date Moved In	/	/	Date Moved Out	/	/	Reason for Moving:				
Landlord		Name		Address		City		State		Zip		Phone No.	
Mtg Co.													

EMPLOYMENT HISTORY:

Name		Address		City	State	Zip	Phone No.
Present Employer:							
Position	Supervisor	Monthly Income					
				From	/	/	to / /
Name		Address		City	State	Zip	Phone No.
Previous Employer:							
Position	Supervisor	Monthly Income					
				From	/	/	to / /

IN CASE OF EMERGENCY:

Nearest Living Relative (Not Living With You)	Nearest Living Friend (Not Living With You)
NAME:	NAME:
ADDRESS:	ADDRESS:
PHONE NO:	PHONE NO:

OTHER OCCUPANTS WHO WILL OCCUPY THE PREMISES:

(ALL ADULTS MUST COMPLETE AN APPLICATION)

NAME	AGE/DOB	SEX	RELATIONSHIP
1			
2			
3			
4			
5			

CONTINGENCIES: The only contingencies to the rental application considered for approval by the Property Manager MUST BE LISTED HERE:

A. _____ B. _____

APPLIANCES/AMENITIES: Only those appliances/amenities checked by the Property Manager are included with rental.

RANGE _____ REFRIGERATOR _____ DISHWASHER _____ MICROWAVE _____ POOL _____ SECURITY SYSTEM _____

WASHER/DRYER _____ CEILING FANS _____ WATER SOFTENER _____ GARAGE DOOR OPENER _____

REMOTES _____ WINDOW COVERINGS (As-Is, Describe) _____ OTHER: _____

IMPORTANT: THIS COMPANY DOES NOT RENT TO ANYONE WITH A GERMAN SHEPHARD, DOBERMAN, PIT-BULL, ROTTWEILER, CHOW, BREEDS MIXED WITH THE AFOREMENTIONED BREEDS OR ANY ANIMAL WITH A BITE HISTORY.

How did you hear about us? (circle one) OCALA4SALE.COM CRAIGSLIST FRIEND YARD SIGN
PREFERRED PROPERTIES WEBSITE PHONEBOOK OFFICE SIGN OTHER (please specify) _____

Applicant(s) represents that all of the statements and representations are true and complete, and hereby authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. In addition, Applicant affirms that he/she has never been involved in an eviction process. Applicant authorizes verification of all information by Preferred Properties of Central Florida, Inc. (Property Manager). Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. **NON REFUNDABLE "HOLD DEPOSIT"**--Applicant(s) hereby deposits \$125.00 (**Non-Refundable**) of the required \$350.00 **"HOLD DEPOSIT"** with Property Manager. The \$125.00 Non-Refundable deposit will allow Property Manager to pull credit and background check. Applicant will pay the \$225.00 balance of **"HOLD DEPOSIT"** **within 24 HOURS** in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved with credit and background check and Applicant fails to pay the \$225.00 balance of **"HOLD DEPOSIT"** **within 24 HOURS**, the property will be left on the market and the Property Manager will not complete the Application.

If applicant is approved by Property Manager and the lease is entered into and possession of the property is taken the **"HOLD DEPOSIT shall be applied toward the security/damage deposit.** If applicant is approved, but fails to enter into the lease within 14 days of verbal and/or written approval and/or take possession after lease signing, the **FULL "HOLD DEPOSIT"** shall be forfeited to the Property Manager in addition to any penalties as provided by the lease if the lease has been signed by the Applicant.

Applicant understands that a maximum of \$225.00 may be refunded to the Applicant **ONLY** if Property Manager denies approval of the application. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Property Manager to execute a lease or deliver possession of the proposed premises. **ANY FALSE INFORMATION GIVEN BY APPLICANTS WITH REGARD TO ANY PAST EVICTION OR CRIMINAL RECORDS WILL RESULT IN FORFEIT AND LOSS OF ALL DEPOSITS.**

APPLICANT(S) UNDERSTANDS THAT THE INITIAL MOVE-IN CHARGES AND DEPOSITS MUST BE PAID IN CASHIER'S CHECK OR MONEY ORDER.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

Applicant Signature Date

Co-Applicant Signature Date

Co-Applicant Signature Date

OFFICE USE ONLY:

CREDIT REPORT _____

RESIDENCE CHECK _____

EMPLOYMENT VERIFIED _____

BACKGROUND CHECK _____

PHOTO I.D.'d _____

Social Security Card _____

SECURITY DEPOSIT:

Amount of Security Deposit will be determined after credit and background check. Not valid until Property Manager signs agreement.

Security Deposit	\$ _____
Second Security Dep. (low/no credit)	\$ _____
Non Refund Pet Fee	\$ _____
Hold Deposit (pd w/appl.)	\$ - _____
Completed Hold Deposit \$350	\$ - _____
BALANCE OF DEPOSIT DUE	\$ _____

(cashier's check or money order)

FIRST MONTH'S RENT	\$ _____
ADMINISTRATION FEE	\$ +125.00 _____
ADDITIONAL ADULT APPL (\$50 each)	\$ _____
Pet Application Fee (\$25 each)	\$ _____
ADDITIONAL AMOUNT DUE	\$ _____

(cashier's check or money order)

RECEIVED BY: _____ \$ _____

3725 SE 58th Avenue
Ocala, FL 34480
352-694-9691 FAX: 352-694-9696

LANDLORD VERIFICATION

To: _____ Fax: _____

From: Billie Lenchner Title: Property Management Department

Applicant Name _____ Applicant Address _____

Landlord's Name and Phone Number _____

Applicant's signature: _____ / _____

APPLICANTS DO NOT WRITE BELOW THIS LINE OFFICE USE ONLY

I am requesting verification of rental history on the person(s) referenced above who has applied for a rental at Preferred Properties.

They have stated they reside at: _____

Are you the owner of the property or are you the property manager? _____

How much is the monthly rent? _____

Their rental period was from _____ to _____ Are you related? Yes___ No___

Are they on a lease? Yes___ No___ When does the current lease expire? _____

How many adults on lease? _____ How many total people on lease? _____

Do they have pets? Yes___ No___ If yes, number and type _____

Do they pay on time? Yes___ No___ If not, how many times late? _____

Have they had any non-sufficient checks? Yes___ No___ If, yes how many _____

Date of last inspection: _____ Was the property in good condition? Yes___ No___

If, no please explain: _____

Was proper notice given? Yes___ No___ Would you rent to them again? Yes___ No___

Were there any damages withheld from the security deposit? Yes___ No___

If, yes, what kind of damages/cleaning _____

Were there any violations in the lease? Yes___ No___ If yes, please explain
(noise, etc) _____

Name: _____ Title: _____ Date: _____

One Way Recovery Solutions, LLC

Authorization For Background Screening (Lessee/Tenant)

I hereby authorize _____ ("Lessor") and its designee, One Way Recovery Solutions, LLC., 1220 Churchville Road, Bel Air, MD 21014, (877) 262-9979, and its designated agents and representatives (individually and together). One Way Recovery Solutions, LLC to conduct a comprehensive background check that includes any one or all of the following: Consumer and/or business credit report, past employment and tenancy, criminal, drug, and driving records. I understand that one or more of the above-referenced checks may require additional written authorizations and consents, and I hereby agree to provide all such further written authorizations and consents.

I am aware that the background reports I consent to have prepared may include information obtained from a variety of sources, including but not limited to government agencies, national credit reporting agencies, and other sources. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to One Way Recovery Solutions, LLC, within a reasonable time after I execute this authorization.

I also authorize and request every person, firm, company, corporation, governmental agency, court, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background to furnish same to One Way Recovery Solutions, LLC.

By this authorization, I hereby forever release, discharge, exonerate, hold harmless and indemnify Lessor, One Way Recovery Solutions, LLC and their affiliates, employees, representatives, agents, and subcontractors, and any other person, entity, organization or institution furnishing information to them, from any and all liabilities of every nature and kind, including but not limited to claims for libel, slander invasion of privacy, related tort claims, misuse of the information obtained, and any other claim or cause of action arising out of the furnishing, inspection or copying of any documents, files, records, and other information, or the investigation made by or on behalf of Lessor or One Way Recovery Solutions, LLC, unless such release is determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law. I understand that a photocopy, facsimile or scanned copy of this signed document shall be considered as valid as an original.

Printed Name: _____ SSN or Business Tax ID: _____

Address: _____ City: _____

State: _____ Zip: _____ Date of Birth: _____

Applicant's Signature: _____ Date: _____

Notice: Name, date and signature are necessary. Responses to the additional above fields are completely voluntary. However, without this information, we may be unable to distinguish you from another applicant, in the event we discover adverse information during our background investigation.

1220 Churchville Road, Bel Air, MD 21014
Phone: (877) 262-9979 Fax: (443) 567-4090



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Ocala, FL 34480
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I/We have received a copy of a sample lease and have read through it.

Tenant

Date

Tenant

Date

Agent for owner

Date