



**20 Third Street S.W. #204
Winter Haven, FL 33880
863.333.5053
Rentals@HavenRealtyFL.com**

Haven Realty & Investments Rental Application Process

1. You must fill out this application in full. No blank spaces. **EACH ADULT OVER THE AGE OF 18 MUST FILL OUT AN APPLICATION, THERE WILL BE NO EXCEPTIONS.**
2. A copy of a drivers license (or some form of picture identification) for each applicant must be provided with this application.
3. **A non-refundable, \$50.00 application/credit/background check fee for the EACH APPLICANT over the age of 18. No application will be considered without application fee. No exceptions. Fee must be paid in cash, money order, or by cashier's check. (NO PERSONAL CHECKS) to :Haven Realty & Investments**
All monies for applications, deposits and rents are paid at: Haven Realty & Investments 20 Third Street S.W. #204 Winter Haven, FL 33880
4. 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 NSF checks, no damage to unit or failure to leave the property clean and without damage at time of lease termination and no evictions.
5. We will not provide you with the credit report. We will provide you with the name of the credit reporting agency so you may receive a copy. A criminal background, a sexual predator background and eviction check will also be run.
6. Owners are contacted for approval and all decisions relating to the property. Haven Realty & Investment does not make the final decision regarding approval or declining applications.
7. Haven Realty & Investments will contact the applicant, to let them know whether the owner has approved or denied the application.
8. **Once approved, applicant must give the security deposit (cash, cashier's check or money order only), to hold a property off the rental market, an approved application alone, does not guarantee you the property, nor does a deposit without an approved application, you must have an approved application as well as the security deposit to remove a property from the rental market.**
9. **In the event the application is approved and applicant fails to enter into a lease, the applicant will forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit. Please initial here _____.**
10. Prior to move in, and before keys will be given out, you must sign your lease and pay all money due (cash, cashier's check or money order only). Haven Realty & Investments will let you know how much is due prior to signing the lease.

Applicant's Signature

Date

Co-Applicant's Signature

Date



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Resident Selection Criteria

1. Our property management staff runs a credit, criminal sexual predator and eviction check. We also get verbal and/or written verification of employment and rental history. Applicants must have a combined gross income of at least three times the monthly rent. Self-employed applicants must turn in proof of income with this application in order for it to be considered. Proof of income would be two years of signed tax returns and three months' worth of bank statements.
2. The house will be handed to you in the condition you last saw it in. If you would like any modification to be made prior to your move, you need to make a request as part of request to lease the property. Understand that those requests will be taken into account in evaluating your application.
3. No pets (with the exception of medically necessary pets) of any kind are permitted without the documentation required for service animals and/or specified permission of landlord in the lease document, an addendum to lease, a pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived with medically necessary pets. The following breeds will **NOT** be accepted **UNDER ANY CIRCUMSTANCES**: German Shepherds, Dobermans, Rotweillers, Pit Bulls (Staffordshire Terriers), Chows, Siberian Huskies, Akitas, Alaskan Malamutes, Presa Canarios, Wolf Hybrids, or mixes containing any of these breeds.
4. Current occupancy standards are a maximum of 2 persons per bedroom.
5. If your home is in a community, you are required to follow the rules of the associations and all fines are your responsibility and need to be paid within 30 days or by the stated date, whichever occurs first.
6. Be sure to read and sign the maintenance sheet and ask questions if you are unsure how to maintain the home in which you live.
7. Any exceptions to these 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.

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Date

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\$50 Nonrefundable application fee per person. **Payable to:** Haven Realty & Investments
(Cash, Money Order, Cashier's Check only. No personal checks accepted.)

Rental Application				
Today's Date:		Desired Move in Date:		Lease Term:
Property Address				
Name of Agent who showed you the property:				
Agent's Company:				
Applicants Information				
Applicant #1				
Name:		Social Security #:		
Date of Birth:		Driver's License #:		
Best Phone #:	Check one:	Work #	Home#	Cell#
Additional Phone#:	Check one:	Work#	Home#	Cell#
Email address:				
Current Address				
Street Name & Number:				
City:		State:	Zip:	
Check one:	Rent or	Own	Monthly Payment:	How long at this address:
Reason for Leaving:				
Manager/Landlord's Name:			Phone #:	
Previous Address				
Street Name & Number:				
City:		State:	Zip:	
Check One:	Rent or	Own	Monthly Payment:	How long at this address:
Reason for Leaving:				
Manager/Landlord's Name:			Phone #:	
Applicant #2				
Name:		Social Security #:		
Date of Birth:		Driver's License #:		
Best Phone #:	Check one:	Work #	Home#	Cell#
Additional Phone#:	Check one:	Work #	Home#	Cell#
Email address:				
Current Address				
Street Name & Number:				
City:		State:	Zip:	

Check One: Rent or Own		Monthly Payment:	How long at this address:
Reason for Leaving:			
Manager/Landlord's Name:		Phone #:	
Previous Address			
Street Name & Number:			
City:	State:	Zip:	
Check One: Rent or Own		Monthly Payment:	How long at this address:
Reason for Leaving:			
Manager/Landlord's Name:		Phone #:	
Employment Information			
Applicant #1			
Occupation/Position:		Employer:	
Employer Address			
City:	State:	Zip:	
Current Supervisor or HR Dept. Phone #:			
Check One: Hourly or Salary		Annual Income:	
How long at this job?		Other income:	
Amount of Alimony or Child Support: Paid:		Amount Received:	
Applicant #2			
Occupation/Position:		Employer:	
Employer Address			
City:	State:	Zip:	
Current Supervisor or HR Dept. Phone #:			
Circle One: Hourly or Salary		Annual Income:	
How long at this job?		Other income:	
Amount of Alimony or Child Support: Paid:		Amount Received:	
If more than one applicant, what is your combined annual income:			
Background Information			
Have you or anyone in this household ever been convicted of a crime? Check One: YES NO			
Have you or anyone in this household ever been evicted, served with a three day notice or been late with the rent? Check One: YES NO			
Are you or anyone in your household a sexual offender? Check One: YES NO			
Have you ever filed for bankruptcy? Check One: YES NO			
Have you ever been foreclosed on? Check One: YES NO			
Have your ever broken a lease? Check One: YES NO			
If you or anyone in this household circled YES to any of these questions, please explain:			
Do you smoke? Check One: YES NO			

References				
Name:		Phone #:		
Address:		Relationship:		
Name:		Phone #:		
Address:		Relationship:		
Please name and state the ages of any additional occupants that will be residing at this property:				
Nearest Relative not living with you:				Phone #:
Do you have any pets?	Check One:	YES	NO	How many?
Type:	Breed:	Weight:		
Type:	Breed:	Weight:		
**Please see item #4 on our Resident Selection Criteria, which is a part of this application.				
<i>Please initial and sign below.</i>				
_____ I hereby apply for this rental property. I understand that this application is subject to approval. I understand that the application fee is non-refundable. If approved this application along with the security deposit will remove this property from the rental market.				
_____ I understand that by signing this application, a binding offer to rent/lease said premises is created and in the event that the landlord accepts my application and I fail to accept the property or enter into a lease for this property, my deposit will be forfeited and used as liquidated damages.				
If accepted I agree to sign a lease. I hereby authorize Haven Realty & Investments LLC. to verify the information provided on this application. I understand that they will run a credit, criminal background, eviction and a sexual predator check, that they will verify my employment, and check my current as well as previous rental references as well as my personal references. I request all credit reporting services, banks, courts, employers, landlords and personal references to disclose any pertinent information about me. I certify all answers are true.				
Date:		Applicant 1 Signature:		
Date:		Applicant 2 Signature:		



Rental Reference

APPLICANTS DO NOT COMPLETE THIS FORM.

YOUR LANDLORD OR YOUR LANDLORD'S AGENT MUST COMPLETE THIS FORM. ALL THE APPLICANT NEED TO DO IS FILL IN THEIR NAME, THE ADDRESS OF THE RENTAL THEY RENTED FROM THIS LANDLORD, AND THEN SIGN WHERE IT ASKS FOR APPLICANT'S SIGNATURE.

I, _____, give Haven Realty & Investments LLC permission to obtain information about my previous rental history at:

Please fill in address of property

Signature of applicant

Date

Signature of applicant

Date

Landlord or Agent: Please complete this form and return to Haven Realty & Investments by e-mail.

1. Please specify dates of rental period from ____/____/____ through ____/____/____.
2. Has this tenant ever been late with the rent? _____.
3. a. If yes, how many times _____.
4. Have you ever had a check that was returned from this tenant _____?
5. a. If yes, how many times _____.
6. Has this tenant ever violated their lease? _____.
7. a. If yes, please explain _____.
8. Have you ever posted this tenant with a three day notice? _____.
9. a. If yes, how many times _____.
10. Have you ever started eviction proceedings against this tenant? _____.
11. How has the tenant kept up the property? _____.
12. Would you rent to this tenant again? _____.

This form was completed by:

Name

Company

Phone Number

Signature

Date



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EMPLOYMENT VERIFICATION

NOTE: APPLICANTS DO NOT COMPLETE THIS FORM. This form is to be filled out by your manager or HR Director. Just print your name on the first line, and sign where it asks for signature of applicant.

I, _____, give Haven Realty & Investments permission to obtain information about my current and previous employment history.

To Manager or HR Department: Please complete this form and scan it to Haven Realty & Investments at Rentalsr@HavenRealtyFL.com

Please answer the following questions the best that you can.

What is the applicant's job title? _____

What is the name of the company? _____

What dates was the applicant employed? Beginning _____ / _____
Month Year

Until _____ / _____ or currently still employed (circle if applicable).
Month Year

What is the applicant's salary? _____ per month _____ per year

Is this a full time permanent position? Yes or No (check one) Explain if necessary

Name of person completing this form _____

Position of person completing this form _____

Phone number to reach person completing this form _____

_____ Signature of Applicant

_____ Signature of Person who completed this form