



Phone (321) 622-4374
Fax (321) 610-4979
www.woltersrealtyandpropertymanagementcompany.com
cathy@woltersrealtyandpropertymanagement.com

The Application Process

- 1. The application must be filled out in its entirety. All pages that require signatures must be signed by all applicants.
2. A non-refundable application fee of \$75.00 must be provided along with the application. There will also be a \$75.00, for each additional applicant. Examples: A married couple would be \$150.00, two roommates would be \$150.00, and three roommates would be \$225.00. The application fee must be paid by cash or money order only, no checks will be accepted. No application will be processed without the application fee, NO EXCEPTIONS.
3. A copy or driver's license or other picture ID must be provided with the application. This can be a picture emailed or texted.
4. We run a thorough credit check, a background check, and criminal history through public records, a sexual predator check and check with current or past landlords and employers. Please provide current phone numbers for landlords and employers, not doing this, will delay your application.
5. The information we collect, is passed on to the property owner, who makes the final decision and all decisions regarding the property. Our company does not make the final decision.
6. Wolters Realty will contact the applicant to let them know if their application is approved or denied .
7. If your application is denied because of credit, we will not provide you with the credit report or tell you of its contents but will provide you with the name of the credit reporting agency so you may receive a free copy of your credit report.
8. Applicants will be required to pay the security deposit at the time application approval, or as soon as possible, thereafter. The property will not be removed from the rental market until we have an approved application and the security deposit. Until that time, we are required to continue to show the property and accept applications. An approved application alone, does not guarantee you the property, nor does the security deposit without the approved application. If you want to secure the property as soon as your application is approved, you should include the deposit with your application. If your application is not approved, the deposit will be returned to you. Personal checks will not be accepted for the security deposit.
9. Applicants must make arrangement to sign their lease, within five days of application approval, unless other arrangements have been made.
10. Multiple Applications —It is entirely possible that Wolters Realty may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what the owner deems the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Wolters Realty to expend time and cost in credit reports, criminal reports, and other administrative costs. Hence, it is our policy that the application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee. If we have an application at the time you put yours in, we will let you know.
11. In the event that an application is approved, the security deposit paid and the property removed from the rental market, and the applicant fails to enter into a lease, the deposit will be forfeited. If the application is approved, the deposit shall be applied to the required security deposit.

Applicants Signature _____ Date: _____

Applicants Signature: _____ Date: _____



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Resident Selection Criteria

1. All applicants over the age of 18 must submit a fully completed, dated and signed rental application and pay the application fees before application will be processed. You may not submit an application, if you under the age of 18.
2. The application fee must be paid by cash or money order only, no checks will be accepted.
3. We will not consider an application, if you have had an eviction filed on you in the past.
4. Applicants should have a **combined gross income of at least three times the monthly rent.** We reserve the right to require a co-signer.
5. Self employed applicants may be required to produce two years of tax returns or 1099s.
6. Non employed individuals must provide proof of income.
7. All sources of income must be verifiable if needed to qualify for the rental unit.
8. Criminal records should not contain convictions for felonies in the past seven years and no sexual offenses ever.
9. Previous rental history from landlords should reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to unit or failure to leave the property clean and without damage at the time of lease termination.
10. Most insurance companies will not insure certain aggressive breeds of dogs. If you own any one of these **Insurance Company Prohibited Dog's**, we will not rent to you, period. Akita, Alaskan Malamute, American Staffordshire Terrier, Bullmastiff, Chow, Dalmatian, Doberman Pinscher, Eskimo Spitz, German Shepherd, Giant Schnauzer, Great Dane, Husky, Pit Bull, Presa Canario, Rottweiler, Saint Bernard, Wolf Hybrid and any mixed breed dog that includes one of these breeds. We may ask for a pet interview.
11. Any exceptions to these criteria will need to be submitted in writing, for the landlord to consider. If approval is given for such exceptions, a last month's rent, an additional security deposit, cosigners, and/or additional advance rent payments may be required.

Applicants Signature _____ Date: _____

Applicants Signature _____ Date: _____



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Rental Application

Prior to filling out this application, you must read the two previous pages, the Application Process, and the Residential Selection Criteria

What is the address of the property you are applying for:		
Name of Realtor that showed you the Property:		
Company of Realtor:		
When would you like to move in?		
Today's Date:	Lease Term:	
Do you have any pets?	How many?	
Type:	Breed?	Weight?
Are you current on the animals shots? Yes or No circle one		
Can you provide proof if requested?		
Please see number 10 of our Resident Selection Criteria for which breeds of dogs we will not accept		
Applicant One:		
Name:	Social Security #	
Birth date:	Driver's License#	
E-mail address:	Best Phone #	
Current street address:		
City:	State:	Zip:
Additional Phone Numbers: Work:	Home:	
How long at this address?		
Circle one: Do you rent or own?	Monthly Payment Amount?	
How many people currently live with you?		
What is your reason for leaving?		
Name of current Landlord:	Phone number:	
Previous street address:		
City:	State:	Zip:
Did you rent or own at this address?	Circle one How long at this address?	
Monthly Payment Amount?		
Name of previous landlord:	Phone #	
Reason for leaving?		
Name of Current Employer:		
Address of Current Employer:		
City:	State:	Zip:
Phone number of current employer:		
Position/Job Title:	Employed Since:	
Current Rate of pay:	Monthly	Yearly circle one
Name of supervisor:	Phone Number:	
Other income?		
If you have been at this job for less than one year, please list your previous employer:		
Name of previous Employer:		
Address of Previous Employer:		
City:	State:	Zip:

Applicant Two			
Name:			Social Security #
Birth date:	Driver's License#		
E-mail address:	Best Phone #		
Current street address:			
City:	State:	Zip:	
Additional Phone Numbers: Work:		Home:	
How long at this address?			
Circle one: Do you rent or own?		Monthly Payment Amount?	
How many people currently live with you?			
What is your reason for leaving?			
Name of current Landlord:		Phone number:	
Previous street address:			
City:	State:	Zip:	
Name of previous landlord:		Phone #	
Reason for leaving?			
Name of Current Employer:			
Address of Current Employer:			
City:	State:	Zip:	
Phone number of current employer:			
Position/Job Title:		Employed Since:	
Current Rate of pay:		Monthly	Yearly circle one
Name of supervisor:		Phone Number:	
Other income?			
If you have been at this job for less than one year, please list your previous employer:			
Name of previous Employer:			
Address of Previous Employer:			
City:	State:	Zip:	
Position/Job Title:		Employed from	-
Phone Number of previous employer:			
Do you pay child support or alimony?		If yes, how much?	
Do you receive child support or alimony?		If yes, how much	
All Applicants please answer these questions:			
If the answer to any of these questions is yes, please put the applicants name that it pertains to, and explain below:			
Have you ever been evicted?			
Have you ever broken a lease?			
Have you ever filed bankruptcy?			
Have you ever been foreclosed on?			
Have you ever been served with a three-day notice?			
Have you ever been convicted of a crime?			
If you or anyone else in your household answered yes to any of these questions, please explain:			
Do you smoke? Yes or No circle one			
Please list the names and ages of any additional occupants (children) that will reside at this property.			

References:		
Name:		Phone#
Address:		
City:	State:	Zip:
Relationship:		
How long known:		
Email:		
Name:		Phone#
Address:		Relationship:
How long known:		
Name:		Phone#
Address:		Relationship:
City:	State:	Zip:
Relationship:		
How long known:		
Email:		
<p>I hereby apply for this rental property. I understand that this application is subject to approval, and that the application fee is non-refundable.</p>		
<p>I understand that by signing this application, a binding offer to rent/lease the said property is created. In the event that the landlord approves this application, and I fail to enter into a lease or accept said property, my deposit will be forfeited and used as liquidated damages.</p>		
<p>If my application is accepted, I agree to sign a lease within five days, unless other arrangements are made. I hereby authorize Wolters Realty & Property Management Company, to verify the information provided on this application. I understand that they will run a credit report, a criminal background, a sexual predator check, and that they will verify my employment, check my current well as previous rental references, and my personal references. I ask all credit reporting services, banks, courts, employers, landlords and personal references to disclose any pertinent information about me. I certify that all of my answers are true.</p>		
Applicant One Signature:		Date:
Applicant Two signature:		Date:



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EMPLOYMENT VERIFICATION FORM

NOTE: APPLICANTS DO NOT COMPLETE THIS FORM. YOUR MANAGER OR HR DEPARTMENT MUST COMPLETE THE FORM. Just fill in your name and sign it and return it with your completed application. This will authorize Wolters Realty to fax or email it your employer.

Applicant:

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

Signature of Applicant

Employer: This section should only be filled out by a Manager or HR Department, not the applicant. Please complete this request and return by Fax or e-mail to Wolters Realty at the above fax # or e-mail address.

1. Please Specify Dates of Employment: Period Beginning _____ Ending _____ (if applicable)
2. What is the applicant's (employee's) salary? _____ per month _____ per year
If an hourly rate, how much per hour? _____
How many hours per week does the applicant(employee)work? _____
3. Is this a permanent or temporary position? circle one

Name of the person completing this form: _____

Position of the person completing this form: _____

Signature of Person Completing This Form: _____

Phone Number: _____



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RENTAL REFERENCE FORM

NOTE: APPLICANTS DO NOT COMPLETE THIS FORM. YOUR LANDLORD OR AGENT MUST COMPLETE THE FORM. JUST FILL IN YOUR NAME ON THE FIRST LINE AND SIGN WHERE IT ASKS FOR THE APPLICANT'S SIGNATURE.

_____, give Wolters Realty permission to obtain information about my previous rental history.
Signature of applicant _____

Landlord or Landlord's Agent: Please, complete this request and return by Fax or e-mail to the above fax number or e-mail address. Please answer the following questions to the best of your ability:

Please Specify Dates of Rental Period: Beginning _____ Ending _____

Has tenant ever been late with their rent? YES or NO (please circle one) If yes, how many times? _____

Has tenant ever violated their lease? YES or NO (please circle one) If yes, please explain: _____

Have you have had any complaints about this tenant? YES or NO (please circle one) If yes, please explain: _____

Have you ever started eviction proceedings against this tenant? YES or NO (please circle one) If yes, please explain: _____

Has the tenant kept the property in good condition? YES or NO (please circle one) if no please explain: _____

Would you rent to this tenant again? YES or NO (please circle one) If NO, please explain: _____

Signature of Prior Landlord or Agent _____
Name _____ Phone Number _____
Company _____