



**SENNETT
REALTY
GROUP, INC.**

RENTAL APPLICATION

Rental Procedure for All Prospective Tenants

1. Pick up the Rental List. Drive by the rental unit. If it is vacant, feel free to walk around the unit. Please do not disturb the tenant if the unit is occupied.
2. If interested in the unit, fill out a rental application. Bring your picture ID, Social Security card, proof of income and the application to our office.
We Cannot process your application without proper ID.
3. After reviewing the completed application and pre-qualifying, a time will be scheduled to meet you at the rental unit.
4. Once you have chosen your rental, you will give our office cash or 2 money orders for:
 - A. A \$50.00 non-refundable Application Fee. (Money Order #1 or Cash)
 - B. A minimum of \$150.00 towards your Security Deposit (Money Order #2 or Cash)
(Deposit holds property while credit report and background check is completed.)
5. If approved, you will be contacted to reconfirm your move-in date. You must notify Sennett Realty Group, Inc. within 24 hours of making deposit to receive refund, if you change your mind about the unit. Security Deposit will be returned if your application is denied.
6. Utilities, unless stated, are the sole responsibility of the tenant. It will be the tenant's responsibility to activate and deliver Security Deposit to utility company.

Sennett Realty Group, Inc.
1034 West Dixie Avenue
Leesburg, Florida 34748
Office: 352.326.0411
Fax: 352.728.5255
www.sennett.com



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RENTAL APPLICATION

DATE: _____ REFERRED BY: _____

NAME: _____ SS# _____ DOB _____

List other names, aliases or maiden name: _____

Property of interest: _____ Move-In Date: _____

APPLICANT'S PRESENT MAILING & RESIDENTIAL ADDRESS

Street: _____ City: _____ State: _____ Zip Code: _____

P.O. Box: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

PRESENT LANDLORD OR MORTGAGE CO.: _____

Landlord's Address: _____ Phone: _____

Current Monthly Rent or Payment: \$ _____ () Rent () Own () Board

How long at current address: _____

Reason for leaving: _____

If less than four years, prior address: _____

Prior Landlord: _____ Phone: _____

PRESENT EMPLOYMENT

Employed By: _____ How Long: _____ Phone: _____

Address: _____ Monthly Income: _____

Job Title: _____ Supervisor: _____

OTHER INCOME

Source of Income: _____ Monthly Income: \$ _____

Person to Ask For: _____ Phone: _____

PRIOR EMPLOYMENT

Employer: _____ How Long: _____ Phone: _____

Address: _____ Monthly Income: _____

RENTAL APPLICATION Cont.

REFERENCES

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

BANK REFERENCES

Bank Name: _____ Address: _____ Phone: _____

Savings Account #: _____ Checking Account #: _____

PERSONS TO OCCUPY RENTAL UNIT (Including Application, if applicant is occupying rental)

Name: _____ Relationship: _____ Date of Birth: _____ Age: _____

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Name: _____ Relationship: _____ Date of Birth: _____ Age: _____

Name: _____ Relationship: _____ Date of Birth: _____ Age: _____

PETS

Yes () No () Number of Pets: _____ Breed: _____ Weight: _____ Name: _____

VEHICLE INFORMATION

Description of Vehicle: _____ Tag #: _____

Description of Vehicle: _____ Tag #: _____

CONTACT IN CASE OF EMERGENCY

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Have you ever had an eviction filed or left owing money to an owner or landlord?

Applicant: Yes () No () Spouse: Yes () No ()

Have you applied for residency in the past 2 years, but not moved in?

Applicant: Yes () No () Spouse: Yes () No ()

Have you ever had adjudication withheld or been convicted of a crime?

Applicant: Yes () No () Spouse: Yes () No ()

If you answer yes to any of the above questions, please explain below:

RENTAL APPLICATION Cont.

Applicant agrees to pay **\$50.00 for a non-refundable application-processing fee.** In addition, applicant agrees to pay \$150.00 minimum as a partial Security Deposit on this rental unit. The Security Deposit Addendum states the agreement and conditions for the refund of said Security Deposit once the applicant enters into a written Rental Agreement with Agent/Owner. It is understood that if application is not approved, the amount of deposit, LESS the application fee, will be returned to applicant. **The payment of partial Security Deposit may only be refunded if the applicant cancels this application with written notice within 24 hours of date and time of application, or if the applicant is not approved.**

If application is approved and rental agreement is entered into, the amount already paid (LESS the application fee) will be applied to the Security Deposit required. If deposit is to be used to hold a certain property off the rental market for over twenty-four (24) hours from the date and time of application and the rental agreement is not executed or applicant fails to move in on the agreed upon date, the entire deposit will be forfeited and will be retained by SENNETT REALTY GROUP, INC. and/or owner as liquidated damages.

This application is preliminary only and does not obligate SENNETT REALTY GROUP, INC., owner or owner's agent to execute a lease or deliver possession of the proposed premises. No oral agreements have been made.

AUTHORIZATION OF RELEASE OF INFORMATION Applicant(s) represent that all of the above information and statements on the application for rental are true and complete, and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records and credit reports. This application must be signed before it can be processed. Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of the application, termination of right of occupancy and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of the state.

Applicant does hereby agree to provide SENNETT REALTY GROUP, INC. with picture ID or Driver's License and date of birth of applicant, and if agent/owner desires, the same for all occupants of rental unit and any of applicant's family members living at the rental property listed on this application as occupants.

The undersigned does hereby agree to and understands the above statements regarding Security Deposit, Agency, Public Records Search and Credit Report. The applicant does read/speak English and has read this document in full or has had it fully translated to him/her.

Signature: _____ **Date:** _____

Application received at Sennett Realty Group, Inc. on: _____ **by:** _____
Date Sennett Staff

REQUIRED TO PROCESS APPLICATION

- Copy of Drivers License**
- Copy of Social Security Card**
- Proof of Income**