



**QUEST**  
REAL ESTATE, LLC

4250 Lakeside Drive, Suite 212  
Jacksonville, FL 32210  
904.373.9171  
FAX 904.381.4313

Licensed Real Estate Broker ♦ Tenant Placement ♦ Property Management

## RESIDENT APPLICATION CRITERIA

**\*Applicants must provide a copy of a valid state-issued photo identification card or a driver's license.\***

**APPLICATION REQUIREMENTS:** All adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee.

**A non-refundable application fee of \$40 will be required for all adult applicants. Fee payable in certified funds only, or online via PayPal at [www.AccentFlorida.com](http://www.AccentFlorida.com) (click on the link to pay your app fee online).**

**INCOME:** Applicants must have a combined household income of at least two times the monthly rent. We reserve the right to require a co-signer. A minimum of two years of residential history is required. Self-employed applicants are required to produce, upon request, two years of tax returns or 1099s. Non-employed individuals must provide proof of income. All sources of other income must be verifiable if needed to qualify for a rental unit.

**CREDIT REPORTING:** In the event of non-compliance with the terms of your rental agreement or failure to pay rent as agreed, we reserve the right to report these issues to any or all of the various credit reporting agencies. This is a company policy.

**BACKGROUND CHECK:** Criminal records must contain no convictions for felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.

**RENTAL/MORTGAGE HISTORY:** Previous rental/mortgage history must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbance or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at the time of lease termination.

**PET POLICY:** No pets (with the exception of medically necessary pets in which case, a physician's note is required) of any kind are permitted without specific written permission of AGENT in the lease documents, an addendum to the lease, a non-refundable pet fee acceptable to the owner/agent and/or additional pet deposit and/or additional monthly pet rent. Pet rents are established on a per property basis. Pet rent and deposits are waived for medically necessary pets.

**HOLDING DEPOSIT:** Applicants will be required to pay, via certified funds (no personal checks accepted), a holding deposit equal to 100% of one month's rent within twenty-four (24) hours of being notified of acceptance or the dwelling will not be reserved for the approved applicant. We reserve the right to require an additional deposit and/or additional prepaid rent. We require this holding 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.

**LIQUID FURNITURE:** Liquid furniture, (i.e.: water beds), is acceptable provided that the home is structurally safe for the weight and the applicant provides proof of insurance naming the owner as beneficiary of any claim paid. The applicant will be responsible for 100% of any repairs and or replacements that are caused by liquid furniture malfunctions or abuse.

**OCCUPANCY REQUIREMENTS:** The number of occupants must be in compliance with HUD standards and guidelines for the applied for unit. The standards are as follows:

No more than 2 persons may occupy a 1 bedroom dwelling.

No more than 4 persons may occupy a 2 bedroom dwelling.

No more than 6 persons may occupy a 3 bedroom dwelling.

No more than 8 persons may occupy a 4 bedroom dwelling.

**NO VERBAL AGREEMENTS:** Any exceptions to our criteria must be submitted in writing to the owner/agent for consideration. If approval is then given for such exceptions, additional security, co-signers and/or additional advance rent payments may be required. No verbal agreements will be executed or honored. Any agreements must be in writing and signed by both parties.

**By signing below, I indicate that I have read the above RESIDENT APPLICATION CRITERIA statement and fully agree to its stipulations.**

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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## RESIDENTIAL APPLICATION TO RENT

**\*ALL FIELDS ARE REQUIRED\***

DATE \_\_\_\_\_

PROPERTY APPLYING FOR \_\_\_\_\_ ANTICIPATED MOVE-IN DATE \_\_\_\_\_

### APPLICANT 1

NAME \_\_\_\_\_ DOB \_\_\_\_\_  
LAST FIRST M.I. xx/xx/xxxx

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DL NUMBER & ISSUING STATE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY/STATE ZIP CODE

### AGENT OR CURRENT MORTGAGE COMPANY:

NAME/ PHONE \_\_\_\_\_

CURRENT MONTHLY PAYMENT \$ \_\_\_\_\_ HOW LONG AT THIS ADDRESS? \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_  
STREET CITY/STATE ZIP CODE

CURRENT MONTHLY INCOME \$ \_\_\_\_\_ SOURCE/EMPLOYER \_\_\_\_\_

SUPERVISOR PHONE \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

ADDITIONAL MONTHLY INCOME \$ \_\_\_\_\_ SOURCE/EMPLOYER \_\_\_\_\_

### BANK INFORMATION:

BANK NAME \_\_\_\_\_ CHECKING ACCOUNT NUMBER \_\_\_\_\_ SAVINGS ACCOUNT NUMBER \_\_\_\_\_

### REFERENCES IN CASE OF EMERGENCY:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_

**APPLICANT 2**

NAME \_\_\_\_\_ **DOB** \_\_\_\_\_  
LAST FIRST M.I. xx/xx/xxxx

\_\_\_\_\_ **HOME PHONE** \_\_\_\_\_ **WORK PHONE** \_\_\_\_\_ **CELL PHONE**

\_\_\_\_\_ **SOCIAL SECURITY NUMBER** \_\_\_\_\_ **DL NUMBER & ISSUING STATE** \_\_\_\_\_ **E-MAIL ADDRESS**

**PRESENT ADDRESS** \_\_\_\_\_  
STREET CITY/STATE ZIP CODE

**AGENT OR CURRENT MORTGAGE COMPANY**

NAME/ PHONE \_\_\_\_\_

CURRENT MONTHLY PAYMENT \$ \_\_\_\_\_ HOW LONG AT THIS ADDRESS? \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_  
STREET CITY/STATE ZIP CODE

CURRENT MONTHLY INCOME \$ \_\_\_\_\_ SOURCE/EMPLOYER \_\_\_\_\_

SUPERVISOR PHONE \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

ADDITIONAL MONTHLY INCOME \$ \_\_\_\_\_ SOURCE/EMPLOYER \_\_\_\_\_

		YES	NO
Have you ever been evicted?	Applicant 1	<input type="checkbox"/>	<input type="checkbox"/>
	Applicant 2	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever broken a rental or lease agreement?	Applicant 1	<input type="checkbox"/>	<input type="checkbox"/>
	Applicant 2	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever declared bankruptcy?	Applicant 1	<input type="checkbox"/>	<input type="checkbox"/>
	Applicant 2	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been sued for non-payment of rent?	Applicant 1	<input type="checkbox"/>	<input type="checkbox"/>
	Applicant 2	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been sued for damages to rental property?	Applicant 1	<input type="checkbox"/>	<input type="checkbox"/>
	Applicant 2	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been arrested?	Applicant 1	<input type="checkbox"/>	<input type="checkbox"/>
	Applicant 2	<input type="checkbox"/>	<input type="checkbox"/>
Do you currently have any pets or plan to acquire any in the near future?	Applicant 1	<input type="checkbox"/>	<input type="checkbox"/>
	Applicant 2	<input type="checkbox"/>	<input type="checkbox"/>

**VEHICLES**

MAKE & MODEL	COLOR	YEAR	TAG NUMBER
MAKE & MODEL	COLOR	YEAR	TAG NUMBER
MAKE & MODEL	COLOR	YEAR	TAG NUMBER

**OTHER PROPOSED OCCUPANTS**

NAME	DOB	S.S. #	RELATIONSHIP
NAME	DOB	S.S. #	RELATIONSHIP
NAME	DOB	S.S. #	RELATIONSHIP

APPLICANT ACKNOWLEDGES THAT THIS APPLICATION, INCLUDING EACH PROSPECTIVE OCCUPANT NAMED HEREIN, IS SUBJECT TO APPROVAL, AND THAT SAID APPLICATION MAY BE REJECTED BY THE AGENT OR HIS AGENT WITHOUT EXPLANATION. IF THIS APPLICATION IS APPROVED, APPLICANT AGREES TO EXECUTE, AFTER NOTICE OF APPROVAL, A RENTAL AGREEMENT PRIOR TO TAKING POSSESSION OF THE PREMISES, AND TO PAY ANY BALANCE DUE AS INDICATED ABOVE. APPLICANT ACKNOWLEDGES THAT THE APPLICATION FEE WILL BE APPLIED TO COSTS OF THE NECESSARY CREDIT INVESTIGATION TO BE CONDUCTED BY THE AGENT OR HIS AGENT, THAT SAID COSTS WILL BE INCURRED BY THE AGENT OR HIS AGENT, REGARDLESS OF WHETHER THIS APPLICATION IS APPROVED OR REJECTED, AND THAT THEREFORE THE APPLICATION FEE IS NON-REFUNDABLE.

I HEREBY AUTHORIZE THE AGENT OR HIS AGENT TO VERIFY THE ABOVE INFORMATION FURNISHED BY ME BY CONDUCTING AN INVESTIGATIVE REPORT WHICH MAY INCLUDE BUT NOT LIMITED TO VERIFICATION OF SAID INFORMATION THROUGH CREDIT BUREAUS, MY PRESENT AND FORMER AGENT/MORTGAGE COMPANY, AND OTHER SOURCES TO CONSTITUTE AN INVESTIGATIVE CONSUMER REPORT. I HEREBY WAIVE ANY CLAIM FOR DAMAGES BY REASON OF NON-ACCEPTANCE OF THIS APPLICATION. IN THE EVENT THAT APPLICANT REFUSES TO MOVE INTO PROPERTY ONCE ACCEPTED, SECURITY DEPOSIT SHALL BE FORFEITED.

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature Date



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## EMPLOYMENT VERIFICATION AND RELEASE

\*SEPARATE FORM REQUIRED FOR EACH APPLICANT\*

PLEASE PRINT LEGIBLY

PROSPECTIVE

TENANT'S NAME \_\_\_\_\_

LAST

FIRST

M.I.

DATE \_\_\_\_\_

EMPLOYER'S INFORMATION:

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY PHONE

\_\_\_\_\_  
COMPANY FAX

\_\_\_\_\_  
COMPANY ADDRESS

I GIVE MY PERMISSION TO THE ABOVE REFERENCED EMPLOYER TO ANSWER THE QUESTIONS BELOW FOR THE PURPOSE OF VERIFYING EMPLOYMENT TO HELP DETERMINE RESIDENTIAL RENTAL ELIGIBILITY. UPON COMPLETION, I UNDERSTAND THAT MY EMPLOYER IS REQUIRED TO FAX IT DIRECTLY TO ACCENT OF FLORIDA, INC.

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

Dear Employer,

The above-mentioned employee is being considered for residency in one of the properties managed by Accent of Florida, Inc. The information you provide will be used in part to help determine the applicant's qualification. Please fill out the following form completely and fax it directly to Accent of Florida, Inc. at (888) 854-1925. Thank you for your assistance.

CURRENTLY EMPLOYED? \_\_\_\_\_

IF YES, HOW LONG? \_\_\_\_\_

IF NO, SINCE WHEN? \_\_\_\_\_

JOB POSITION/TITLE \_\_\_\_\_

GROSS MONTHLY SALARY \$ \_\_\_\_\_

\_\_\_\_\_  
EMPLOYER'S PRINTED NAME

\_\_\_\_\_  
EMPLOYER'S SIGNATURE

\_\_\_\_\_  
DATE



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## RENTAL HISTORY VERIFICATION

\*SEPARATE FORM REQUIRED FOR EACH APPLICANT\*

NAME \_\_\_\_\_  
LAST FIRST M.I.

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY/STATE ZIP CODE

DATE \_\_\_\_\_

The above-mentioned applicant is being considered for residency in one of the properties managed by Accent of Florida, Inc. The information you provide will be used in part to help determine the applicant's qualification. Please fill out the following form completely and fax it directly to Accent of Florida, Inc. at (888) 854-1925. Thank you for your assistance.

PRESENT AGENT:

CONTACT INFO \_\_\_\_\_  
NAME PHONE FAX

HOW LONG HAS APPLICANT/TENANT LIVED AT YOUR PROPERTY? \_\_\_\_\_

CAN YOU RECOMMEND THE APPLICANT/TENANT FOR RESIDENCY (If no, please explain)? \_\_\_\_\_

IS THE APPLICANT/TENANT BEING EVICTED (If yes, please explain)? \_\_\_\_\_

DID THE APPLICANT/TENANT PAY RENT AS AGREED TO IN PRESENT LEASE (If no, please explain)? \_\_\_\_\_

DID THE APPLICANT/TENANT MAINTAIN GOOD HOUSEKEEPING (If no, please explain)? \_\_\_\_\_

DID THE APPLICANT/TENANT DAMAGE OR DESTROY THE PROPERTY (If no, please explain)? \_\_\_\_\_

AGENT'S PRINTED NAME \_\_\_\_\_

AGENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_