

# Hallmark of Lake City, Inc

540 W. Duval Street  
Lake City, Florida 32055

### Office use only.

App Fee Paid: \_\_\_\_\_

Rent: \_\_\_\_\_ SD: \_\_\_\_\_

Approved: \_\_\_\_\_ Appt: \_\_\_\_\_

Terms: \_\_\_\_\_ SD Paid/signed: \_\_\_\_\_

Denied: \_\_\_\_\_ Letter: \_\_\_\_\_

Notes:

## Rental Application

PROCESSING will require the following:

1. NON-REFUNDABLE Application Fee of \$50 in the form of Cash or Money-Order. Money-orders must be made payable to Hallmark Real Estate.
2. Copy of prospective tenant's driver's license(s)
3. Previous month's pay stubs

Date: \_\_\_\_\_ Property: \_\_\_\_\_

### Applicant 1:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

DL#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Length of Emp: \_\_\_\_\_ Income per month: \_\_\_\_\_ (Please provide pay stubs)

### Applicant 2:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

DL#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Length of Emp: \_\_\_\_\_ Income per mon \_\_\_\_\_ (Please provide pay stubs)

### Residence History:

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Moved In: \_\_\_\_\_ Rent: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ In: \_\_\_\_\_ Out: \_\_\_\_\_ Rent: \_\_\_\_\_

**Please list all other occupants and ages (If additional occupant is over 18 a separate application must be on file):**

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**Pets: Yes / No If yes: breed and weight:** \_\_\_\_\_

There is a \$500.00 one-time only non-refundable pet fee in properties that will allow pets. Certain breeds will not be allowed for insurance purposes.

**Background:**

- |  |          |
|--|----------|
| 1. Been evicted from a rental either residential or commercial | Yes / No |
| 2. Filled for bankruptcy                                       | Yes / No |
| 3. Been arrested   | Yes / No |
| If so, please explain: _____                                   |          |
| 4. Currently under threat of eviction                          | Yes / No |
| If so, please explain: _____                                   |          |

List vehicle(s) make and model:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Tag Number \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Tag Number \_\_\_\_\_ State \_\_\_\_\_

**Please provide two references that are not related to you:**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Notification:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

## APPLICATION PROCESS

1. It is our practice to meet all the applications face to face. All parties over the age of 18 are required to fill out and sign an application. There is a maximum of 2 adults per application. Each application requires a non-refundable \$50.00 application fee.
2. Based on your credit report we may require that you present at least one (1) years tax returns to verify reported income.
3. Property will be placed on hold with paid application (cash or money-order only) for five (3) days, pending the application processing.
4. Upon application approval, applicant must place into escrow the required Security Deposit and sign a Security Deposit Agreement within three (3) business days. Property will not be placed on hold without the Security Deposit. There are no exceptions.
5. No keys will be issued until the first FULL months' rent and security deposit is paid in full to agency.
6. No property will be held for more than seven (7) calendar days from the date of approval.
7. **Hud and Section 8 program:** You are required to qualify through the same application process as outlined above, you are also responsible for the application fee and Security deposit. The property will not be placed on hold without it. All HUD requirements and required information is the responsibility of the applicant.

## CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT

"I hereby authorize Hallmark Real Estate of Lake City, Inc. to obtain consumer reports, and any other information that is necessary for processing and evaluating this application. I understand that such information may include, but is not limited to credit history, civil and criminal information, records of arrest, rental history, employment/salary detail, vehicle reports, licensing records and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization regarding an update, renewal, extension or collection with respect to or in connection with the rental or lease of a property for which application was made. I hereby agree that all I have stated above is correct and truthful to the best of my knowledge. I understand and agree that this is an application to rent/lease only and that the Property Manager and or Agent may accept more than one application for the Property and using their sole discretion, select the best qualified applicant. I hereby release and hold harmless Hallmark Real Estate of Lake City, Inc., its agents and assigns and any procurer or furnisher of information and I understand that any information on my application or information obtained from my application may be provided to various local, state, and/or federal government agencies, including and without limitations, various law enforcement agencies."

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_