

Application Disclosure

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin."

You may preview any of our available rentals for FREE! Our Property Managers will be happy to show you to our available rental homes at no charge to you. You may also preview our properties 24 hours a day online at our website at www.PalmCoastForRent.com.

Application Processing and Time Frame:

Processing an application normally takes between 1-3 days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee.

No rental property will be held vacant for more than (30) days, unless approved by Management.

Cost:

If you decide to apply to rent one of our properties, there is a \$35.00 (\$50 per couple) per adult application fee that is non-refundable. This must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fees will not be considered and application fees will not be refunded for incomplete applications.

Our leases are currently prepared by an Attorney at Law to comply with State laws. If you are the successful leasing candidate, there is a one-time lease closing cost of \$35.00 to cover our administrative cost and the cost in preparing your lease.

Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.

The Application:

Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your employment; and (4) verify your current and previous landlord references; and (5) complete a criminal background check. We would encourage you not to apply if you have bad credit; bad references have ever been evicted in the past or have a criminal record. Co-signers may be considered on an individual basis.

Notification: Once you have been notified of your approval, you must place (at a minimum) a holding deposit (by cashier's check or money order), equal to at least one month's rent, within 48 hours of your approval notification. Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 48 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.

All applicants must see the interior of the property before an application can be submitted. The property must be accepted in, AS IS condition before an application can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application under **Other Items Requested**, in the contract to lease portion of your application. If your maintenance and repair request are acceptable to Management, then that agreement will be written in the lease or lease addendum. **Verbal representations are non-binding.** In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands the manager may select the applicant desiring the property in AS IS condition, over another applicant requesting maintenance or repairs. In all cases, the application fee is Non-Refundable.

All initial funds, the holding deposit - first months rent and security deposit must be paid by cashiers check or money order. Subsequent months thereafter may be paid by check.

Resident Selection Criteria:

Income: Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing, applicant may provide recent pay stubs. A minimum of two years residential history is required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer and/or a higher security deposit. **Co-signers** are accepted at the managers discretion only, must meet all requirements.

SUNBURST REALTY GROUP, INC • 399 Palm Coast Pkwy NW • Suite 2 • Palm Coast, FL 32137

Office: (386)447-3395 • Fax: (386)447-3389

www.sunburstrealtygroup.com

melodye@sunburstrealtygroup.com

Self employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.

Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the past three (3) years. We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.

If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. **Applicant must not have a felony record** that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.

Valid current photo ID documentation (driver's license, military ID, or State ID) is required.

Previous rental history reports from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.

Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit.

No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Management. in the lease document, (a pet addendum to lease), and an additional Non-refundable pet fee and deposit will be required. Some properties may require higher pet deposit. If a higher pet deposit or rent amount is required, you will be notified at the time of the application. **The following pets will not be accepted under any circumstances, AKITAS, AMERICAN PIT BULL TERRIER, AMERICAN STAFFORSHIRE TERRIER, CHOWS, DOBERMAN PINSCHERS, GERMAN SHERPARDS, GREAT DANES, PIT BULLS, PRESA CANARIO, ROTTWEILERS, WOLF HYBRIDS.**

Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.

Any exceptions to these criteria will need to be submitted in writing to Management for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional higher rent may be required.

Other Issues:

Rents quoted are the rental amounts due if paid on time, (on or before the 1st of each month by 5:00 PM). If rent is not paid on time a late fee will be assessed.

Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Managements prior approval.

Multiple Applications - It is entirely possible that Management 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 we (in our sole discretion) deem 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 Management to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence, 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.

This Rental Process and Application Disclosure is hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.

Applicant 1 Initials

Applicant 2 Initials

SUNBURST REALTY GROUP, INC • 399 Palm Coast Pkwy NW • Suite 2 • Palm Coast, FL 32137

Office: (386)447-3395 • Fax: (386)447-3389

www.sunburstrealtygroup.com

melodye@sunburstrealtygroup.com

APPLICATION AGREEMENT

Sunburst Realty Group, Inc understands that moving to a new home can be both exciting and stressful. Our mission is to make this process as smooth and stress free as possible. Below you will find a "checklist" of things we need your help with in order to get you into your new home as soon as possible.

PLEASE FILL OUT THIS FORM COMPLETELY. Once we have processed your application, someone will be in touch with you shortly thereafter with your results. Please contact us if you have any questions or concerns.

REQUIRED DOCUMENTS FOR VERIFICATION:

- Driver's license or current I.D. card
- A copy of your most recent paystub or paystubs.

PERSONAL INFORMATION		<input type="radio"/> Individual (\$50.00 Application Fee)	<input type="radio"/> Joint (\$100.00 Application Fee)
APPLICANT 1: <input type="radio"/> SMOKER <input type="radio"/> NON-SMOKER			
First:	Middle:	Last:	
Marital Status:	Single	Married since _____	Divorced since _____ Former Spouse: _____
Birth Date:	SSN:	Driver's License: State Issued _____	DL#: _____
Email:	Cell Phone 1:	Cell Phone 2:	
APPLICANT 2: <input type="radio"/> SMOKER <input type="radio"/> NON-SMOKER			
First:	Middle:	Last:	
Marital Status:	Single	Married since _____	Divorced since _____ Former Spouse: _____
Birth Date:	SSN:	Driver's License: State Issued _____	DL#: _____
Email:	Cell Phone 1:	Cell Phone 2:	
PROPERTY YOU'RE APPLYING FOR			
Address: _____			
(cont.): _____			
City:	State:	Zip Code:	
Move-In Date:	Section 8 Requested:	<input type="radio"/> Yes <input type="radio"/> No	
Prospective Tenant requests the following conditions, appliances (refrigerator, range, dishwasher, clothes washer, clothes dryer, etc.), repairs, improvements, or enhancements as a part of this offer to the lease:			

CURRENT AND FORMER ADDRESSES			
APPLICANT 1 – CURRENT ADDRESS:		Home Phone: _____	
Address:	_____	Lived here since:	_____
(cont.):	_____	Rent per month: \$	_____
City:	State:	Zip Code:	
Landlord:	_____	Landlord Phone: _____	
Address:	_____		
(cont.):	_____		
City:	State:	Zip Code:	

Is rent up to date? Yes No Have you given notice? Yes No Have you been asked to leave? Yes No

APPLICANT 1 – PREVIOUS ADDRESS:

Address: _____ Lived here since: _____
(cont.): _____ Rent per month: \$ _____
City: _____ State: _____ Zip Code: _____
Landlord: _____ Landlord Phone: _____

Address: _____
(cont.): _____
City: _____ State: _____ Zip Code: _____

Was rent up to date? Yes No Did you given notice? Yes No Were you been asked to leave? Yes No

APPLICANT 2 – CURRENT ADDRESS:

Home Phone: _____

Address: _____ Lived here since: _____
(cont.): _____ Rent per month: \$ _____
City: _____ State: _____ Zip Code: _____
Landlord: _____ Landlord Phone: _____

Address: _____
(cont.): _____
City: _____ State: _____ Zip Code: _____

Is rent up to date? Yes No Have you given notice? Yes No Have you been asked to leave? Yes No

APPLICANT 2 – PREVIOUS ADDRESS:

Address: _____ Lived here since: _____
(cont.): _____ Rent per month: \$ _____
City: _____ State: _____ Zip Code: _____
Landlord: _____ Landlord Phone: _____

Address: _____
(cont.): _____
City: _____ State: _____ Zip Code: _____

Was rent up to date? Yes No Did you given notice? Yes No Were you been asked to leave? Yes No

EMPLOYMENT

APPLICANT 1 – EMPLOYER:

Employer Name: _____ Since: _____ Job Title: _____
Address: _____
(cont.): _____
City: _____ State: _____ Zip Code: _____

Describe your job: _____

Supervisor's name: _____ Phone: _____ Hours/week: _____

APPLICANT 2 – EMPLOYER:

Employer Name: _____ Since: _____ Job Title: _____
Address: _____
(cont.): _____

City: _____ State: _____ Zip Code: _____

Describe your job: _____

Supervisor's name: _____ Phone: _____ Hours/week: _____

OCCUPANTS: Number to occupy the subject residence: _____

NAME	RELATIONSHIP TO YOU	BIRTHDATE	CONTACT PHONE

PETS

Will you have pets? Yes No If yes, how many? _____

NAME	BREED	AGE	WEIGHT

AUTOMOBILES

AUTO #1: Year: _____ Make: _____ Model: _____ Color: _____
State Registered In: _____ License Plate #: _____ Lien Holder: _____

AUTO #2: Year: _____ Make: _____ Model: _____ Color: _____
State Registered In: _____ License Plate #: _____ Lien Holder: _____

AUTO #3: Year: _____ Make: _____ Model: _____ Color: _____
State Registered In: _____ License Plate #: _____ Lien Holder: _____

INCOME DETAILS

Current Income: \$ _____ Weekly Biweekly Monthly Yearly Source: _____
Current Income: \$ _____ Weekly Biweekly Monthly Yearly Source: _____
Current Income: \$ _____ Weekly Biweekly Monthly Yearly Source: _____
Other Income: \$ _____ Weekly Biweekly Monthly Yearly Source: _____

Bank/Credit Union: _____ Acct. #: _____

Bank/Credit Union: _____ Acct. #: _____

REFERENCES

Relative: _____ Relation: _____
Address: _____ Phone: _____
(cont.): _____
City: _____ State: _____ Zip Code: _____

Non-Relative: _____ Relation: _____
Address: _____ Phone: _____
(cont.): _____
City: _____ State: _____ Zip Code: _____

Non-Relative: _____ Relation: _____
Address: _____ Phone: _____
(cont.): _____
City: _____ State: _____ Zip Code: _____

CREDIT ACCOUNTS (Current open accounts – including credit cards)

Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No

ADDITIONAL DETAILS (Explain any "YES" answers in the box provided below)

Has any applicant ever been sued for bills? Yes No
Has any applicant ever been bankrupt? Yes No
Has any applicant ever broken a lease? Yes No
Has any applicant ever been sued for eviction? Yes No
Has any applicant ever been guilty of a felony? Yes No
Is the total move-in amount available now?
(first month and deposit) Yes No

Name in which utilities are now billed: _____ Utility Acct #: _____

APPLICANT'S AUTHORIZATION

Upon approval, we will notify you and make arrangements for you to sign the rental agreement within three days of the notification. If the landlord/property owner requests additional information or a co-signor to satisfy any credit issues, we are qualified to guide you, and help you resolve any hurdles. If the landlord/property owner denies your application, you may be contacted with other potential rentals. Until we receive the full security deposit, the property will remain "for rent".

At this time, you MAY elect to pay a partial or full security deposit in order to hold the property. In the event that your application is rejected, you will be fully refunded.

Applicant(s) hereby authorizes Sunburst Realty Group, Inc to verify all information within this application through any sources deemed necessary to approve applicant(s).

Applicant hereby attests that all the information submitted is true, accurate and complete to the best of Applicant's knowledge. Sunburst Realty Group, Inc reserves the right to deny tenant should tenant not meet the owner's rental criteria.

I(WE) HEREBY AUTHORIZE ANY PERSON OR FIRM TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A COPY OF THIS FORM AT ANY TIME.

By signing your name(s) below, as the "Applicant(s)", herein referred to as the subject of the information provided, you agree that the act of doing so shall be considered your legally binding signature.

I(WE) authorize Sunburst Realty Group, Inc to verify all information provided on this application and to charge my credit/debit card for the specified application fee. I(WE) acknowledge that I(WE) have read, accept and understand the Application Disclosure Addendum provided to me(us) with this application and by Sunburst Realty Group, Inc.

Applicant 1 – Signature

Date Signed

Applicant 1 – Printed Name

Applicant 2 – Signature

Date Signed

Applicant 2 – Printed Name