

To assure our residents a well-maintained community, as well as enjoyable neighbors, we require that all prospective residents meet the below qualifying criteria. All occupants 18 years of age or older must complete an application. **Application fee is \$50.00/person and must be paid at the time the application is submitted in order to process.**

#### **Income**

- Applicant(s) combined income must be three times the monthly rent amount.
- If applicant is retired then ratio required is 2 times the monthly rent.
- Income amounts must be verified in writing, applicant(s) may provide recent pay stubs.
- If applicant is self employed, then most recent tax returns or statement from CPA is acceptable.
- Any supplement incomes must be verified in writing, if needed to qualify.

#### **Rental History**

- Applicant must have verifiable rental/mortgage history during the past 12 months. Negative rental history, eviction or outstanding monies owed to a previous landlord are unacceptable.
- If applicant has rented from a private landlord, then applicant must provide most recent 3 canceled check or money order receipts of rental payments made to private landlord.
- If applicant has **NO** prior verifiable rental history an additional security deposit up to a full month's rent may be required.

#### **Credit History**

- Applicant must have a satisfactory credit rating obtained from a major credit bureau.
- Negative credit history, other than not fulfilling terms of a lease contract, will be considered provided there are more positive accounts than negative accounts.
- If applicant has little or no prior credit history, an additional security deposit up to a full month's rent may be required.

#### **Criminal History**

- Felony convictions may be grounds for denial. Convictions against persons or property, prostitution or drug related offenses may be grounds for denial.

#### **Renters Liability Insurance**

- Applicant agrees to purchase renter's liability insurance and provide proof of said insurance prior to occupancy.
- BMG has a program available to residents to purchase policies through Assurant Specialty Property. However, residents are under no obligation to purchase insurance through this specific program.

*We do business in accordance with the Federal Fair Housing Law. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status or disability.*

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Applicant Signature/Date

**APPLICATION FOR RENTAL**

Last Name	First	Middle	Birthdate	So. Sec. No.
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Other Occupants	Relationship to you
1. _____	_____
2. _____	_____
3. _____	_____

**Part I Residence History**

Present Address	City/State/Zip	How Long?	Own/ Rent?
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Name & Address of Present Landlord/Mortgage Co.	Rent/Mortgage Pmt? \$	Phone Number
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Previous Residence Address	City/State/Zip	How Long?	Own/ Rent?
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Name & Address of Previous Landlord/Mortgage Co.	Rent/Mortgage Pmt? \$	Phone Number
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**Part II Employment History - Past two years**

Employed by	Supervisor's Name	How long?
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Phone Number & Fax Number	Position Held/Occupation	Salary
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Previously Employed by	Supervisor's Name	How long?
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Phone Number	Position Held/Occupation	Salary
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Previously Employed by	Supervisor's Name	How long?
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Phone Number	Position Held/Occupation	Salary
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Previously Employed by	Supervisor's Name	How long?
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Phone Number	Position Held/Occupation	Salary
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**Additional Income**

Additional Income such as child support, alimony, or separate maintenance need not be disclosed unless such additional income is to be included for qualifications hereunder

Source: \_\_\_\_\_ Amount of \$ \_\_\_\_\_ per \_\_\_\_\_

**Part III Applicant's Signature**

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

Applicant's signature assures that all forgoing information provided to Berkshire Management Group, LLC is true and accurate to the best of the applicant's knowledge. Any false information will be subject for termination of application process. Also by signing the application, you give consent to Berkshire Management Group, LLC to have the right to contact your current employer and landlord for verification purposes only.



3020 S. Florida Ave., Ste. 323  
Lakeland, FL 33803  
863.940.9789  
863.619.7995 FAX  
www.RentWithBerkshire.com

**PLEASE ANSWER YES OR NO TO THE FOLLOWING QUESTIONS. IF YES, PLEASE EXPLAIN IN DETAIL THE CIRCUMSTANCES REGARDING THE SITUATION ON THE LINE PROVIDED.**

Have you ever had an eviction filed against you?

No \_\_\_\_\_ Yes, \_\_\_\_\_

Have you ever left owning money to any owner or landlord?

No \_\_\_\_\_ Yes, \_\_\_\_\_

Have you applied for residency anywhere in the past 2 years, but did not move in?

No \_\_\_\_\_ Yes, \_\_\_\_\_

Have you ever had adjudication withheld or been convicted of a felony and/or misdemeanor?

No \_\_\_\_\_ Yes, \_\_\_\_\_

**REFERENCES:**

Please provide **THREE** references with their name, phone number, and relationship to you. **Do not list any family members as references.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Vehicle Information:**

**DRIVER'S LICENSE#:** \_\_\_\_\_ **VEHICLE TAG#:** \_\_\_\_\_

**MAKE, MODEL, COLOR:** \_\_\_\_\_

**Pets:** Do you have a pet(s)? **YES OR NO** If yes, please list below:

1. \_\_\_\_\_
2. \_\_\_\_\_

**\*\* Please note aggressive breeds are restricted\*\***



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**CONTACT INFORMATION**

TELEPHONE:                      HOME: \_\_\_\_\_  
   BUSINESS: \_\_\_\_\_  
   CELL:                      \_\_\_\_\_

EMAIL: \_\_\_\_\_

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**RELEASE OF INFORMATION AND AUTHORIZATION FOR VERIFICATION OF APPLICATION**

Applicant represents that all statements information on the application for rental are true and complete, and hereby authorized an investigative consumer report and verification of any and all information relating to residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application. Termination of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State. I hereby release Berkshire Management Group, LLC from any liability and responsibility arising from their doing so. Facsimiles of this authorization may be used to facilitate multiple inquiries. In the event you receive a facsimile of this authorization, it should be treated as an original and the requested information should be released to facilitate my application for residency. **I understand once I have been approved for a rental property, a security deposit will be required to hold a specific rental property for my future occupancy and NO property can be held longer than 30 days. If I decide NOT to move into the rental property within the 30 days, for any reason, my entire security deposit will become a nonrefundable administration fee to Berkshire Management Group, LLC.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name