



QUALIFYING FOR RESIDENTIAL PROPERTIES

1. **Credit Check:** We will need to run a credit report on every occupant over the age of 17. This non-refundable cost \$75.00 for each adult. A copy of a government issued photo identification is required of each applicant.
2. **Rental History/Ownership:** We will verify your rental history with your current landlord. If you lived there less than two years we will contact your previous landlord. Please provide complete information so that we may do that in a timely manner. You will be required to show proof of payment for the last 3 months of residency.

If you own the house and it does not come up on your credit report we will need proof of ownership (a copy of the deed or real estate tax bill). If you still own the home and have a mortgage we will deduct that out of your income calculation. If you are renting that home we will need you to provide a lease and proof of income (last year's tax return or three most recent bank statements showing rent deposits).

3. **Income verification:**
If you are employed we will need a letter from your employer on **company letterhead** stating your:
A: Date of hire
B: Status of employment (Full-time, Part-time, temporary, casual)
C: Your gross monthly income

And your last three consecutive pay-stubs

If they cannot provide the letter on company letterhead within 48 hours we will accept your W-4 from last year and a copy of your last three consecutive paycheck stubs.

If you are not employed we will need proof of income. Usually a tax return will suffice.

4. **Eviction Search:** We will run an eviction search on every applicant.
5. **Background check:** Prospects will be subject to a criminal background check.

If this information is not provided within 24 hours of the completed application we may reject the application and move on to the next prospect. If we cannot verify information on the application, after diligently trying to do so, within 3 days we may have to reject the application due to lack of information.

We may ask for additional security if you do not qualify in one of the above sections. Depending on the situation, we may ask for additional security equal to two months rent in addition to regular security of one month rent. This money is to be paid at lease signing, which will be within three days of acceptance, or upon move in whichever comes first.

6. **Selection Process:** We reserve the right to accept multiple applications for the same property. Acceptance of an application and the required deposit does not guarantee that we process that application. We reserve the right to select the application that best meets our criteria.

Generally speaking, we prefer our leases to expire in the Spring time. Applicants who are willing to accommodate this may be given preference. Additionally, applicants desiring a term longer than one year may be given preference.

Our application and lease are available online at www.rentwp.com



BRIO PROPERTIES FUTURE RESIDENT, PLEASE FILL OUT THE TOP PORTION OF THIS FORM, AND RETURN WITH APPLICATION

Current Landlord: _____ Telephone:(____)_____

Landlord Office Telephone: (____)_____ Email:_____

Landlord Fax: (____)_____

I have applied to rent a home through Brio Properties in Winter Park, Florida. I would appreciate it if you would please verify my rental history for the following address

Please contact them with any questions at (407) 405-3367 or to me at my number below..

Thank you for your help!

Resident Signature: _____

Resident Signature: _____

Printed Name: _____

Printed Name: _____

Applicant Signature _____

Applicant Signature _____

FOLLOWING INFORMATION TO BE FILLED IN BY CURRENT LANDLORD:

Rent: _____

Current Address: _____

(Circle One)

Has given notice to vacate: YES NO

Any Late Payments: YES NO If yes, how many:_____

Any Violations of the Lease: YES NO If yes, what type:_____

Any Pets: YES NO If yes, what kind:_____

Any NSF Payments: YES NO If yes, how many:_____

Would you re-rent to them? YES NO

Was property easy to show? YES NO

Other Comments: _____

This form was filled out by: _____

Title: _____

Do you own this property? YES NO If no, then who does?_____

Please fax this form back to (321) 445-5357 or email to Lee@BrioProperties.com at your earliest convenience.

Thanks again for your help!



BRIO PROPERTIES APPLICATION FOR RESIDENCY

Please provide a copy of a Government issued photo identification for each applicant.

APPLICANT: (Full legal name is required)

Name: _____
First name Middle Name Last Name

Social Security #: _____

Date of Birth: _____

Phone: (____) _____

Email: _____

Driver's License State and Number: _____

CURRENT ADDRESS: _____ City: _____ State: _____ Zip: _____

Home Phone #: (____) _____ Lived there since: _____

Monthly Payment: _____ Reason for moving: _____

If renting, name and phone number of landlord: _____

If living at current address for less than two years, please fill out all of the above information on the reverse for the past two years.

(Circle one)

Have you ever been evicted from a property? YES NO If yes, explain on reverse.

Have you ever been convicted of a felony? YES NO If yes, explain on reverse.

Do you own, or have you owned property that has or is being sold for less than the mortgage balance?

YES NO If yes, explain on reverse.

FULL LEGAL NAME OF OCCUPANTS AND DATES OF BIRTH: (Must include legal First, Middle & Last Name)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CURRENT EMPLOYMENT:

APPLICANT:

Employer: _____

Supervisor's Name: _____

Business Address: _____

Position: _____

Employed Since: _____

Gross Monthly Salary: _____

Phone Number: _____

Additional Monthly Income (If Any): _____

Source: _____

If either applicant or spouse has been employed with the current employer for less than two years, please fill out all of the above information on the reverse for past employment.

PETS:

Pets (if any) to live at the property:

Type: _____ Breed: _____ Weight: _____ lbs.

Renter must submit a current photo of the actual pet that will reside in home, along with this application.

PERSONAL REFERENCE:

Name: _____ Phone Number:(_____) _____

Owner or authorized representative may freely request information concerning my banking, credit, residence, and employment in reference to this application made for residence. I hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid party(s) and waive all right of action for any consequences resulting from such information.

A reservation deposit of \$ _____ submitted herewith to hold the house at _____ Winter Park, Florida off the market. Applicant(s) understand that this application is subject to approval and acceptance by Owner or authorized representative. Applicant(s) agree to execute a mutually acceptable lease agreement, within three (3) days following notification of acceptance, before possession of residence is given and to pay any balance due. Applicant(s) agree that the entire reservation deposit will be applied to the security deposit upon move-in. Applicant(s) agree that the entire reservation deposit will be forfeited as liquidated damages if applicant(s) cancels after three (3) working days from the last of the dates below. Applicant(s) understand that a full refund of the reservation deposit will be received by mail within one (1) week of notification of non-acceptance. Applicant(s) hereby waives any claim for damages by reason of non-acceptance of this application.

I (we), the undersigned applicant(s), have read and agree to all provisions of this application. Applicant(s) certify that the statements made in this application are true and complete to the best of their knowledge and belief and are given under the penalty of perjury.

Applicant's Signature

Date

CO-APPLICANTS:

This application is being submitted with the following co-applicants. Each applicant must fill out an application and submit it for consideration of residency:

ADDITIONAL COMMENTS: (Please use the area below to provide additional information required in the CURRENT ADDRESS and CURRENT EMPLOYER areas above, as necessary.)

