RENTAL PROCESS AND APPLICATION PROCEDURE  5/2016

“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.”

YOUR RENTAL AGENT IS:

You may preview any of our available rentals for FREE! Our leasing consultants will be happy to show you our available rental homes at no charge to you. You may also see our properties 24 hours a day online at www.TraditionsJax.com, with descriptions of amenities, dates of availability, pet friendliness, etc. or call for a showing appointment at 904-683-5230.

Application Processing and Time Frame:

- Processing an application normally takes between 2-3 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 pay an application fee.
- No rental property will be held vacant for more than two (2) weeks, unless approved by Owner/Landlord or Property Manager.

Cost:

- If you decide to apply to rent one of our properties, there is a $50.00 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 Florida laws. If you are the successful leasing candidate, there is a one-time non-refundable lease closing cost of $50.00 per lease to cover our administrative cost and the cost in preparing your lease.
- Some Homeowner and Condominium Associations may require a separate application and fees. 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, if not paid by the owner.

The Application:

- Upon receipt of your rental application and application fee, you can expect and hereby authorize our firm to:
  - check your credit report
  - check the public records for any past evictions
  - verify 2 years of employment
  - verify 2 years previous rental/landlord references/history
  - check sexual predator/offender background
- You may be denied if you have been convicted of felonies of illegal manufacture or distribution within the last 7 years, felonies resulting in bodily harm or intentional damage or destruction of property for example, “arson,” within the last 7 years, or if you have a sexual offender or predator classification.
- Cosigners or Co-guarantors may be considered on an individual basis.

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Once you have been notified of your approval, you must sign the lease and pay the security deposit (by cashier's check, money order, or check) within 48 hours. In the event that you fail to take possession of the property on or before the beginning rental date you applied for, you shall forfeit the security deposit as liquidated damages.

You will be expected to pay one full month's rent at the time of possession and receipt of keys, with any prorated amount for the move-in month paid on the first day of the next month of occupancy.

Proof of change of utilities for the rental property to the tenant's name (via JEA confirmation number) is required at the time of possession and before receipt of keys.

Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than these 48 hours without completion of the lease and receipt of the security 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 in the lease. Verbal representations are non-binding. In the event that Traditions Realty LLC receives two or more unrelated applications for the same property, the applicant understands the owner/property 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 security deposit, and first month's rent, should be paid by cashier's check or money orders. Subsequent months thereafter may be paid by check unless otherwise stated in the lease. We do accept credit or debit card payment for the application or lease preparation fees but not for the security deposit, rent payment, or pet fee.

Resident Selection Criteria:

Applicants should have a combined gross income of at least three (3) times the monthly rent. Two years of job history/ incomes must be verified, 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 cosigner and/or a higher security deposit. Cosigners are accepted at the Owner/Landlord or Property Manager's discretion only, must meet all requirements, and must reside in the State of Florida.

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 should 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; 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 business purposes only.

If you have been convicted of felonies of illegal manufacture or distribution within the last 7 years, felonies resulting in bodily harm or intentional damage or destruction of property for example, "arson," within the last 7 years or if you have a sexual offender or predator classification, this may be a cause for rejection.

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

Previous rental history reports from previous landlords should reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF (insufficient funds) 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 animals (unless required by a reasonable accommodation under the Fair Housing Act) of any kind are permitted without the specific written permission of Landlord/Owner or Property Manager in the lease document. Pets normally require a pet addendum to lease and an additional non-refundable pet fee. Some properties may require higher pet fees or higher rent amounts. If a higher pet fee or rent amount is required, you will be notified.

• The following animals will not be accepted (unless required by a reasonable accommodation under the Fair Housing Act): GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS.

• 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 Traditions Realty LLC for the Landlord’s/Owner’s or Property Manager’s consideration. If approval is then given for such exceptions, an additional security deposit, cosigners and/or additional higher rent may be required.

Other Issues:

• Rents quoted are the rental amounts due if paid on time.

• 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 Owner/Traditions Realty LLC prior approval. Keys will not be released without confirmation of the change of utilities.

• Maintenance and Repair: When you rent a home from our company, we strive to provide properties that are in good working order. Please report any maintenance or repair items on your move in check list within 10 days after your move in. During the tenancy all requests for maintenance and/or repairs MUST be made in writing IMMEDIATELY to the Owner/Landlord or the Property Manager and then followed up with a phone call.

• Multiple Applications: It is entirely possible that Traditions Realty LLC 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. In such cases, more than one applicant may be approvable, however only one will eventually be approved. The best application will be accepted and it may not always be the first application received. In order to evaluate the various applications it is necessary for Traditions Realty LLC to expend time and cost in relation to obtaining credit reports, background reports, and other administrative reporting. Hence, it is 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.

• Leasing Agents: Traditions Realty LLC provides agents to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. Please remember that some of the properties in our rental inventory are shown by the owner only and must have an appointment made in advance. The applicant(s) must submit the application(s) to Traditions Realty LLC for processing. Verbal representations are non-binding. The Owner/Landlord or Property Manager will always make the final decision on all applications.

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

• The following pages contain: the tenant information form, a contract to lease form, two employment history forms (2 years of history is needed) and two residential history forms (2 years of history is needed). Please ask for additional pages if needed. These pages must be filled out completely.
CONTRACT TO LEASE: I DO HEREBY MAKE APPLICATION FOR OCCUPANCY OF THE FOLLOWING RENTAL UNIT AND UNDER THE FOLLOWING TERMS:

PROPERTY ADDRESS: ______________________________________________________________

INITIAL TERM: SHALL BE FOR _____ MONTHS, BEGINNING __________, 20____, AND ENDING THE LAST DAY OF __________________________, 20____.

RENT: THE RENT (IF PAID ON TIME) SHALL BE $ _______________ PER MONTH.

ASSOCIATION APPROVAL: Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association, refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable application fees paid to the association AND/OR Traditions Realty LLC are not refundable under any circumstance.

AUTHORIZATION: I affirm that the information contained in this rental application to lease to be true and correct. I agree that Owner/Landlord, Property Manager or Traditions Realty LLC may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I agree and affirm that Owner/Landlord, Property Manager or Traditions Realty LLC may question and seek information from all persons and/or firms named by me in this application and contract to lease, and further authorize Owner/Landlord, Property Manager or Traditions Realty LLC to acquire my credit reports, 2 years of job history, 2 years of rental history, check the FDLE sexual predator/offender list, and criminal background check from any authorized agency. I agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to Landlord/Owner or Property Manager.

FAILURE TO PERFORM: I agree to enter into a lease for the rental unit upon the terms outlined above. I agree that I have toured, previewed and seen the rental unit being applied for and that I am accepting it in "AS IS" condition, unless otherwise noted. If I refuse to enter into the lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me (on or before the occupancy date indicated), then Owner/Landlord, Property Manager or Traditions Realty LLC may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) as liquidated damages.

RENTAL PROCESS AND APPLICATION PROCEDURE: I do hereby acknowledge that I was provided the handout entitled “Rental Process and Application Procedures” and that I understand and agree to the terms of application and rental process. I have read all the pages of this application package and kept a copy of them for my records.

FUTURE CONTACTS: I do hereby acknowledge and understand that Traditions Realty, LLC may use the email address provided by me in this application, to contact me and/or send to me: mail outs, company information, and other real estate related products, services and information.

__________________________  __________________________  _______________________
Signature of Applicant     Date                       Agent or Property Manager

Please tell us how you found the property for which you are applying:

____ Traditions web page    ____ Traditions Rental List    ____ Internet site __________

____ friend     ____ co-worker    ____ rental sign on property    ____ print ad Folio    ____ print ad The Resident
TENANT APPLICATION AND INFORMATION FORM
[required for each adult tenant who will live at the property]

Tenant Applicant: Please complete this multi-page form in full, with two year’s information. Please provide a color copy of your driver’s license.

Name: ___________________________ Social Security Number _______ - _______

Phone: Home _____________________ Email Address: ____________________________

Work _____________________ Cell _____________________ Fax _______________________

Current Address: _____________________________ City, State __________________________ Zip________

Traditions Realty LLC Rental Agent ____________________________

Personal Identification and Information:
  • Driver’s License Number and State ____________________________________________
    o A color copy of the driver’s license is required with the application.
  • Cars Make, Model, Color, Year ________________________________________________
  • State and Tag Number ________________________________________________________
  • Emergency Contact Person ____________________________________________________
    Phone ______________________
  • Will any part of your rent or security deposit be paid by another person or a city/state/community agency? ______ If so, please explain ____________________________
  • Have you ever been convicted of felonies of illegal manufacture or distribution within the last 7 years, felonies resulting in bodily harm or intentional damage or destruction of property for example, “arson,” within the last 7 years? _____ Are you classified as a sexual predator or offender on any list in any jurisdiction? _____ If yes to either, please be advised that this may be cause for rejection of the application.

Housing Information:
  • Address of Property for which you are applying: ____________________________
  • Desired Term of Lease: _______ 1 year; _______ other – please explain ______________________
  • Price Range: ____________________ Move-in date: ____________________________
  • Names of all occupants (including children) who will live at this property: __________________________
  • Pets: ______ no ______ yes (number, type, weight & breed) __________________________
  • Smoker: ______ no ______ yes

Agreement: I hereby authorize Traditions Realty LLC and its agents to: verify information provided here; to obtain credit information and history from their designated credit bureau(s) for use in this application; and to share this information with the Owner/Landlord or Property Manager. I agree to pay to Traditions Realty LLC a $50.00 non-refundable application fee. I certify that all the information is correct. I understand that any false information provided by me may result in the termination of any lease that results from this application. Upon acceptance, I agree to pay $50.00 lease preparation fee.

Signed ____________________________ Date ____________

www.TraditionsJax.com
Rental History: (2 year rental history is required)
Tenant Applicant should complete the section at the top of the page.
Traditions will contact the Landlord for confirmation of the information provided.

TO: ________________________________
Owner/Property Manager

Phone: ______________________________
Fax: _______________________________
Email: ______________________________

FROM: ________________________________
Traditions Realty LLC Rental Agent

Phone _______________________________
Agent email __________________________

RE: ________________________________
Tenant Applicant

Property Address: ________________________________
Unit ________________________________
City ________________________________
State ________________________________
Zip ________________________________

Monthly Rent: $ ________________
Occupancy: from ___________ until ___________

All names on lease: ________________________________
Reason for leaving: ________________________________

I hereby authorize Traditions Realty LLC and its agents to verify information provided here.

Tenant Applicant Signature ________________________________
Printed name of Tenant Applicant ________________________________
Date ________________________________

Rental History: Owner/property manager should complete this section.
Please confirm or correct the information provided by the tenant applicant whose name and signature appear above.
Then fax to 904-683-5226 or email to the Rental Agent. Please call with any questions.
We try to complete the application within 48 hours. Your help in this process is greatly appreciated.

Proper notice given? ________________ If not, please comment: ________________________________
Lease fulfilled? ________________ If not, please comment: ________________________________
Has rent ever been late? ______ If so, how often? ______ Any Returned/NSF checks? _____ If so, how many? _____
Any pet problems? ________ Any noise complaints? ________ Any damage to property? ________
Would you rent to them again? ________________ Comments: ________________________________

Owner/Property Manager Signature ________________________________
Printed name of Owner/Property Manager ________________________________
Date ________________________________

www.TraditionsJax.com
Rental History: (2 year rental history is required)
Tenant Applicant should complete the section at the top of the page.
Traditions will contact the Landlord for confirmation of the information provided.

TO: ____________________________
   Owner/Property Manager
   Phone: ____________________________
   Fax: ____________________________
   Email: ____________________________

FROM: ____________________________
   Traditions Realty LLC Rental Agent
   Phone ____________________________
   Agent email ____________________________

RE: ____________________________
   Tenant Applicant

Property Address: ____________________________
Monthly Rent: $__________________________
Occupancy: from __________ until __________
All names on lease: ____________________________
Reason for leaving: ____________________________

I hereby authorize Traditions Realty LLC and its agents to verify information provided here.

______________________________
Tenant Applicant Signature

______________________________
Printed name of Tenant Applicant

______________________________
Date

Rental History: Owner/property manager should complete this section.
Please confirm or correct the information provided by the tenant applicant whose name and signature appear above.
Then fax to 904-683-5226 or email to the Rental Agent. Please call with any questions.
We try to complete the application within 48 hours. Your help in this process is greatly appreciated.

Proper notice given? ____________________________
If not, please comment: ____________________________

Lease fulfilled? ____________________________
If not, please comment: ____________________________

Has rent ever been late? ________ If so, how often? ________ Any Returned/NSF checks? ________ If so, how many? ________

Any pet problems? ____________ Any noise complaints? ________ Any damage to property? ________

Would you rent to them again? ____________ Comments: ____________________________

______________________________
Owner/Property Manager Signature

______________________________
Printed name of Owner/Property Manager

______________________________
Date

www.TraditionsJax.com
Employment History: (2 year employment history is required)
Tenant Applicant should complete the section at the top of the page.
Traditions will contact the supervisor for confirmation of information provided.

TO: ____________________________ FROM: ____________________________
Supervisor and/or Human Resource Traditions Realty LLC Rental Agent
Phone ____________________________ Phone ____________________________
Fax ____________________________ Agent email: ____________________________
Email: ____________________________

RE: Tenant Applicant

Company Name: __________________________________________________________
Company Address: _________________________________________________________
Job Description: __________________________________________________________

Monthly (gross) salary: $________ Dates of Employment: from ______ until ________
Job Status: ______________________ Comments: _____________________________

I hereby authorize Traditions Realty LLC and its agents to verify information provided here.

Tenant Applicant Signature Printed name of Tenant Applicant Date

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Employment history: Supervisor should complete this section.
Please confirm or correct the information provided by the tenant applicant whose name and signature appear above.
Then fax to 904-683-5226 or email to the Rental Agent. Please call with any questions.
We try to complete the application within 48 hours. Your help in this process is greatly appreciated.

Supervisor/HR Signature Printed name of Supervisor/HR Date

www.TraditionsJax.com
Employment History: (2 year employment history is required)
Tenant Applicant should complete the section at the top of the page.
Traditions will contact the supervisor for confirmation of information provided.

TO:  
Supervisor and/or Human Resource  
Phone  
Fax  
Email:  

FROM:  
Traditions Realty LLC Rental Agent  
Phone  
Agent email:  

RE:  
Tenant Applicant

Company Name:  
Company Address:  
Job Description:  
Monthly (gross) salary: $  Dates of Employment: from  until  
Job Status:  Comments:  

I hereby authorize Traditions Realty LLC and its agents to verify information provided here.

Tenant Applicant Signature   
Printed name of Tenant Applicant   
Date

Employment history: Supervisor should complete this section.
Please confirm or correct the information provided by the tenant applicant whose name and signature appear above.  
Then fax to 904-683-5226 or email to the Rental Agent. Please call with any questions.
We try to complete the application within 48 hours. Your help in this process is greatly appreciated.

Supervisor/HR Signature   
Printed name of Supervisor/HR   
Date

www.TraditionsJax.com
ADDITIONAL INFORMATION PAGE
Please supply information or special circumstances you would like considered with the application.