



Park Pointe Apartments

5505 N. Himes Ave, Tampa, FL 33614

P: 813-879-4266

E: Carmelita@parkpointeproperties.com Or Kathy@parkpointeproperties.com

Application Cover Sheet

In order to process your application, it needs to be filled out completely. Each occupant the age of 18 and over will need to complete an application.

If you have any questions, please call the office.

Any items not completed will delay the approval of your application.

APPLICATION FEES ARE NON REFUNDABLE.

Once applications are approved; Administrative Fee and Deposits are due within 48 hours! *(These fees are non refundable)*

Leasing Guidelines

1. STATE ID / DRIVER'S LICENSE / PASSPORT
2. \$50 APPLICATION FEE PER ADULT (Non-Refundable)
3. \$150 ADMINISTRATION FEE (Non-Refundable and Paid Upon Application Approval)
4. PROOF OF INCOME REQUIRED/2 Forms of Income
 - A. 2 RECENT PAY STUBS OR
 - A. 2 LAST BANK STATEMENTS OR
 - B. LETTER FROM EMPLOYER ON LETTERHEAD (NOTARIZED) OR
 - C. CURRENT YEARS TAX RETURN
5. INCOME MUST BE 3 TIMES THE RENT TO QUALIFY FOR THE APARTMENT
6. WATER AND TRASH IS NOT INCLUDED
7. PET FEE \$499 (Non-Refundable) w/APPROVED PET APPLICATION
8. SECURITY DEPOSIT: \$600 To 2 Month's Rent DEPENDING ON CREDIT, RENTAL & EMPLOYMENT HISTORY WITH FINAL APPROVAL.
9. ALL MONIES RECEIVED PRIOR TO MOVE IN NEED TO BE IN A MONEY ORDER OR CERTIFIED CHECK.
10. WELCOME TO PARK POINTE.

Apartment Size: _____

Date Needed: _____

Phone Number: _____

Referred By: _____

RENTAL APPLICATION

Park Pointe Apartments

Person to occupy _____ Number of Residents _____
Apartment (First Name) (Middle Name) (Last Name)

Date of Birth: _____ Social Security: _____ Driver's License: _____	Phone _____ Evening Phone _____ Email _____	Marital Status ____ Single ____ Married ____ Widowed ____ Divorced
---	---	---

Current Address: _____ City _____ State _____ Zip Code _____
Name of Apt Community _____ How Long at this address _____ Amount of rent \$ _____
Landlord: _____ Phone: _____ Email: _____

Proper Notice to Vacate Given: Yes No
All rent payments current: Yes No

Employer: _____ Address: _____ Phone: _____
Supervisor: _____ Date Started: _____ Monthly Income \$ _____ Monthly Expenses \$ _____

Prior or Current Eviction(s): <input type="checkbox"/> Yes <input type="checkbox"/> No	Broken Rental Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No
All rent payments current: <input type="checkbox"/> Yes <input type="checkbox"/> No	Withheld rent from landlord: <input type="checkbox"/> Yes <input type="checkbox"/> No
Been convicted or pleaded "no contest to a felony" (whether or not resulting in a conviction): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Been convicted or pleaded "no contest to a misdemeanor" (whether or not resulting in a conviction): <input type="checkbox"/> Yes <input type="checkbox"/> No	

Auto Make/Model: _____ Color: _____ Year: _____ Tag: _____

Animal: Type: _____ Breed: _____ Size: _____ Name: _____

Emergency Contact: _____ Phone # _____
Address: _____ City: _____ State: _____ Zip Code _____

Relationship ____ Father ____ Mother ____ Sibling ____ Other

I hereby authorize the property owner, manager and agents to verify all information on this application and conduct a full background check including but not limited to credit, employment, eviction, rental history and criminal offenses. Authorization is hereby giving to contact any person or companies listed on this application is true, accurate, complete and correct. If this is not so, my application may be denied and the deposit and application fee forfeited. I understand that false information may constitute a criminal offense under the laws of this state and that my lease will be held in default and I may be subject to eviction. **I understand that the application fee of \$50.00 is a nonrefundable fee regardless of whether or not I am approved.** I also understand that the DEPOSIT IS NON-REFUNDABLE AFTER NOTIFICATION OF APPROVAL.

Signature of applicant _____
Date

App. Receipt Date _____ Apartment Preferred _____
Move-In Date _____ Deposit _____ Rent \$ _____

Statement of Rental Policy

Park Pointe Properties

The resident qualifying criteria, listed below, explains our company policy in regards to standards which must be met in order to reside in one of our communities. It is our sincere intent to offer our residents the best possible community living environment.

Park Pointe Properties does not discriminate against any person based on race, color, religion, sex, sexual orientation, national origin, familial status, or disability. Our goal is to serve your housing needs.

The following are categories and requirements that any applicant(s) must meet in order to reside in our communities.

1. Copy of each applicant's photo I.D. Drivers license, passport, etc. Anyone who resides in the apartment over the age of 18 must submit an application, pay an application fee and meet the following requirements.

2. Income Verification: All applicants must furnish copies of last 2 pay-stubs if paid every 2 weeks OR copies of last 4 pay-stubs if paid weekly OR copy of an "offer of employment" letter from employer (on letterhead stationary), stating begin date and weekly, monthly or annual salary. For applicants on a "set income" such as Social Security, pension, or some other regular monthly payment plan, a letter on letterhead stating monthly income is required.

3. Income Requirements: Any application MAY be rejected should verification and/or documentation not be sufficient to support the necessary income requirements. All applicants must show evidence of gross monthly income equal to two and a half times (2.5) the monthly rent. Guarantors may be required when an applicant does not satisfy the income or rental history requirements, however a denied application due to negative criminal background (see Paragraph 8) is not eligible to use a guarantor. **INTERNATIONAL APPLICANTS: (Non-U.S. Citizen):** If approved, a security deposit equal to two (2) months rent is required.

Sources of income include, but are not limited to, the following:

- a. Current employment wages (if self-employed, prior year's tax forms must be provided)
- b. Future employment wages with proper documentation from future employer or unemployment benefits
- c. Interest payments received from savings accounts, money markets, C.D. 's, regular trust fund documentation, etc.
- d. Social Security benefits, documented child support and alimony payments.

4. Present & Past Credit Report: Any application MAY be rejected for any one or more of the following: *The absence of credit will not adversely affect the applicant for the purpose of acceptance.*

- a. Any judgment not remedied
- b. And credit obligations which are three months or more delinquent
- c. Any personal pending bankruptcy
- d. Any foreclosure of real estate
- e. Any repossession of material or personal property
- f. Any suit not remedied or pending

5. Present & Past Rental History: Any application MAY be rejected for any one or more of the following:

- a. Any history of having broken a lease ("skipped") without consent of landlord
- b. Any eviction from previous housing or any filed eviction
- c. Any instance whereby the previous landlord filed for summary ejection/eviction, detainer warrant or judgment for monies owed

- d. Any late payment of rent within a 12 month period from current or past housing
- e. Any landlord reference wherein previous or present management indicates that the applicant was destructive to the apartment or surrounding public areas. This includes destruction/disruptive behavior by any household member and/or guests of the applicant

6. Age of Resident: All residents must be an "adult" as defined by the law of the state where the dwelling is located. All applicants 18 years and older must be listed as a leaseholder and sign the lease agreement.

7. Occupancy limits: Maximum of two (2) people per bedroom. An infant up to 18 months will not be included in determining occupancy.

8. Criminal Background: Criminal background checks are conducted on all applicant(s). Any application MAY be rejected for any one or more of the following:

- a. Any felony conviction for any offense against a person or property within the past ten (10) years or conviction of sexual offense regardless of date, nature or criminal classification will be declined.
- b. Applicants with conviction of a crime or criminal history, regardless of the criminal classification that would adversely affect the health, safety, or welfare of themselves, other residents, or the viability of the community, within the sole discretion of management, may be declined.
- c. Applicant agrees that the lease shall be terminated in the event the applicant / resident, after moving onto the property, is involved in a felony offense involving possession, manufacture or sale of illegal substances, delivery of a controlled substance, sexual offense or actual or potential physical harm to a person.

9. Acknowledgement:

- a. **The application fee is non-refundable.**
- b. Falsification of the information will result in denial of residency.
- c. Please note that the rental criteria are current guidelines. There may be residents and occupants residing at the community prior to a current criteria going into effect. Our ability to verify whether these requirements have been met is limited to the information available at the time the application is processed as verified by the tenant screening, credit bureau, and criminal background agencies employed.
- d. Once notified of approval, applicants have 24 hours to pay security deposit and administration fee in order to hold the apartment until move-in. Security deposit and administration are NON-REFUNDABLE if the applicant refuses to take possession of the apartment by agreed upon move in date.

Applicant Signature: _____ Date: _____

RENTAL INSURANCE REQUIRED



Park Pointe Apartments

5505 N. Himes Ave. Tampa, FL 33614

P: 813-879-4266

Kathy@parkpointeproperties.com

Carmelita@parkpointeproperties.com

Rental Verification for:

Resident Signature:

Landlord: _____ Email: _____

The undersigned has applied for an apartment at TPark Pointe Apartments. As part of the application approval process we would appreciate you taking the time to verify their residency. Any additional information you might provide to further assist the application process would be most appreciated.

To Be Completed by Landlord

Address: _____

Rental Amount: _____

Number of Occupants on the lease:

Lease Date: _____

Did Resident give notice:

Is account in arrears: _____

If yes, amount in arrears:

Late payments: _____

If yes, date paid:

Have you ever filed eviction:

Did you issue a non-renewal: _____

If yes, date paid:

Lease Violations: _____

If yes, cause:

Information provided by:

Title:

Date: _____

Thank you from Park Pointe Properties.