



PARK POINTE APARTMENTS

5505 N. Himes Ave, Tampa, FL 33614

P: 813-879-4266 F: 813-872-7626

E: Kathy@parkpointeproperties.com or Chris@parkpointeproperties.com

Application Cover Sheet

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

Leasing Guidelines

1. STATE ID / DRIVERS LICENCE / PASSPORT
2. **\$50** : APPLICATION FEE PER ADULT (Non-Refundable)
3. **\$150** ADMINISTRATION FEE (Non-Refundable)
4. PROOF OF INCOME REQUIRED
 - A. 2 RECENT PAYSTUBS OR
 - B. 3 LAST BANK STATEMENTS OR
 - C. LETTER FROM EMPLOYER ON LETTER HEAD (**NOTORIZED**)
 - D. CURRENT YEARS TAX RETURN
5. INCOME MUST BE 3 TIMES THE RENT TO QUILIFY FOR THE APARTMENT
6. WATER AND TRASH IS NOT INCLUDED
7. PET FEE \$400 (Non-Refundable) \$25.00 Monthly Pet Rent (2) max non aggressive not over 45lbs
8. SECURITY DEPOSIT: \$500 or higher DEPENDING ON CREDIT, RENTAL & EMPLOYMENT HISTORY WITH FINAL APPROVAL. **Security deposits are NON REFUNDABLE once paid.**
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: _____

Everyone who is 18 and over that will reside in the apartment will have to complete an application.
Once application is approve you have 48 hours to pay admin fee and security deposit.
Please provide all pet documentation before move in date.
When you return the application make sure you provide all information that is needed to process the application.

Statement of Rental Policy

Park Pointe Apartments

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 stationary 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 three (3) times 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):** A United States citizen is automatically required as Guarantor. If approved, a security deposit equal to two (2) months rent is required. Guarantors must show evidence of gross monthly income equal to five (5) times the monthly rent. 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 account, 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 ejectment/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. Applicant 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, applicant has 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 applicant refuses to take possession of apartment by agreed upon move in date.
- e. Once approved, admin fee of \$150 MUST be paid regardless of moving into unit or not.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

RENTAL INSURANCE REQUIRED

RENTAL APPLICATION

PARK POINTE APARTMENTS

Person to occupy _____ Marital Status: ☐ Single
 Apartment (First Name) (Middle Name) (Last Name) ☐ Married
☐ Widowed
☐ Divorced

Birthdate: _____ Social Security # _____ Drivers License # _____

Email: _____ Phone: Work: _____ Eve: _____ Cell _____

Current Address: _____ City, State and Zip _____

Name of Apt Community _____ How Long at this Address _____ Amt of Rent \$ _____

Landlord: _____ Telephone # _____ Proper Notice to Vacate Given: ☐ Yes ☐ No
 All rent payments current: ☐ Yes ☐ No

Employer _____ Address _____ Telephone # _____

Supervisor _____ Date Started _____ Monthly Income \$ _____ Monthly Expenses \$ _____

Check all that apply:

Prior or Current Eviction(s) ☐ Yes ☐ No Broken Rental Agreement ☐ Yes ☐ No
 Declared Bankruptcy ☐ Yes ☐ No Withheld rent from landlord ☐ Yes ☐ No
 Been convicted or pleaded "no contest to a felony" (whether or not resulting in a conviction) ☐ Yes ☐ No
 Been convicted or pleaded "no contest to a misdemeanor" (whether or not resulting in a conviction) ☐ Yes ☐ No

Auto Make/Model _____ Color _____ Year _____ Tag _____

Credit References:

Name of Bank for Checking: _____

Name of Bank for Savings: _____

Name of Credit Card or Loan: _____

Emergency Contact: _____ Telephone # _____

Address: _____ City, State and Zip: _____ Relation: ☐ Father ☐ Mother
☐ Sibling ☐ Uncle/Aunt
☐ 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 given to contact any persons or companies listed on the application, as well as any persons or companies not listed on the application if relevant for processing. I affirm that all information on this application is true, accurate, complete and correct. If this is not so, my application may be denied and the admin 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.**

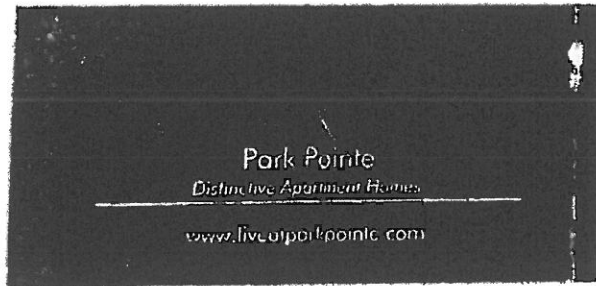
Signature of prospective resident _____

Date _____

App Receipt Date _____ Apartment Preferred _____

Approved
 Denied

Move in Date _____ Deposit \$ _____ Rent \$ _____



REQUEST FOR VERIFICATION OF EMPLOYMENT

I, _____ hereby authorize the release of
(Applicant's Name)

employment and salary to Normandy Park Apartment Homes,
(Community Name)

_____	_____	
(Social Security Number)	(Work Division/I.D. Number)	
_____	_____	
(Company Name)	(Supervisor's Name)	

(Employer's Street Address)		
_____	_____	_____
(City)	(State)	(Zip)
_____		_____
(Phone Number)		(Fax Number)

Applicant Signature/Date

EMPLOYER'S VERIFICATION

(To be completed by the employer)

The above named applicant has submitted an application for Residency at our Apartment Community. Please confirm the information in the space below.

Present Status: (Please circle) Full time Part Time Previously Employed

Job Title: _____ Employment Dates: _____

Gross salary or Wage: \$ _____ Per: Month Week Hour

(Signature)

(Title & Date)

PLEASE FAX BACK TO: 813.872.7626



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5505 N. Himes Ave, Tampa, FL 33614 P: 813-879-4266 F: 813-872-7626

E: Kathy@parkpointeproperties.com or Stephanymedina2020@gmail.com

Rental Verification

Resident Signature: _____

Landlord: _____ Fax #: _____

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

Address: _____

Rental Amount: _____ Number of Occupants on Lease: _____

Lease Dates: _____ 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, what was the reason: _____

Lease Violations: _____ If yes, cause: _____

Information provided by: _____

Title: _____ Date: _____

Thank you from Park Pointe Apartments. Please fax back to 813-872-7626 or email to Kathy@parkpointeproperties.com or Stephanymedina2020@gmail.com