

Oakleaf Property Management

305 8th Street East

Bradenton, FL 34208 (941) 741-2360

www.oakleafpropertymanagement.com (941) 254-2400 fax

Property Applying For: _____

APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

Please Tell Us About Yourself

Applicant		Last	First	Middle	Maiden	Date of Birth	Social Security #	Driver's License #		
Marital Status	Home Phone No. ()		Cell Phone No. ()		Email Address					
Have you ever had an eviction filed against you?	Yes	No	PETS (Keeping of pets requires a pet deposit and owner's consent)				Breed	Age	Weight	
Present Address	Street #	Name	Apt. #	City	State	Zip	Rent/Mortgage Payment	Own <input type="checkbox"/>	Rent <input type="checkbox"/>	Since / /
Landlord Mtg. Co.	Name	Address		City	State	Zip	Phone No. ()			
Previous Payment Address	Street #	Name	Apt. #	City	State	Zip	Rent/Mortgage	Own <input type="checkbox"/>	Rent <input type="checkbox"/>	Since / /
Have you ever been convicted of a felony?	Yes	No	If yes, please explain							

Please Tell Us About Your Job

Present Employer	Name	Business Address	City	State	Phone No. ()
Position	Supervisor	Monthly Income			From / / to / /
Previous Employer	Name	Business Address	City	State	Phone No. ()
Position	Supervisor	Monthly Income			From / / to / /

Please Give Us The Following Information

Emergency Contact	Name	Full Address				Phone No. ()					
Automobile 1 st Car	Year	Make	Model	Color	Tag #	Automobile 2 nd Car	Year	Make	Model	Color	Tag #
Children Occupying	Name	Age	Name	Age	Name	Age					
Bank Ref	Name	Location	City	State							

Applicant represents that he/she is at least 18 years of age, all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by Oakleaf Property Management. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

NON REFUNDABLE APPLICATION FEE--Applicant(s) has paid to Oakleaf Property Management herewith the sum of **\$40.00** as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

APARTMENT DEPOSIT AGREEMENT --Applicant has deposited a "**HOLDING DEPOSIT**" of \$ _____ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the apartment is taken **the "HOLDING DEPOSIT" shall be applied toward the security/damage deposit.** If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the **FULL "HOLDING DEPOSIT"** shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The "**HOLDING DEPOSIT**" shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other

rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED	SECURITY DEPOSIT \$ _____	OFFICE USE ONLY
	PET SECURITY \$ _____	
	PET FEE \$ _____	
	CREDIT CHECK FEE \$ _____	COMMUNITY _____
	PAID WITH APPLICATION \$ _____	APT. # _____
_____	BALANCE OF DEPOSIT DUE \$ _____	RENT _____
Applicant Signature	FIRST MONTH'S RENT \$ _____	APT. TYPE _____
Date	TOTAL DUE BEFORE MOVE-IN \$ _____	TERM OF LEASE _____
	RECEIVED BY: _____ \$ _____	MOVE-IN DATE _____
Requested date to start lease: _____	APPROVED BY: _____ \$ _____	CREDIT REPORT _____
		PHOTO I.D.'d _____

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Please be advised that the following guidelines are for general information only. A number of criteria are used to evaluate an application. We reserve the right to evaluate individual circumstances used to make a final decision, subject also to our clients approval. In some cases alternative procedures can be used to approve an application. It should be noted that the owner of the property has the final authority for any decision made. We strictly adhere to Fair Housing Laws and do not discriminate against any federally protected class or handicap.

Applicants

- Each person eighteen (18) years of age or older must complete and sign an application and only the applicants may reside in the property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by Oakleaf Property Management, Inc. and/or it's clients.
- To be processed and considered, a non-refundable processing fee must accompany applications.
- The applications will not be considered with any missing or false information.

Identification

- A copy of your Photo ID & Social Security Card must be provided at the time of application.

Conditions of Move-In

- Lease signing is available Monday through Friday by appointment only.
- All utilities, when applicable, must be transferred into the residents' name as of the date of possession.
- Security deposit and first month's rent are to be paid in certified funds only and lease must be fully executed before keys are provided.