

(Management)  
**Ocala Rental Criteria &  
 Application Procedures**



- 1) **Processing Time Frame:** Processing an application normally takes between 2-3 business days. Due to unforeseen circumstances, some applications may take longer. You will be contacted immediately upon determination of approval or denial. Once the applicant is approved, you will have three (3) business days to execute the lease agreement. Upon approval, any decision not to execute the lease will result in a forfeiture of the "Holding Fee" which is equal to one month's rent.
- 2) Applicant has seen the interior of the property before making application for the above property. Applicant accepts the property in "AS-IS" condition before an application can be accepted.
 

Initials	Initials
- 3) The following is required when applying:
  - a. All applications must be filled out completely and signed by the applicant on all pages of the application. No application will be processed that is not completed and signed. If there are any unanswered questions, the application will not be accepted or processed. Employment must be a complete two years, tenancy up to 3 years and if you are in the military you will need to submit the most current LES.
  - b. All applicants agree to pay Bossardt Property Management, LLC the following fees by cashier's check (payable to "Bossardt Property Management") or money order at time of application:
    - i. The non-refundable application fee of \$48 per adult, and;
    - ii. The Holding Fee, which is equal to one month's rent, and;
  - c. If a Guaranty Form (co-signer) is needed, it must be notarized and turned in within 24 hours of submitting the application.
  - d. Photo identification (drivers' license, military ID or state ID) is required at time of application.
  - e. We will check your credit history. All information obtained on all applicants must have satisfactory ratings. The decision to accept or reject an application is the sole responsibility of the landlord. Bossardt Property Management LLC is not liable for decisions made by landlord.
  - f. Residency may be verified for up to 3 years (36 months). All information concerning all previous rental history must be satisfactory. You may not have any prior criminal records of evictions.
  - g. Gross monthly income must be three times the monthly rent amount. Income may be verified by pay stubs, bank statements, or student grant information only. No application can be processed without the verification of income. Co-signers are accepted at the Manager's discretion only and must meet all requirements and pay the application fee of \$20 per co-signer.
  - h. The Tenant Handbook is available online at [www.BosshardtPM.com](http://www.BosshardtPM.com). Select the "For Tenants" tab and then click on "Application & Forms." All applicants must read the Tenant Handbook. Please notify Bossardt Property Management, LLC if you need a printed hardcopy of the Tenant Handbook at the time the application is turned in.
- 4) You are hereby notified of the following procedures and policies:
  - a. If you are not approved, then your Holding Fee will be refunded to you.
  - b. If you are approved, then the Holding Fee becomes non-refundable. You will have three business days to execute a lease with Bossardt Property Management.
    - i. Your Holding Fee will be applied to your full first month's rent.
    - ii. If your lease commences on any day other than the 1<sup>st</sup> day of the month, the Holding Fee is applied to the first 30 days of tenancy and the 2<sup>nd</sup> month is prorated. All future rental payments are based on calendar months.
    - iii. You will be responsible to pay Bossardt Property Management at or prior to the lease commencement date the full security deposit and pet fees, if any, by cashier's check or money order.
    - iv. **In the event, you decide not to execute the lease agreement after your application has been approved, you agree that the Holding Fee is non-refundable and forfeited to Bossardt Property Management and owner as liquidated damages.**
  - c. If the property owner allows pets on the property, there is a NON-REFUNDABLE Pet Administrative Fee of \$300 per pet, per year. There may be some Owners/Landlords that will require additional funds for a pet fee than advertised by Bossardt Property Management. Pet photographs are required at time pet application is provided to Bossardt Property Management. There are some types/breeds of animals that are not allowed because of insurance purposes. Please check with Bossardt Property Management to confirm whether the type of pet you have is allowable.
  - d. No trampolines will be allowed on any property.
  - e. If you have water filled furniture, you must supply the Lessor with proof of insurance. FS.83.535
  - f. No properties are held for a period longer than the processing time frame.
  - g. When multiple applications are received for the same property, the landlord will decide who is accepted and/or rejected based on the facts submitted with the application.
  - h. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
  - i. Keys will be released on the first day of occupancy during office hours only and only after all requirements listed herein have been met and verified by Bossardt Property Management, LLC.
  - j. A sample lease is available online at [www.BosshardtPM.com](http://www.BosshardtPM.com). Select the "For Tenants" tab and then click on "Application & Forms." Under no circumstances may the lease be amended. By making application to this property, you agree that this will be the form lease if you are approved as a tenant and do not object to the terms therein. If you do not have a computer, you may request a copy be faxed to you or you may request a printed hard copy.
  - k. Information on crime statistics can be found through the Police Department or the Sheriff's Office in the city or county that the property is located. Information from the Florida's database of sexual predators can be found at the State of Florida sexual predator's website, <http://offender.fde.state.fl.us/offender/homepage.do>

Print	Signature	Date
Print	Signature	Date

*"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, Sexual Orientation or National Origin."*

# RESIDENTIAL RENTAL APPLICATION

**Landlord:** \_\_\_\_\_ **Agent:** \_\_\_\_\_ **Phone:**( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax :** ( ) \_\_\_\_\_  
**Property :** \_\_\_\_\_ **#** \_\_\_\_\_ **Rent:\$** \_\_\_\_\_ **Deposit:\$** \_\_\_\_\_  
**Request:** [ ]-Guarantee Program [ ]-Background ONLY [ ]-Mini-Check [ ]-Co-Signer re: \_\_\_\_\_  
**Proposed Move in Date:** \_\_\_\_\_

### IMPORTANT! PLEASE READ!

Thank you for submitting this application to Alpha Professional Service. Please provide all information requested below. Incomplete applications will delay the tenant screening process, which may result in your applicant being disapproved. Any false or misrepresented information you provide or information obtained which proves the application to be fraudulent will be a basis for immediate **DISAPPROVAL** and **FORFEITURE** of Security Deposit and any Monies paid. We strongly advise review of the information on the reverse of this application for requirements and instructions. PLEASE PRINT CLEARLY

### APPLICANT(S) PERSONAL INFORMATION

Last	First	(I)	Social Security No.	Birth date	Drivers License No.	/ State
Applicant: _____	_____	_____	_____	____/____/____	_____	____/____
Spouse: _____	_____	_____	_____	____/____/____	_____	____/____

(ROOMMATES AND/OR CO-SIGNERS MUST USE A SEPARATE APPLICATION)

**Telephone home:** ( ) \_\_\_\_\_ **Applicant work:** ( ) \_\_\_\_\_ ext. \_\_\_\_\_ **Applicant cell:** ( ) \_\_\_\_\_  
**Spouse work:** ( ) \_\_\_\_\_ ext. \_\_\_\_\_ **Spouse cell:** ( ) \_\_\_\_\_  
**Applicant Email:** \_\_\_\_\_ **Spouse Email:** \_\_\_\_\_

(COPY OF EACH APPLICANT'S DRIVER'S LICENSE MUST ACCOMPANY THIS APPLICATION)

### PLEASE PROVIDE YOUR RESIDENTIAL HISTORY /FOR THE PAST 3 YEARS, (Beginning with the most current) (FAILURE TO PROVIDE THE BELOW INFORMATION MAY CAUSE DISQUALIFICATION OR PROCESS DELAY)

**CURRENT:** \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Landlord's name & Telephone #: \_\_\_\_\_, ( ) \_\_\_\_\_ Rent amount paid: \$ \_\_\_\_\_  
 From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving- \_\_\_\_\_

**PREVIOUS:** \_\_\_\_\_ City, State & Zip: \_\_\_\_\_  
 Landlord's Name & Telephone #: \_\_\_\_\_, ( ) \_\_\_\_\_ Rent amount paid: \$ \_\_\_\_\_  
 From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving- \_\_\_\_\_

**PRIOR:** \_\_\_\_\_ City, State & Zip: \_\_\_\_\_  
 Landlord's Name & Telephone #: \_\_\_\_\_, ( ) \_\_\_\_\_ Rent amount paid: \$ \_\_\_\_\_  
 From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving- \_\_\_\_\_

**OTHER ADDRESSES IF ABOVE IS LESS THAN 3 YEARS, (Include landlord's name & phone #):** \_\_\_\_\_

### PLEASE PROVIDE EMPLOYMENT INFORMATION REQUESTED (COPY OF YOUR LAST 2 PAY STUBS MUST ACCOMPANY THIS APPLICATION)

<b>Applicant :</b> _____	<b>Position-</b> _____	<b>Telephone No.</b> ( ) _____
<b>Other Income:</b> _____	<b>How Long-</b> _____	<b>Gross Monthly Income:</b> \$ _____
<b>Spouse:</b> _____	<b>Position-</b> _____	<b>Telephone No.</b> ( ) _____
<b>Other Income:</b> _____	<b>How Long-</b> _____	<b>Gross Monthly Income:</b> \$ _____
<b>Other Sources:</b> _____		

### PLEASE PROVIDE BANKING INFORMATION REQUESTED

Bank/Institutions Name	Telephone No.	Checking Account #	Saving Account #	Account Type
1) _____ ( ) _____	_____	_____	_____	[ ]-Personal [ ]-Business
2) _____ ( ) _____	_____	_____	_____	[ ]-Personal [ ]-Business

### PROVIDE VEHICLE INFORMATION REQUESTED

Year	Make	Model	License Plate #	State	Color
1) _____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____

### LIST ALL OTHER OCCUPANTS

Occupant's Name	Relationship	SSN	Occupation	Birthdate
1) _____	_____	_____	_____	____/____/____
2) _____	_____	_____	_____	____/____/____
3) _____	_____	_____	_____	____/____/____
4) _____	_____	_____	_____	____/____/____

### LITIGATION

1. Have you ever been delinquent in payment of your rent or any other financial obligations? [ ]Yes [ ]No, (If Yes, Please Explain): \_\_\_\_\_

2. Have you ever filed Bankruptcy? [ ]Yes [ ]No (If Yes): Chapter? \_\_\_\_\_; When? \_\_\_\_\_; Where: \_\_\_\_\_; Discharged? [ ]Yes [ ]No

3. Have you ever been a defendant in any civil matter involving a Summons and Complaint for Restitution of Premises (Eviction, Unlawful Detainer Action), lawsuit or defaulted on any obligation of a Rental Agreement or Lease? [ ]Yes [ ]No (If yes, Explain): \_\_\_\_\_

4. Have you ever been convicted of a crime? [ ] Yes [ ] No, (If yes, Explain): State: \_\_\_\_\_ County: \_\_\_\_\_ Charge(s): \_\_\_\_\_  
Disposition: \_\_\_\_\_

In case of Emergency, Contact: \_\_\_\_\_ Telephone No.:( ) \_\_\_\_\_

Parent(s): \_\_\_\_\_ Address: \_\_\_\_\_ Telephone No.:( ) \_\_\_\_\_

DO YOU HAVE: Water Filled Furniture? [ ] -Yes [ ] -No; Describe: \_\_\_\_\_

Pets? [ ] -Yes [ ] -No; Describe: \_\_\_\_\_

### RENTAL APPLICATION INSTRUCTIONS

Please complete your application **IN FULL**. Incomplete, misrepresented or fraudulent applications will be subject to delay, disqualification and/or additional fees may be levied prior to continuation of the screening process. When submitting your application for the Guaranteed Tenant Program, please attach and/or provide the following:

- FEE: \$48.00 PER ADULT-** The application screening fee charged by the landlord is to be no greater than Forty-Eight Dollars, (48.00), "per applicant"; In the event that a co-signer is required for approval, a processing fee of \$20.00 will be charged.
- VALID PHOTO ID.** A photocopy of a valid U.S./foreign drivers license, Military ID, Resident Alien Card, or a passport required for each Applicant
- PROOF OF INCOME** Must submit 2 recent paycheck stubs or last 2 Bank Statements, (activity page only), or a Leave & Earning Statement per Applicant;
- BANKRUPTCY** All bankruptcies must be Discharged/Completed & only one (1) bankruptcy is acceptable within a seven (7) years period;
- MISC. DOCUMENT(S)** Submit additional document(s) that you feel may assist or to support your status for qualification for the Guaranteed Tenant Program.

THE SCREENING PROCESS IS BASED UPON THE COMPLETENESS AND ACCURACY OF YOUR RENTAL APPLICATION. SPACES THAT ARE LEFT BLANK, SUBMITTING INCORRECT OR MISLEADING INFORMATION ON THIS APPLICATION WILL ONLY DECREASE YOUR CHANCES OF APPROVAL AND/OR QUALIFICATION TO THE GUARANTEED TENANT PROGRAM

### IMPORTANT NOTICES

THESE RULES ARE STRICTLY ENFORCED.

**RE-ENTRY FEE:** Submitting negligent or intentionally misrepresented information by an applicant, a \$15.00 Re-Entry Fee will be assessed and must be paid prior to the continuation of the screening process.

**THE FOLLOWING CONDITIONS OR FINDINGS WILL BE A BASIS THIS ASSESSMENT, WITHOUT EXCEPTION:**

- UNKNOWN INFO:** In the event an applicant does not provide or does not remember certain information that is required to complete the screening process, APS will obtain that data. A \$20.00 per item charge, (locating a landlords name or telephone #), must be paid prior to the continuation of the screening process;
- FRAUDULENT INFO:** Submitting fraudulent information, such as a false social security number, incorrect or false residential addresses, or landlord's names & telephone numbers, will be factors for an immediate disqualification.
- NO RESPONSE:** Failure and/or refusal of the applicant to respond to inquiries with regards to additional screening information needed within 48 hours of such a request from A.P.S.

### CONSUMER CREDIT REPORTS

A copy of your credit report is available upon request at "No Charge". To receive your copy, notify the landlord that you would like a copy of YOUR credit report and a copy will be forwarded the landlord immediately for you. Please be aware that only the person who is the subject of that credit report is allowed to receive the copy. Assistance in interpreting the credit report available through A.P.S. for a nominal fee. Call for quote.

### DISAGREEMENTS & CHALLENGES

Any alleged misinformation, (financial, employment, litigation, residency, etc.) is NOT the responsibility nor the duty of A.P.S. to correct or alter. It is your and/or your agents responsibility to investigate to have any alleged incorrect or fraudulent information removed from your credit profile.

#### < BASIC SCREENING REQUIREMENTS >

- 1) Good Credit Rating/History
- 2)\*Good Residential History for past 12 months
- 3) Clear CIVIL Litigation Record, (No Judgments/Liens)
- 4) Stable Employment, (At least 6 months employment)
- 5) Sufficient Income, (Income= 3 X's amount of rent)
- 6) Document Identification and Income
- 7) Stable Financial Status
- 8) Clear Criminal Record

\*. Requires written release from any landlord that can not be interviewed

\*\*-. Co-signer may be considered if combined income is below required amount for qualification/approval.

NOTE- Based upon the severity of the information received, the security deposit may be increased, a co-signer may be required or both for a Guarantee to be effective. Other negative factors, (in whole or part), may also result in your application being disapproved or disqualified.

#### < BASIC DISQUALIFYING FACTORS >

- a) Credit Negativity, (rating exceeding 50% negativity)
- b) Unlawful Detainer Action, (Evictions).
- c) Dismissed or Incomplete Bankruptcies
- d) Fraudulent Information, (i.e. Social Security #, Name)
- e)\*\* Insufficient or No Income
- f) Student loans exceeding \$1000.00 in arrears
- g) Owing Back Rent and/or costs of damages to a Rental
- h) Foreclosures/Excessive judgments within past 3 years

### AUTHORIZATION

I declare under penalty of perjury under the laws of the State of Florida that the foregoing is true and correct to the best of my knowledge. I authorize Alp Professional Service, (APS) or their agents to: 1) verify the above information; 2) obtain a consumer credit report & a consumer background report through recognized credit reporting agency; 3) obtain & review D.M.V. data through the authorizing state agency; and 4) obtain any additional information that APS deems necessary to complete the screening process. I understand that information will be shared with my creditor's upon those creditors providing evidence of their entitlement to such information, (in compliance with provisions set forth in the Federal Credit Reporting Reform Act, APS will notify the applicant of the transfer of such information & the identity of the requesting creditor), and that the screening fee for processing this application is not refundable and will not be applied to future re even in the event of disapproval.

I/we have also reviewed the below "Rental Application Instruction s" and acknowledge and understand it's content.

ACCEPT CASHIER'S CHECK OR MONEY ORDERS ONLY

APPLICANT: \_\_\_\_\_

Dated: \_\_\_/\_\_\_/\_\_\_

APPLICANT: \_\_\_\_\_

Dated: \_\_\_/\_\_\_/\_\_\_

How did you first hear about Bosshardt Property Management, Inc.?

\_\_\_ Bosshardt Website ([www.BosshardtPM.com](http://www.BosshardtPM.com))

\_\_\_ [www.Rentals.com](http://www.Rentals.com)

\_\_\_ Yard Sign

\_\_\_ Friend/Family/Word of Mouth

\_\_\_ Real Estate Agent

\_\_\_ Other: \_\_\_\_\_

# Pet Application



**PLEASE BE ADVISED OF THE FOLLOWING TERMS AND CONDITIONS:**

- There must be a separate application and application fee received for each pet, annually. The pet application fee is \$300.00 and is due and payable to Bosshardt Property Management, Inc. upon the inception of your lease, and on each successive anniversary/renewal date of lease. The pet application fee is **non-refundable** and is in no way considered an additional security deposit. In addition, there may be some Owners/Landlords that will require additional funds for a pet fee than advertised by Bosshardt Property Management, Inc.
- Bosshardt Property Management, Inc. expressly forbids the following types of canines and they will not be accepted under any circumstances: German Shepherds, Dobermans, Pit Bulls, Chows, Rottweilers, Straffordshire Bull Terriers, American Bulldogs and/or any mixed breed wherein the breed is aforementioned.
- Written permission must be obtained from your Landlord prior to any pet being permitted on the leased premises. In addition, you must provide us with a current photograph of the pet you are applying for hereunto. All canines must be brought by our office to be photographed. There will be no exceptions.
- It is critical that you understand that your pet is subject to the Alachua County Leash Law as well as the Alachua County Noise Ordinance. Your animal must in no way be a public nuisance. If you receive a violation notice from our office regarding your pet, it is critical that you take whatever action(s) necessary and sufficient to remedy the problem(s). If you fail, for whatever reason, to remedy said non-compliance we will consider this grounds to terminate your lease agreement forthwith.
- Any false or misleading information provided herein or violation(s) of these provisions is grounds for immediate termination of your lease agreement and subsequent remedies specified therein and by law. By signing hereunto, you fully acknowledge that all the information provided on this form is accurate to the best of your knowledge.
- You also agree by signing hereunto that you will maintain full and sole financial responsibility for any damage your pet may cause to either the interior or the exterior of the dwelling being leased.
- You agree to have the Property, both exterior and interior, professionally sprayed for fleas upon move out and provide Landlord a receipt for same.

***There must be a separate application and application fee received per pet per year.***

1) Please check all that apply:

- |                                       |                                 |                                   |                  |
|---------------------------------------|---------------------------------|-----------------------------------|------------------|
| <input type="checkbox"/> Feline       | <input type="checkbox"/> Male   | <input type="checkbox"/> Neutered | Age of Pet _____ |
| <input type="checkbox"/> Canine       | <input type="checkbox"/> Female | <input type="checkbox"/> Spayed   |                  |
| <input type="checkbox"/> Other: _____ |                                 |                                   |                  |

2) Breed Description: (Please provide any supporting documentation.)  
\_\_\_\_\_

3) Please describe disposition of animal: (Has your dog ever been identified as a "dangerous dog" by a government entity?)  
\_\_\_\_\_

4) Pet's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

_____ Print	_____ Signature	_____ Date
_____ Print	_____ Signature	_____ Date