



1701 LEE ROAD
WINTER PARK, FL • 32789
PHONE: 407-628-0301
FAX: 407-645-3805

Please turn in the following information:

Application

Please fill out one application per person. We can not accept a computer generated signature. You must sign the application in the presence of our office staff or a Notary Public.

Application Fee

\$25 application fee per applicant is required. Anyone moving in that is 18 years or older must fill out an application and be listed under Applicant.

Employed Applicants

Please provide the two most current pay stubs.

Self Employed Applicants

Please provide a financial statement from a CPA or previous two years tax statements

Unemployed Applicants

Please provide proof of available funds that equal or exceed six months of rent. You will also be required to pay two months of rent and a deposit equal to one month of rent on or before your move in date.

Security Deposit

A deposit is required to hold the apartment we have assigned to you. You have five days after your application has been approved to cancel and receive your deposit back in full. After the five day your deposit is non refundable.

All money due on or before move in MUST be in the form of a money order or cashiers check only.

If you have any question while filling out your application please feel free to call us at 407-628-0301 and we will be happy to assist you.

Thank you for choosing Hidden Pond as your home.

APPLICATION PROCESS

Please review the following list of criteria. If you feel you meet these standards, please apply.

APPLICANT(S) MUST PROVIDE DOCUMENTS THAT ESTABLISH THEIR IDENTITY: Two pieces of identification must be provided: We require a photo I.D. (a valid driver's license issued by a state or outlying possession of the United States provided it contains a photograph, a Passport or other photo identification card issued by the United States Government, a US State or US Federal Agency) in addition to a second form of identification. Your second form of identification may be an ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and current address, a social security card (original copy) or birth certificate (original or certified copy).

OCCUPANCY GUIDELINES:	<u>TYPE OF APARTMENT</u>	<u>MAXIMUM # OF OCCUPANTS</u>
	Efficiency	2
	One Bedroom	2
	Two Bedroom	4
	Three Bedroom	6

EMPLOYMENT HISTORY: **1)** Applicant and Co-Applicant must have six months of current verifiable employment. Combined gross income of Applicant and Co-Applicant shall total at least three times the amount of the rental rate. Combined fixed monthly financial obligations for Applicant and Co-Applicant may not exceed 60% of combined total income. Verifiable income shall include income as confirmed by an employer or trust officer. **2)** If less than six months of current employment, we must be able to verify two years of previous employment. **3)** Recent graduates must provide proof of enrollment or graduation. **4)** Self-employed applicants must provide a financial statement from a CPA or previous two years' tax statements. **5)** Unemployed applicants must provide proof of available funds, equal to 6 months rent, plus, two (2) months advance rent and a security deposit equal to one month's rent. In addition, we must be able to verify two years of previous employment. **6)** All aliens must provide a valid passport and green card. Additionally, if employed, all aliens must provide a valid work visa and verifiable social security number.

RENTAL HISTORY: It is your responsibility to provide necessary information that allows us to contact your past landlords. You must have a history of paying your rent on time, have given proper notice and must not owe any money to your landlord. If we are unable to verify your previous landlords and/or references, we reserve the right to deny your application. You must provide 12 months of current verifiable rental history or home ownership. An application will not be approved if there is any outstanding balance to an apartment community or mortgage company. Additionally, all adult occupants must have an acceptable rental history with no prior evictions and no history of default in lease obligations or community policies. The following information will be verified: **(a)** length of residency; **(b)** consistency and timing of payments; **(c)** adherence to community policies; **(d)** if proper notice was given. If you have an outstanding balance with a prior landlord or mortgage company or if you failed to fulfill a lease contract with another apartment community, or defaulted on a mortgage, the application will be rejected unless you provide a written statement from the rental management or Mortgage Company that adequately explains the circumstances.

Management reserves the right to deny you for any appropriate reason including but not limited to the following: You will be denied if, your previous landlords report:

- Significant complaint levels of noncompliance activity.
- Repeated disturbance of the neighbor's peace.
- Reports of gambling, prostitution, drug dealing or drug manufacturing.
- Damage to property beyond normal wear.
- Reports of domestic violence.
- Reports of violence or threats to landlord, landlord's staff, residents or invitees.
- Allowing persons not on the lease to reside in the apartment.
- Failure to give proper notice prior to vacating the property.
- Behavior problems of yourself, your pets, or others allowed on the property during your tenancy.

CREDIT: You will be denied if: **1)** If your credit report has more than three credit ratings between I or J/R-6 through I or J/R-9.* **2)** Any collection or judgment with an outstanding balance, excluding government liens, is an automatic rejection.* **3)** A bankruptcy filed in the past 24 months. **4)** A bankruptcy filed longer than 25 months in the past is acceptable, providing there are no reported credit ratings below an I/R 1 after the bankruptcy; otherwise it is an automatic rejection. *(Excluding medical indebtedness, student loans, accounts charged off and disputed accounts.)

CRIMINAL HISTORY: You will be denied; **1)** If you or any member of your immediate family, residing with you have been convicted of a felony or have had two (2) or more felony adjudication's withheld in the past seven (7) years. **2)** If you or any member of your immediate family residing with you is on active probation in connection with a felony, resulting from either a conviction or when adjudication was withheld. **3)** If you or any member of your immediate family residing with you has ever been convicted or adjudication withheld, involving a felony perpetrated against or inflicted upon another person.

MISCELLANEOUS: You will be denied; **1)** If you misrepresent any information on the application. In general, if misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.

Landlord reserves the right to deny any residency for any appropriate reason

STATEMENT OF RENTAL POLICY

Welcome to our community. Thank you for choosing our community as your place to live. In order to reside in our community, we require that each Applicant and adult occupant meet certain rental criteria. Before you fill out our Rental Application, we suggest that you determine whether you meet our requirements. Please note that the term "Applicant" provided below applies to all Residents to be identified on the Lease Contract and the person or persons to be responsible for paying rent. Please note that these represent our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by the Owner prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various reporting services used.

All applicants will be evaluated based upon the following criteria:

1. **Applicant** - Applicant(s) must be a minimum of 18 years of age.
2. **Occupancy Guidelines** - each apartment type has a maximum number of occupants.
3. **Employment History** - prior employers will be contacted and income will be evaluated in relationship to the monthly rent.
4. **Rental History** - a verifiable rental history must be provided.
5. **Credit** - a credit check will be completed for each adult applicant.
6. **Criminal History** - a criminal background check will be completed on all applicants.

An application deposit of \$350 will be required to hold an apartment until such time as the lease is signed and the balance of the required funds are paid. An application must be completed when placing a deposit on an apartment. All incomplete applications will be returned to applicant. In addition, a \$25 per person non-refundable application fee is required for processing the application. The deposit and application fees must be paid in two separate cashier's checks or money orders.

If you are accepted, you will be required to sign a Lease Contract in which you will agree to abide by the policies of this property. A copy is available for your review. Please read it carefully, as we take each and every part very seriously. It has been written to protect the rights of both our residents and the owners of this community. In such case, the Lease must be executed and all monies paid within (5) five business days after verbal or written notification of approval. If application is not approved, your deposit will be refunded. The application-processing fee is non-refundable.

"WE ARE AN EQUAL HOUSING OPPORTUNITY COMMUNITY."

M. D. Carlisle Corp. of Florida and this rental community adhere to the Fair Housing Law (Title VIII of the Civil Rights Acts of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988 as may be amended from time to time) which stipulate that it is illegal to discriminate against any person in housing practices because of their protected status which includes, race, color, religion, sex, national origin, handicap or familial status.

I HAVE READ AND UNDERSTAND THE RENTAL POLICIES OF THIS COMMUNITY.

Signature of Applicant: _____

Date: _____

Signature of Spouse or Co-Applicant: _____

Date: _____

Signature of Manager/Leasing Agent: _____

Date: _____

Release of Information and Authorization for Verification of Application

1. Have you ever had an eviction filed against you?

Applicant: Yes No Spouse or Co-Applicant: Yes No

2. Have you ever left owing money to an owner or landlord?

Applicant: Yes No Spouse or Co-Applicant: Yes No

3. Have you ever petitioned to file or have filed personal bankruptcy?

Applicant: Yes No Spouse or Co-Applicant: Yes No

4. Have you ever owned property which foreclosure proceedings were initiated?

Applicant: Yes No Spouse or Co-Applicant: Yes No

5. Have you ever been convicted of a felony?

Applicant: Yes No Spouse or Co-Applicant: Yes No

6. Have you applied for residency anywhere in the past two (2) years, but did not move in?

Applicant: Yes No Spouse or Co-Applicant: Yes No

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS PLEASE EXPLAIN IN DETAIL THE CIRCUMSTANCES REGARDING THE SITUATION ON THE BACK OF THIS SHEET.

Applicant(s) represents that all of the above statements and all information on the application for rental are true and complete, and hereby authorizes the release, full disclosure and verification of any and all records and information relating to residential history (rental or mortgage), employment history, criminal history records, court records, credit history records, character and reputation or other sources as necessary for the purpose of verifying information provided by applicant(s). Applicants acknowledges that false or omitted information may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this state.

Applicant(s) agree that all information obtained during the course of this verification will become the permanent property of MD Carlisle Corp of Florida. This information and its source will only be disclosed or released in accordance with the requirements of applicable laws.

Signature of Applicant: _____

Date: _____

Signature of Spouse or Co-Applicant: _____

Date: _____

Signature of Spouse or Co-Applicant: _____

Date: _____

APPLICATION FOR LEASE

Community Name: _____	Apt. #: _____	Monthly Rental Value: _____	Move-In Date: _____
Lease Term: _____	Money Order: _____	Cashiers Check: _____	Application Fee Paid: _____
		Deposit Paid: _____	

1. Applicant: _____ Home Phone: _____ Work Phone: _____

A. Current Address: _____ Apartment: _____

City: _____ State: _____ Zip: _____

Name of Community/Landlord: _____ Area Code/Phone: _____

Reason For Moving: _____ Years In Occupancy: _____

B. Previous Address: _____

City: _____ State: _____ Zip: _____

Name of Community/Landlord: _____ Area Code/Phone: _____

Monthly Rental Rate: _____ Years In Occupancy: _____

Complete C if A and B is less than 3 years total

C. Previous Address: _____

City: _____ State: _____ Zip: _____

Name of Community/Landlord: _____ Area Code/Phone: _____

Monthly Rental Rate: _____ Years In Occupancy: _____

1-A. Co-Applicant: _____ Home Phone: _____ Work Phone: _____

A. Current Address: _____ Apartment: _____

City: _____ State: _____ Zip: _____

Name of Community/Landlord: _____ Area Code/Phone: _____

Reason For Moving: _____ Years In Occupancy: _____

B. Previous Address: _____

City: _____ State: _____ Zip: _____

Name of Community/Landlord: _____ Area Code/Phone: _____

Monthly Rental Rate: _____ Years In Occupancy: _____

Complete C if A and B is less than 3 years total

C. Previous Address: _____

City: _____ State: _____ Zip: _____

Name of Community/Landlord: _____ Area Code/Phone: _____

Monthly Rental Rate: _____ Years In Occupancy: _____

2. Persons To Occupy Apartment

A. Applicant: _____ Social Security #: _____ Date of Birth: _____

B. Co-Applicant: _____ Social Security #: _____ Date of Birth: _____

C. Co-Applicant's Relationship to Applicant: _____

Complete D if minors will occupy the apartment.

D. Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

3. Current Employment

A. Applicant Present Employer: _____ Present Supervisor: _____
 Address: _____ Area Code/Phone: _____
 City: _____ State: _____ Zip: _____
 Occupation: _____ Weekly Salary (Gross): _____ How Long Employed: _____

B. Co-Applicant Present Employer: _____ Present Supervisor: _____
 Address: _____ Area Code/Phone: _____
 City: _____ State: _____ Zip: _____
 Occupation: _____ Weekly Salary (Gross): _____ How Long Employed: _____

4. Previous Employment (Complete if current employment is less than 3 years)

A. Applicant Previous Employer: _____ Previous Supervisor: _____
 Address: _____ Area Code/Phone: _____
 City: _____ State: _____ Zip: _____
 Occupation: _____ Weekly Salary (Gross): _____ How Long Employed: _____

B. Co-Applicant Previous Employer: _____ Previous Supervisor: _____
 Address: _____ Area Code/Phone: _____
 City: _____ State: _____ Zip: _____
 Occupation: _____ Weekly Salary (Gross): _____ How Long Employed: _____

5. Any other income? Yes _____ No _____ If Yes: _____

6. Pets? Yes _____ No _____ Breed: _____ Weight at maturity: _____ (Photo is required)

7. Driver's License

A. Applicant License No.: _____ State/Type: _____ Expiration: _____ Date of Birth: _____
 B. Co-Applicant License No.: _____ State/Type: _____ Expiration: _____ Date of Birth: _____

8. Do you have a checking account? Yes _____ No _____ Is this a joint account with Co-Applicant? Yes _____ No _____
 Name of financial institution: _____ Area Code/Phone: _____
 Address: _____

9. Do you own an automobile? Yes _____ No _____ License Plate Number _____ State _____
 Make of Vehicle: _____ Year: _____ Color: _____

10. Nearest Relative Not Living With You:

A. Applicant Name of Relative: _____ Relationship: _____
 Address: _____ Area Code/Phone: _____

B. Co-Applicant Name of Relative: _____ Relationship: _____
 Address: _____ Area Code/Phone: _____

11. Person to Contact, In Case of Emergency:

A. Applicant Name of Relative: _____ Relationship: _____
 Address: _____ Area Code/Phone: _____

B. Co-Applicant Name of Relative: _____ Relationship: _____
 Address: _____ Area Code/Phone: _____

12. Have you, any member of your immediate family or anyone who is included in this application ever been:

- | | | |
|---------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| A. Evicted from any residential or business occupancy? | Yes _____ | No _____ |
| B. Convicted of a felony or had two (2) or more felony adjudication's withheld in the past seven (7) years. | Yes _____ | No _____ |
| C. On active probation in connection with a felony, resulting from either a conviction or when adjudication was withheld. | Yes _____ | No _____ |
| D. Occupants in any residential or business property which was terminated by the Lessor prior to its expiration. | Yes _____ | No _____ |
| E. Convicted or adjudication withheld, involving a felony perpetrated against or inflicted upon another person. | Yes _____ | No _____ |

13. Remarks:

LEASE APPLICATION AGREEMENT — PLEASE READ CAREFULLY BEFORE SIGNING

- A. I/we understand and agree that this is not a lease, but merely an application for an apartment and is subject to acceptance or rejection by Landlord at its discretion. If this application is rejected by Landlord, Landlord and/or Agent shall refund me/us the full amount paid, except for the non-refundable processing fee *, and there shall be no further claim by applicant against Landlord or any of its agents. "Landlord shall not be subject to any liabilities to the prospective Tenant(s)/Applicant (s) for failing to give possession, due to a hold-over Tenant(s) failing to vacate the premises in a timely manner".
- B. If I/we cancel this application prior to Landlord's approval or rejection of this application, or if I/we fail to execute required lease and or fail to pay the required security and balance of the first month' rent under said lease within five (5) days after written or verbal approval of this application, Landlord may retain all monies as liquidated damages for my/our failure to comply with this agreement *. *1/we agree to pay \$25.00 per applicant, as a non-refundable fee for processing expenses and fees.
- C. I/we further agree that Landlord will not be bound to consummate said lease if applicants should fail to execute said lease and deposit said security and balance of the first month's rent within said five (5) day period.
- D. I/we agree that Landlord and/or Agent will not be bound by any agreements or promises made by representatives who lease apartments unless specifically stated on this application. I/we acknowledge that washing machines, drying apparatus, and machines of similar nature shall not be permitted in the demised premises without the written consent of Landlord.
- E. I/we do hereby authorize the release and full disclosure of any and all records and information that relate to my/our past or current employment, income, credit history, residence, felony convictions, character and reputation or otherwise necessary for the purpose of verifying information provided by me/us on any rental application and/or for the purpose of obtaining information not provided by me/us on any rental application to any community managed by M.D. Carlisle Corp. of Florida.
- F. I/we understand that the information provided by me/us is considered to be the truth and will be relied upon as such. I/we further understand that any falsification or misrepresentations will automatically disqualify my/our application from present and future consideration, and result in an immediate termination of my/our right of occupancy of leased premises if falsification or misrepresentation is discovered after possession of premises is taken by me/us.
- G. I/we agree that all information obtained during the course of this verification will become the permanent property of M.D. Carlisle Corp. of Florida. This information and its source will only be disclosed or released in accordance with the requirements of applicable laws.
- H. I/we have been provided with a sample copy of the lease, rental policy, qualifying criteria and a list of items requiring pre-occupancy payments, for my/our review prior to tendering money and/or this application.

Signature of Applicant: _____

Date: _____

Signature of Co-Applicant: _____

Date: _____

You must sign the application in the presence of an authorized community representative or a Notary Public. NO computer generated signatures.

Signature of Notary Public
or Authorized Community Representative: _____

Date: _____