



CT HOMES REALTY CORPORATION

RESIDENT SELECTION CRITERIA

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non refundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co signer. A minimum of two years residential rental history is required.
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle proesse", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets for the benefit of the occupant(s) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
10. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
11. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
12. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.
13. Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

_____Initials



CT Homes Realty Corporation RESIDENTIAL LEASE APPLICATION

Property Address: _____
Lease Period: _____
Monthly Rent: _____
P. Manager: _____
Application Fee: _____ Good Faith Deposit: _____

Applicant Information

Applicant Full Name _____ Social Security: _____
Present Address: _____
City _____ State _____ Zip _____ Home Phone (____) _____
Work Phone (____) _____ Mobile Phone (____) _____
Email _____ Date of Birth _____ Drive's License # _____
Landlord / Mortgagor _____ How Long? _____ Rent / Mortg. Payment \$ _____
Phone: (____) _____ Address or web site _____
Car Maker _____ Year _____ Model _____ Tag # _____ Color _____
Other Occupants _____
Employer _____ Address or web site _____
Supervisor _____ Position _____ How Long? _____
Monthly Income \$ _____ Phone: (____) _____ Fax (____) _____

Personal Reference

Name _____ Phone (____) _____ Relationship _____
Name _____ Phone (____) _____ Relationship _____
Name _____ Phone (____) _____ Relationship _____

QUESTIONNAIRE:

Reason for leaving present address: _____
Has anyone filed an eviction against you? _____ If yes when? _____
Have you ever broken a lease contract? _____ If yes when? _____
Have you had anyone filed criminal charges against you? _____ If yes when? _____
Have you ever been convicted of a crime? _____ If yes when? _____
How were you referred to CT Homes Realty? _____

IMPORTANT NOTICE: Applicant represents that 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 the Landlord and/or CT Homes Realty Corporation. 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 Landlord and/or Management company herewith the sum of \$_____ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. **GOOD FAITH DEPOSIT AGREEMENT** --Applicant has deposited an **“GOOD FAITH 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 PREMISES is taken **the “GOOD FAITH DEPOSIT” shall be applied toward the security 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 “GOOD FAITH 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 **“GOOD FAITH 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/WE HAVE READ AND UNDERSTAND AND AGREED TO THE ABOVE PROVISIONS.

Applicant Signature: _____ Date: _____

Approval by Landlord or Agent: _____ *Date:* _____

Application Fee: _____
Security Deposit: _____
Pet Fee: _____
Fist month's rent: _____
Additional rent: _____
Other: _____

Total amount due prior occupancy: _____



**CT HOMES REALTY CORPORATION
REQUEST FOR RENTAL VERIFICATION**

I/ We hereby authorize the release of the information requested bellow.

Applicant's signature: _____

Date:

To:

From: CT Homes Realty Corporation

The listed individual(s) has applied for residency in one of our rental properties, In order to approve this application we need rental references from you and or your company. Please complete this form and return via fax to 407-578-1715 or email at info@cthomesrealty.com. Your prompt attention to this matter is greatly appreciated.

RENTAL DATES: FROM: _____ TO: _____

RENTAL AMOUNT: _____

HOW MANY LATE PAYMENTS? _____

HOW MANY DELINQUENCY NOTICES (IN FLORIDA, 3 DAY NOTICES)? _____

HOW MANY NON-COMPLIANCE NOTICES? _____

HAVE YOU BEEN NOTIFIED OF THE APPLICANT INTENTION TO VACATE? _____

WAS SECURITY DEPOSIT RETURNED? _____

DO YOU HAVE ANY COMPLAINTS ON THIS TENANT? _____

Person verifying this information:

PRINT NAME _____ **TITLE** _____

SIGNATURE _____ **DATE:** _____