



Swann & Associates

1205 S Woodland Blvd. Ste 3, DeLand, FL 32720

Phone (386)738-3688 / Fax (386)738-5788

Email: mindy@yourfloridabroker.com

Website: www.swannandassociates.com

The Steps to Long Term Renting

Dear Future Tenant with Swann & Associates Property Management & Rentals:

We would like to take this opportunity to welcome you to our family of residents. The following are the steps needed.

Step 1: Fill out an application form, sign where indicated and pay required fees. (Make sure to provide documentation.)

Step 2: Sign and date (ONLY) the Signature Release Form.

Step 3: Turn in application. We will process the application; the application process is typically 24 - 48 hours.

Step 4: Sign Lease Agreement (First month's rent, Security Deposit and Pet Fee if applicable, need to be paid before move-in.)

Step 5: Move in and Enjoy!

If you have any questions, please do not hesitate to contact me at 386-738-3688 ext 18.

Regards,

Mindy Hillman

Mindy Hillman

Property Management



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IMPORTANT INFORMATION

READ & SIGN BEFORE COMPLETING APPLICATION

\$35 Application Fee must be paid in CASHIER'S CHECK or MONEY ORDER and is NOT REFUNDABLE.

Until all documents are attached, properly completed, approved and a Security Deposit has been collected, the property will remain on the rental market. All applications must be signed by all parties or signed by a representative for the applicant in his/her absence. All persons planning to occupy the rental property over the age of 18 must complete an application. There is a \$35 charge per adult applicant.

ALL MONEY PAID PRIOR TO MOVING IN MUST BE PAID IN CASHIER'S CHECK OR MONEY ORDER

- Keys to the rental property will not be given out until each person listed on the lease has signed the lease and all monies are paid in full.
- Tenants are responsible for their own utilities.

CRITERIA NEEDED FOR APPLICANTS

- Approximately 30% of Total Income must equal the rent amount.
- Swann & Associates will do a credit & background check for each applicant.
- Rental reference is required.

ITEMS REQUIRED FOR EACH APPLICANT

- Application.
- Release for rental verification.
- Two most recent pay stubs that must be dated no later than 4 weeks prior to application date.
- Copy of Driver's License

Other _____

What is your preferred move-in date? _____

Property Address that you are interested in? _____

Rent Amount: _____

PLEASE SIGN THIS FORM AS ACKNOWLEDGEMENT THAT YOU HAVE READ AND UNDERSTAND THE ABOVE

Applicant

Date

Applicant

Date



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GENERAL INFORMATION

Other Occupants:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Pets: Number#: _____ (PET FEE IS \$250.00)

Type: _____ Breed: _____ Name: _____

Type: _____ Breed: _____ Name: _____

Smoker (s)? Yes _____ No _____

Car Make _____ Model _____ Year _____ Color _____

License Number _____ State _____

Car Make _____ Model _____ Year _____ Color _____

License Number _____ State _____

ANY FALSE INFORMATION GIVEN IN THIS APPLICATION WILL AUTOMATICALLY RESULT IN REFUSAL OF APPLICATION TO RENT

I DECLARE THAT THE FOREGOING IS TRUE AND AUTHORIZE SWANN & ASSOCIATES TO OBTAIN A CONSUMER REPORT, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized hereby expressly release Swann & Associates, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local state and/or federal government agencies including without limitation, various law enforcement agencies.

I agree to pay to Swann & Associates a non-refundable application fee in the amount of \$30. I understand that I am entitled to a copy of any consumer credit report obtained by the Landlord, by requesting a copy from the credit bureau. I further agree that Swann & Associates/Landlord may terminate any agreement entered into in reliance on any misrepresentation made above.

Applicant _____ Date _____

Co-Applicant _____ Date _____



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APPLICANT #1 INFORMATION

Name _____ DOB _____

Driver's Lic #/State _____ SSN _____

Current Address _____

Home Phone _____ Cell Phone _____ Email _____

Current Landlord _____ Phone # _____ Length of Rental Period _____

Previous Address _____

Previous Landlord _____ Phone # _____ Length of Rental Period _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, please explain: _____

Occupation: _____ Bussiness Phone #: _____

Employer: _____ Supervisor: _____

From: _____ To: _____

From: _____ To: _____ Total Monthly Income: _____

(Please provide proof of Income)

If self employed and or employed less than two years, please provide some information on prior occupation

REFERENCES

Prior Occupation _____ Business Phone _____

Employer _____ Supervisor _____

From: _____ To: _____ Total Monthly Income: _____

1. Reference _____ Phone _____ Length of Acquaintance _____

2. Reference _____ Phone _____ Length of Acquaintance _____



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APPLICANT #2/C₀-APPLICANT INFORMATION

Name _____ DOB _____

Driver's Lic #/State _____ SSN _____

Current Address _____

Home Phone _____ Cell Phone _____ Email _____

Current Landlord _____ Phone # _____ Length of Rental Period _____

Previous Address _____

Previous Landlord _____ Phone # _____ Length of Rental Period _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, please explain: _____

Occupation: _____ Business Phone #: _____

Employer: _____ Supervisor: _____

From: _____ To: _____ Total Monthly Income: _____

(Please provide proof of Income)

If self employed and or employed less than two years, give some information on prior occupation

REFERENCES

Prior Occupation _____ Business Phone _____

Employer _____ Supervisor _____

From: _____ To: _____ Total Monthly Income: _____

1. Reference _____ Phone _____ Length of Acquaintance _____

2. Reference _____ Phone _____ Length of Acquaintance _____



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SIGNATURE RELEASE FORM

I/We hereby authorize Swann & Associates to verify all information regarding rental verification.

_____	_____
Applicant Signature:	Co Applicant Signature:
_____	_____
Applicant Printed Name:	Co Applicant Printed Name:

RENTAL VERIFICATION

To: _____	From: <u>Swann & Associates</u> _____.
Phone: _____	Agent: <u>Mindy Hillman</u> _____.
Fax: _____	Date: _____

We would like to verify residency on the above mentioned Tenant (s): CURRENT / PAST

Residing at: _____

What is the monthly rent amount? _____ Did Tenant(s) complete the lease: YES / NO

How many times was the rent paid late? _____

Were there any non-sufficient funds fees? YES / NO If YES, how many? _____

Were there any violations on the lease? YES / NO If YES, how many? _____

Did Tenant(s) receive security deposit in full? YES / NO / NOT APPLICABLE

If not, what items were they charged for? _____

Would you rent to them again? YES / NO

VERIFICATION COMPLETED BY: _____ TITLE: _____

THANK YOU FOR YOUR PROMPT ATTENTION
PLEASE COMPLETE AND FAX BACK TO: Mindy Hillman (386)738-5788