

KEYES NEW TENANT APPLICATION PROCESS

Thank you for choosing to rent with Keyes Property Management.

- Please complete the attached application fully and make sure to sign signature lines.
- Anyone over the age of 18 who will be residing in the rental must fill out an application and pay fee.
- Please remember to submit the application fee with your application. Payment can be cash, money order, or cashier's check.
- Fees are as follows:

Family up to 3 persons \$75.00
Each additional name or person \$25.00

The processing fee usually has a 24/48 hour turn-around time. Please provide us with the phone number or email you would like to be contacted at for the results.

Thank you,

Jennifer Lux
Realtor, Property Manager

Name of Keyes Agent: _____

Keyes Office: _____

Reference/Property: _____

SCAN COMPLETED FORM TO INFO@SCOTTROBERTSASSOCIATES.COM OR FAX TO 888-605-4265



NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

IMPORTANT NOTICE

Effective January 1, 2012, employers in California may only use consumer credit reports for employment purposes if the report is sought for the following:

A managerial position; 2) A position in the state Department of Justice; 3) A sworn peace officer or other law enforcement; 4) The California Fair Credit Reporting Act AB 655 created Civil Code section 1786.29 which requires a California applicant to choose if they want to have a copy of their consumer report.

If the applicant is a California resident, the following applies:

- 1. The report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records.**
- 2. Evidence of identity theft may or may not be identified from this report.**
- 3. The applicant has the right to see and copy their consumer report.**
- 4. The applicant requests a copy of the consumer report by checking the box.**

I, the undersigned consumer, do hereby authorize **Keyes Realty** by and through its independent contractor, **Scott Roberts and Associates**, to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports for **leasing or tenant ownership purposes** with **Keyes Realty**. I authorize **Keyes Realty** to share this consumer report with prospective landlords if necessary.

Said reports may include, but are not limited to, information as to my character, general reputation and personal characteristics, discerned through employment and education verifications; personal references; personal interviews; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **Keyes Realty** by and through **Scott Roberts and Associates**, including, but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to **Scott Roberts and Associates** at 2290 10 Ave. N, Suite 500, Lake Worth, FL 33461, www.scottrobertsassociates.com, (888)-605-4265(O) (888)605-4305 (F) if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C § 1681 *et. seq.*

Signature: _____

Date: _____

IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY

Print Name: _____

Other Names Used (alias, maiden, nickname) _____

Current Address: _____
Street/P.O. Box City State Zip Code County Dates

Former Address: _____
Street/P.O. Box City State Zip Code County Dates

Former Address: _____
Street/P.O. Box City State Zip Code County Dates

Social Security Number: _____ **Daytime Telephone Number:** _____

Driver's License#: _____ **State:** _____ **Date of Birth:** _____ **Gender:** _____

Have you ever been convicted of a crime? ___yes or ___No (if yes please provide details)

Details: _____

Present Employment: (Complete for Employment Verification Only)

Employer's Name: _____

Employer's Address: _____

Employer's Telephone: ____ (____) _____ **Supervisor's Name:** _____

Monthly Salary: _____ **Hire Date:** _____ **End Date:** _____

My signature below also authorizes my credit card to be charged (Please circle):

- A.) ____ **Tenant Credit Report only.**
- B.) ____ **National Criminal History Database Search only.**
- C.) ____ **National Eviction Registry search only.**
- D.) ____ **Employment verification only.**
- E.) ____ **Tenant Screening Package (National Criminal History Database Search, Credit Report, National Eviction Report)**
- F.) ____ **Tenant Screening Package with Employment Verification**

TENANT RENTAL APPLICATION

Equal Housing Opportunity

I desire to rent the following property: _____

Anticipated move in date: _____ at rent of: _____

Security Deposit of: _____ and app fee of: _____

Please tell us about yourself:

Full name (include aka's)	
Home Phone:	
Cell Phone:	
Email address:	
Date of Birth	
SSN:	
Please list all pets:	

Please provide us with your residential history (last 3 years)

Current address:	
Month/Year of Move in:	
Reason Leaving:	
Owner/Agent & Contact Info	
Rent:	

Past address:	
Month/Year of Move in:	
Reason Leaving:	
Owner/Agent & Contact Info	
Rent:	

Please describe your credit history

Have you declared Bankruptcy in the past seven (7) years?	
Have you ever been evicted from a rental residence?	
Have you had two or more late rents in the past year? If so, why?	
Have you ever willfully or intentionally refused to pay rent when due? If yes, please explain	

If accepted, who will be residing with you?

Name	Age	Relationship	Occupation

Please provide your employment information:

Status:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Self Employed
Employer:	
Dates Employed:	
Supervisor:	
Pay Rate:	

*If you have other sources of income you would like us to consider, please list income, source and person (banker, employer, etc) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Please list your references:

Bank Account: Name / Type / Account No.	
Bank Account: Name / Type / Account No.	
Bank Account: Name / Type / Account No.	
Personal Reference: Name / Contact / Relationship	
Personal Reference: Name / Contact / Relationship	
Personal Reference: Name / Contact / Relationship	
Driver's License Number:	
Vehicle Information: Make / Model / Year / License Plate / State	

Additional Information:

Do you have any additional information that might help the owner / management evaluate this application?

I hereby apply to lease the above premises for the term and upon the set conditions above set forth and agree that the rent is to be paid the first day of each month in advance. As an inducement the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement I made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agents cost, time and effort in processing my application.

Date: _____

Applicant Signature

Received by: _____

Paid: _____