



Dear Applicant,

In order to process your application for residency quickly and to provide you with an answer, we need your help. The application must be filled out as thoroughly as possible. Missing or inaccurate information will slow down the processing of the application, and may result in decline of the application.

EMPLOYMENT

Please provide the name and number of somebody who can verify:

- Your current and previous employment (if at your current job less than 3 months) such as the human resources department.
- Please try not to give pager numbers as they are often not returned or cause confusion because the party is unsure why they were paged. If your employer uses the *Work Number for Everyone*, or other 900 numbers for employment verification then you will need to bring in verification.
- Please provide the last pay stub or W-2. If self employed, you will need to provide most recent tax return or letter from accountant.

RESIDENCE HISTORY

We need to verify the most current 24 months of residency. Please provide:

- DAYTIME number of your current and previous landlord. Also please indicate if you were not on a lease. Do not leave any gaps in rental history.
- If you are renting from or living with family please provide a notarized letter.
- If you owned property then we need to see the mortgage on the credit report or verify through the mortgage company. If you owned the property outright, please provide a copy of the warranty deed or sales receipt.
- If you rented from a private landlord, then you will need to provide the last 3 canceled checks or money order receipts.

Finally, please provide a daytime phone number where you can be reached.

Thank you for your assistance,



RESIDENTIAL REAL ESTATE, INC.
Independently Owned and Operated by NRT Incorporated

2440 S.R. 580, Suite 3
Clearwater, FL 33761
727-797-1665 X 118
727-726-0519 fax
1-800-776-0299 toll free

Christine Perkins, Realtor
Sales, Property Management and Leasing

Re: Rental Application

Enclosed is an application for the above property. Please have client fill out completely, read and initial page 2 and return to this office with a **money order** in the total amount of **\$35.00 for state residents, minimum of 2 years, or \$40.00 for out of state residents per person over the age of 18 years who will reside in the home, payable to Coldwell Banker**. If not married, a separate application is required, but one money order can be delivered. Coldwell Banker requires a holding deposit equal to the security deposit (Money Order) payable to Coldwell Banker.

Upon review of the credit/criminal/employment and tenancy and approval of same, an approval letter will be sent and a Lease will be prepared for your signature within 3 days of acceptance.

REQUIREMENTS WITH APPLICATION:

A COPY OF DRIVER'S LICENSES FROM EACH ADULT. IF WE ARE IN THE OFFICE WE CAN MAKE THESE, OTHERWISE MAKE AN **ENLARGED AND LIGHTENED** COPY AND ATTACH TO THE APPLICATION

INCOME VERIFICATION: DIRECT DEPOSIT VERIFICATION: PAY STUB, BANK STATEMENTS, SOCIAL SECURITY STATEMENT OR ANY FORM OF INCOME VERIFICATION. PLEASE ATTACH THESE TO THE APPLICATIONS.

Upon move in or prior to move in depending on move in date:

1. Pro rated rent (amount to be determined by move in date if after the 1st of the month)
2. 1st month rent
3. Possibly last months rent depending on owners requirements and credit report
4. Security Deposit prepaid as holding deposit

ALL ABOVE MONIES ARE TO BE PAYABLE TO COLDWELL BANKER IN THE FORM OF MONEY ORDER, CASHIERS OR CERTIFIED FUNDS.

Any questions, please contact this office.

Sincerely,

Christine Perkins
Enclosure