

# U.S. Real Estate Investors Association Report Request Authorization Form

U.S. Real Estate Association LLC [www.TenantReports.org](http://www.TenantReports.org) Ph: 866-910-1503

**PRINT CLEARLY** - All fields are **REQUIRED**

Applicant Name: \_\_\_\_\_ SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

APT # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Former Address (if **NOT** at present address for 2 years ):

Address: \_\_\_\_\_ APT # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Drivers License # (if Requesting Motor Vehicle Report): \_\_\_\_\_

I authorize the named below to obtain a credit report, criminal report, and or eviction check, on me, through **US Real Estate Investors Association LLC** for tenant screening purposes.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

---

***Below To be Completed by US Real Estate Association Member ONLY***

U.S.R.E.I.A. Membership#: **3917** Requested by: \_\_\_\_\_

Contact Phone Number for Questions on Application: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Respond by **Fax** to (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Please Circle the Appropriate Requested Report(s)

**Credit Report from:** 1.) Trans Union 2.) Experian 3.) Equifax 4.) Canadian Credit Report

**Criminal Check:** 5.) Nation Wide 6.) State Wide 7.) County Criminal Check

**Eviction Check:** 8.) Nation Wide 9.) State Wide

**Other Checks:** 10.) Social Security Number /Former Address Verification

11.) Motor-Vehicle Report 12.) Global Report 13.) People Finder Service

**Pre Employment Credit Report:** Equifax Trans Union Experian

**Business Credit Report:** Experian (must supply EIN # \_\_\_\_\_)

\*\*\*Upon Completion Fax this request to: 866-271-2570\*\*\*

# CB Isaac Realty Property Management

2518 St. Rd. 21, Melrose, FL 32666

P.O. Box 893, Melrose, FL 32666

Office: 352-475-2199 /Fax: 352-475-3406

## Rental Application

Name: \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First MI

Phone Number(s) \_\_\_\_\_  
Home Work Cell

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

### Vehicle Information(include recreational)

Car Tag: \_\_\_\_\_ State: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year \_\_\_\_\_

Car Tag: \_\_\_\_\_ State: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year \_\_\_\_\_

Car Tag: \_\_\_\_\_ State: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year \_\_\_\_\_

Other Occupants: \_\_\_\_\_

Name Relationship Age

Name Relationship Age

Name Relationship Age

Pets: Name \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Pets: Name \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Why Moving? \_\_\_\_\_

### Current Address:

Street Apt. # City State Zip

Current Landlord/ Mortgage Holder: \_\_\_\_\_ Phone \_\_\_\_\_

Length of Residence: \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_ Mo. Rent/Mortgage \$ \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Previous Address: \_\_\_\_\_

Street Apt# City State Zip

Previous Landlord / Mortgage Holder: \_\_\_\_\_ Phone \_\_\_\_\_

Length of Residence: : \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_ Mo. Rent/Mortgage \$ \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Current Employer: \_\_\_\_\_ City/St. \_\_\_\_\_ Phone \_\_\_\_\_

Position: \_\_\_\_\_ Employed \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_ Income \$ \_\_\_\_\_ Per \_\_\_\_\_ Manager \_\_\_\_\_

Have you ever had an eviction filed or left owing money to an owner or landlord?

Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you or any occupant ever been arrested, had adjudication withheld or been convicted or a felony?**

Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you ever filed bankruptcy?**

Yes \_\_\_ No \_\_\_ If so, when \_\_\_\_\_

If any of the above answers are found to be incorrect, any rental agreement becomes void and will be sufficient reason for eviction and loss of security deposit. I also authorize you to verify employment, bank accounts and credit history. I declare that my rental and credit records are in good standing and understand that if I am accepted and fail to complete this transaction by signing the lease, my deposit will be forfeited.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Co- Signer \_\_\_\_\_ Date \_\_\_\_\_

As co-signer, I agree to be responsible for payment of applicant should his rental account become 10 days past due, and authorize pursue legal action against me to recover rent or damages due from applicant.

Application Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Date \_\_\_\_\_

Reason \_\_\_\_\_

# CB Isaac Realty Property Management

2518 St. Rd. 21, Melrose, FL 32666

P.O. Box 893, Melrose, FL 32666

Office: 352-475-2199 /Fax: 352-475-3406

**PLEASE READ CRITERIA CAREFULLY**  
**THERE WILL BE NO EXCEPTIONS**

Property Applying for: \_\_\_\_\_  
Move In Date: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

## **Rental Process and Application Disclosure**

“We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.” CB Isaac Realty Property Management is the management agent for many separate property owners; therefore, policies at each property may vary depending on the particular owner’s preference.

## **Application Processing and Time Frame**

- Processing an application normally takes between 2-3 days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial.
- **No Rental property will be held vacant for more than two (2) weeks, unless approved by CB Isaac Property Management.**

## **Cost:**

- **If you decide to apply to rent one of our properties, there is a \$50.00 per adult (18 yrs. of age or older) process fee that is “non-refundable.” This must accompany the completed application form provided to you by our company. Applicant must provide a valid state issued photo identification card of a driver’s license. We reserve the right to require a co-signer. Incomplete applications or applications submitted without the proper processing fees will not be considered and process fee will not be refunded for incomplete applications.**

Applicant’s Initials \_\_\_\_\_

- Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such a homeowners or condominium associations and remit whatever other application/process fee may be required.
- In the event you owe CB Isaac Realty Property Management any NSF fees, late fees, damages, rent, release fees, advertising costs, lock change fees, etc. after distribution of your security deposit, we will forward all balances due to out collection agency. The costs associated with the efforts are typically 40% of the total amount due and will be charged against your account as well.

#### **The Application**

- Upon receipt of your rental application and process fee, you can expect and hereby authorize that we will (1) check you credit report; (2) check the public records for any past evictions (including dismissed filings); (3) verify your employment/income and income ratio; (4) verify your current and previous landlord references; (5) do a criminal background check. We would encourage you not to apply if you have bad credit; bad references, have ever been evicted in the past, or have a criminal record. Co-signers may be considered on an individual basis.
- **Once you have been notified of your approval, you must place (at minimum) a holding deposit (by cashier's check or money order), equal to at least one months rent, within 24 hours of your approval notification. Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to enter into the lease agreement on this date, you shall forfeit these funds as liquidated damages. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your process fee is non-refundable.**

**Initial:** \_\_\_\_\_

## **Resident Selection Criteria:**

**Income Requirements-** Applicants must have a combined income of at least 2 ½ times the monthly rent, within \$100.00 of the combined income requirement. The most recent paycheck stub must be included with the application. Incomes must be verified in writing. Self-employed applicants are required to produce two years of signed tax returns or 1099's along with the application for submission. Individuals transferring to a new job must provide a letter from their new employer. Non-employed individuals must provide proof of income upon application submission. All sources of other income must be verifiable if need to qualify for a rental unit.

### **Credit Reporting and Requirements**

Our company policy is to report all non-compliance's with terms of your rental agreement or failure to pay rent, or any amounts to the credit bureau. A credit report will be pulled on each applicant, and each applicant must have a good credit rating. Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the past year. We will not provide you with the credit report or tell you of its content; however we will provide you with the name of the credit-reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only. **In the event of a bankruptcy, documentation proving that is has been discharged must be provided with the application. This may require a letter from your bankruptcy attorney indicating your date of final discharge.**

### **Background Investigation Requirements**

A criminal background check will be pulled on all occupants (18 yrs. of age and older), as we have a legitimate interest in the criminal activity and behavior of all tenants. If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or have any convictions of any length of time for any sexual related, murder related or arson related crime.

### **Rental/Mortgage Requirements**

A minimum of two years residential history is required. Rental history must be rated satisfactory or better with no record of evictions. Previous rental history reports from landlords must reflect timely payment, no more than 3 late payments, 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 with out damage at time of lease termination.

**We reserve the right to require a co-signer and/or a higher security deposit.** Co-signers are accepted at the managers' discretion only, must meet all requirements, and must reside in the State of Florida.

### **Pet policy**

Additional fees and deposits are waived for service animals. No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of CB Isaac Realty Property Management in the lease document, and addendum to the lease. Some properties may require higher application fees or higher rent amounts. **The following pets will not be accepted under any circumstances. GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS, STAFFORDSHIRE TERRIERS, PRESA CANARIOS, AKITAS, WOLF HYBRIDS, AND HUSKIES.**

### **Security Deposits**

Security deposits are security for faithful performances by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.

Applicant's Initials \_\_\_\_\_

**Occupancy Requirements**

The number of occupants must be in compliance with HUD standards and guidelines for the applied for unit. The standards are as follows:

- No more than 2 persons may occupy a 1 bedroom, Plus 1
- No more than 4 persons may occupy a 2 bedroom, Plus 1
- No more than 6 persons may occupy a 3 bedroom, Plus 1
- No more than 8 persons may occupy a 4-bedroom unit, Plus 1

However, some city and county municipalities and/or homeowners associations prohibit more that two (2) unrelated adults to reside in a single family dwelling unit. Consequently, CB Isaac Realty Property Management also prohibits the rental of a single family dwelling to more than three (3) adults.

**No Verbal Agreements**

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 expectations, additional security, co signers, and/or additional advance rent payments may be required. No verbal agreements will be executed or honored. Any agreements must be in writing and signed by both parties.

**PLEASE READ CAREFULLY**

**Burden of Proof:**

**It is the applicant’s sole responsibility to provide all documentation as stated in this criterion, as well as any further required during the application process. Failure to provide requested documentation will result in the application being declined. We need all phone numbers of prior rentals, human resources, phone numbers (if your company goes through a company that provides your employment information for a charge, it is up to you, the Applicant, to provide that information to us as CB Isaac Realty Property Management does not pay for employment verification.**

**Other Issues:**

- Rents quoted are the rental amounts due if paid on time; (on or before the 1<sup>st</sup> of each month by 5:00 p.m.) otherwise the rent is 10% higher.
- Keys will be released on the first (1<sup>st</sup>) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have CB Isaac Realty Property Management’s prior approval.
- Leasing Consultant – CB Isaac Realty Property Management provides a leasing consultant to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. The leasing consultant will also submit your application to CB Isaac Realty Property Management for processing; the leasing consultant is not authorized to negotiate on behalf of CB Isaac Realty Property Management. Verbal representations are non-binding. Once your application is submitted to CB Isaac Realty Property Management the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.

Applicant’s Initials\_\_\_\_\_



# C.B. Isaac Realty

## Addendum

### Agreement Regarding Abandoned Property

Under Florida Statutes §83.67 (3)

This agreement is made between Ronald Blake, Broker as Landlord  
and

\_\_\_\_\_  
as Tenant of property described as  
\_\_\_\_\_.

Pursuant to Florida Statutes section 83.67(3) the undersigned  
Landlord and Tenant agree that BY SIGNING THIS AGREEMENT THE  
TENANT AGREES THAT UPON SURRENDER OR ABANDONMENT.  
AS DEFINED BY CHAPTER 83, FLORIDA STATUES, THE  
LANDLORD SHALL NOT BE LIABLE OR RESPONSIBLE FOR  
STORAGE OR DISPOSITION OF THE TENANT'S PERSONAL  
PROPERTY.

Date: \_\_\_\_\_, 20\_\_\_\_

Landlord:

\_\_\_\_\_  
Ronald Blake, Broker

Tenant:

\_\_\_\_\_  
\_\_\_\_\_

## **Emergency contact information**

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship: