



RENTAL APPLICATION

1323 E TENNESSEE STREET (32308-5107)
 POST OFFICE BOX 1203, TALLAHASSEE, FL 32302-1203
 PHONE: VOICE: (850) 576-8774; FAX: Toll Free: (888) 550-7503
 www.cebaynes.com

Every person to reside on the premises must be disclosed in this application. If you need additional space to explain any answer, please attach a separate sheet. The purpose of our screening process is to (1) identify of the person(s) renting property as well as those who will occupancy the premises, (2) assess your ability and willingness to pay the rent, and (3) assess whether your tenancy would result any potential hazard to our property or other tenants. Each application must be accompanied by a \$30 application fee.

Address for which you are applying for tenancy: _____, Tallahassee, Leon County, Florida 323_____.

1. PLEASE TELL US ABOUT YOURSELF. Before signing a lease, you will need to provide a picture identification and a social security card showing the name you are using here. If you do not have a social security card, you will need to sign IRS form W-9, Request for Taxpayer Identification Number and Certification.

Name:		Telephone Number	
Social Security Number:	Date of Birth*	Sex*	Race*
Are you known by any other name? If so, list it (or them) here.			
If you have one, what is your e-mail address?			
What are the names of all persons to be living with you; do not include yourself:			
Name		Sex *	Age *

Answering NO to questions 1.1 – 1.3 may require additional explanation:

	YES	NO
1.1. Are you a citizen of the United States of America? (If you answer YES, go to item 1.4.)		
1.2. If you are not a citizen, do you have a valid visa to be in the United States? (Please provide number and a copy)		
1.3. If you have a valid visa, will it expire prior to the expiration date of the prospective lease?		

Answering YES to questions 1.4 or 1.5 may require additional explanation.

1.4. During the past five years, have you been arrested for any felony? If YES, explain on separate sheet.		
1.5. During the past two years, have you been arrested for any misdemeanor? If YES, explain on separate sheet.		



*** NOTE: You do not need to answer any question about age, race, color, religion, sex, handicap, familial status (married or children), national origin, or any other protected status. Neither C. E. BAYNES & ASSOCIATES LLC nor its clients or customers discriminate on the basis of any protected status. We ask for this information only to uniquely identify you and to facilitate our public records and criminal history inquiries. Not answering these questions will not disqualify you from a prospective tenancy but could delay processing your application if we find others whose names or other identifying information are similar to yours and we have to make additional inquiries.**

Who should we contact in the event of an emergency? (You will need the name of at least one person not residing with you.)

#	Name of person to contact	Address	Telephone Number
1			
2			

2. PLEASE TELL US ABOUT YOUR RESIDENCIES FOR THE PAST TWO YEARS. This information is necessary to help us assess your willingness to pay your rent and otherwise discharge your duties as a tenant. If you have been at your current address less than two years, please attach a separate sheet with the following information for the last two years. If you do not have the contact information for your current landlord, please provide a copy of your current lease.

What is your current address?			
How long at this address?	When does current lease expire?	How much is your current rent?	
Is your rent paid up to date?	If not, why not?		
Why do you want to leave?			
Landlord's Name:			
Landlord's Address:		Landlord's Phone Number:	

COMMENTS OR EXPLANATIONS:

<i>Please answer questions 2.1-2.8 YES or NO. Answering YES to any of these questions would not necessarily disqualify you from this tenancy but may require additional explanation.</i>	YES	NO
2.1. Does your current or any previous landlord(s) hold a judgment against you in any amount for any reason?		
2.2. During the past two years, have you received a three-day notice to pay rent or vacate a premises?		
2.3. During the past two years, have you received a seven-day notice to cease any activity contrary to your lease?		
2.4. During the past two years, have you been evicted from any tenancy for any reason?		
2.5. During the past two years, have you withheld rent from a landlord for any reason?		
2.6. During the past two years, has any landlord or creditor written off all or any part of your rent or debt?		
2.7. During the past two years, have you written a check with insufficient funds in your checking account?		
2.8. If you answered YES to 2.7, do you still owe the amount of the check?		

3. PLEASE TELL US ABOUT YOUR EMPLOYMENT AND INCOME HISTORIES AND OTHER FINANCIAL OBLIGATIONS. This information is necessary to help us assess your ability to pay your rent. To qualify, your income should be at least three times the amount of your rent, or two-and-a-half times your rent if you have tax-free public and private assistance. Your total monthly financial obligations, including your rent, should not exceed one-half you gross income. Otherwise, you may need to provide an additional security deposit, guaranty of rents, co-signer, or combination of the three. If your only income is public or private assistance, such as housing vouchers, alimony, child support, food stamps, etc., and you need us to consider that income in qualifying you, please indicate the source as your "employer" and the appropriate statements showing the amount(s) of the benefit. Please use additional sheet if necessary.

If you have had two or more employers during the past two years, please provide the information below on an additional sheet about each one.

What is the name of employer?		Telephone number?	
What is your employer's address?			
How long?		What is your supervisor's name?	
What is your current occupation?		How much is your gross income?	

Please list your debt obligations such as car payments, installment payments, credit cards, etc. You do not need to include your rent. We will add the amount of your future rent to your total other debt obligations and use the sum to determine to determine your total obligation ratio. Ideally, we would like to see a total obligation to income ratio of less than 50%.

<i>Name of creditor</i>	<i>General purpose of debt</i>	<i>Balance owed</i>	<i>Monthly payment</i>

4. PLEASE TELL US ABOUT ANY VEHICLES YOU WILL BE PARKING ON THE PREMISES. Any vehicle parked on the premises must be properly licensed, operable, and insured. We need to know this information to monitor vehicles parked on the premises to ensure that none violate local housing or other codes and that only the vehicles owned and operated by a tenant are parked on the premises and that no vehicle is improperly parked or stored.

Year		Make		Model		Tag # (State)		Operable?	
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5. IF THE PROPERTY FOR WHICH YOU ARE APPLYING ALLOWS PETS, PLEASE TELL US ABOUT YOURS. This information is necessary to determine whether your pet is one that would likely adversely affect insurance premiums or endanger property or other tenants. Where a pet is permitted, the number is limited to one pet per household. You will also need to complete a pet application and pay the appropriate pet fee, if applicable.

Pet's Name:		Pet Type		Breed		Color		Weight-lbs	
Vaccinations current?		Has you pet ever attacked or bitten anyone?				NO		YES	
If YES, please explain here or on a separate sheet:									

OTHER COMMENTS OR EXPLANATIONS:

Under penalty of perjury, I hereby declare and swear or affirm that the above information is true and correct to the best of my knowledge and belief. I hereby authorize C. E. BAYNES & ASSOCIATES LLC, and its agents, to make inquiries about my suitability for tenancy and do further hereby authorize and direct any person with information pertaining to such inquiries to release such information pursuant hereto. I do further hereby release such persons from all liability for lawfully disclosing such information.

Applicant Signature and Date