



# Rental Application for Residents and Occupants

Each co-applicant and each occupant 18 years old and over must submit a separate application.  
Spouses may submit a single application.



Date when filled out: \_\_\_\_\_

**ABOUT YOU** Full name (exactly as on driver's license or govt. ID card) \_\_\_\_\_

Your street address (as shown on your driver's license or government ID card): \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_  
OR govt. photo ID card #: \_\_\_\_\_

Former last names (maiden and married): \_\_\_\_\_

Your Social Security #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Sex: \_\_\_\_\_ Eye color: \_\_\_\_\_

Marital Status:  single  married  divorced  widowed  separated

Are you a U.S. citizen?  Yes  No Do you or any occupant smoke?  Yes  No

Will you or any occupant have an animal?  Yes  No

Kind, weight, breed, age: \_\_\_\_\_

Current home address (where you now live): \_\_\_\_\_

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

Home/cell phone: \_\_\_\_\_ Current rent: \$ \_\_\_\_\_

Email address: \_\_\_\_\_

Name of apartment where you now live: \_\_\_\_\_

Current owner or manager's name: \_\_\_\_\_

Their phone: \_\_\_\_\_ Date moved in: \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

Your previous home address: \_\_\_\_\_

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

Apartment name: \_\_\_\_\_

Name of above owner or manager: \_\_\_\_\_

Their phone: \_\_\_\_\_ Previous monthly rent: \$ \_\_\_\_\_

Date you moved in: \_\_\_\_\_ Date you moved out: \_\_\_\_\_

**YOUR WORK** Present employer: \_\_\_\_\_

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

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

Work phone: \_\_\_\_\_

Position: \_\_\_\_\_

Your gross annual income is over: \$ \_\_\_\_\_

Date you began this job: \_\_\_\_\_

Supervisor's name and phone: \_\_\_\_\_

Previous employer: \_\_\_\_\_

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

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

Work phone: \_\_\_\_\_

Position: \_\_\_\_\_

Gross annual income was over: \$ \_\_\_\_\_

Dates you began and ended this job: \_\_\_\_\_

Previous supervisor's name and phone: \_\_\_\_\_

**YOUR CREDIT HISTORY** Your bank's name, city, state: \_\_\_\_\_

List major credit cards: \_\_\_\_\_

Other non-work income you want considered. Please explain: \_\_\_\_\_

Past credit problems you want to explain. (Use separate page.)

**WHY YOU APPLIED HERE** Were you referred?  Yes  No

If yes, by whom:

Name of locator or rental agency: \_\_\_\_\_

Name of individual locator or agent: \_\_\_\_\_

Name of friend or other person: \_\_\_\_\_

Did you find us on your own? Yes  No  If yes, fill in information below:

On the Internet  Stopped by  Newspaper (name): \_\_\_\_\_

Rental publication: \_\_\_\_\_

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

**YOUR RENTAL/CRIMINAL HISTORY** Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever:  been evicted or asked to move out?  moved out of a dwelling before the end of the lease term without the owner's consent?  declared bankruptcy?  been sued for rent?  been sued for property damage?  been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above. \_\_\_\_\_

**YOUR SPOUSE** Full name: \_\_\_\_\_

Former last names (maiden and married): \_\_\_\_\_

Spouse's Social Security #: \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_  
OR govt. photo ID card #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Sex: \_\_\_\_\_ Eye color: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No

Present employer: \_\_\_\_\_

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

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

Work phone: \_\_\_\_\_

Position: \_\_\_\_\_

Date began job: \_\_\_\_\_ Gross annual income is over: \$ \_\_\_\_\_

Supervisor's name and phone: \_\_\_\_\_

**OTHER OCCUPANTS** Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # \_\_\_\_\_ & State: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # \_\_\_\_\_ & State: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # \_\_\_\_\_ & State: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**YOUR VEHICLES** List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**EMERGENCY** Emergency contact person over 18, who will not be living with you:

Name: \_\_\_\_\_

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

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

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**AUTHORIZATION** I or we authorize (owner's name) **BW Kendall Court LLC aka The Place at Capper Landing**

to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature \_\_\_\_\_

Spouse's signature \_\_\_\_\_

*Applicant must also sign on the next page of this Application.*

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The National Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract
Name of Owner/Lessor Kendall Court LLC aka The Place at Capper Landing
Property name and type of dwelling (bedrooms and baths)
Complete street address 10535 Lem Turner Road City/State/Zip Jacksonville, FL 32218
Names of all other occupants not signing Lease Contract
Total number of residents and occupants
Beginning date and ending date of Lease Contract
Total security deposit \$; Animal deposit \$
Other fees \$
Total monthly rent for dwelling unit \$
Rent to be paid at (check one) [X] on-site manager's office or [X] at paylease.com
Prorated rent for: [X] first month or [ ] second month \$
Monthly rental due date
Late charges due if rent is not paid on or before the 4
Initial late charge \$ 50.00; Daily late charge \$ 5.00
Returned-check charge \$ 35.00
(Check one) [ ] furnished or [X] unfurnished
Utilities paid by owner (check all that apply): [ ] electricity, [ ] gas, [ ] water, [ ] wastewater, [ ] trash, [ ] cable TV, [ ] master TV antenna;
You are (check one): [ ] required to purchase personal liability insurance or [X] not required to purchase personal liability insurance;
Special provisions regarding parking, storage, etc. (see attached page, if necessary):

Application Agreement

- 1. Lease Contract Information. The Lease Contract contemplated by the parties is attached—or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information.
2. Application Fee (nonrefundable). You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. It's nonrefundable.
3. Application Deposit (may or may not be refundable). In addition to your application fee, you have delivered to our representative an application deposit in the amount indicated below. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. Approval When Lease Contract Is Signed in Advance. If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. Approval When Lease Contract Isn't Yet Signed. If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. If You Fail to Sign Lease Contract After Approval. Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
7. If You Withdraw Before Approval. You and any co-applicants may not withdraw your Application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
8. Completed Application. An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked): [ ] a separate Application has been fully filled out and signed by you and each co-applicant; [X] an application fee has been paid to us; [ ] an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.
9. Non-approval. We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. Refund after Non-approval. If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. Extension of Deadlines. If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. Notice to or from Co-applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. Keys or Access Devices. We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. Receipt. Application fee (nonrefundable): \$
Application deposit (may or may not be refundable): \$
Other move-in fees (may or may not be refundable): \$
Total of above application fee and application deposit: \$
Total amount of money we've received to this date: \$
15. Signature. Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment. You declare that all your statements in this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.)
Doctor's name: Doctor's phone: ( )
Important medical information in emergency:

Applicant's Signature: Date:
Signature of Spouse: Date:
Signature of Owner's Representative: Date:

FOR OFFICE USE ONLY
1. Apt. name or dwelling address (street, city): Kendall Court LLC aka The Place at Capper Landing
2. Person accepting application:
3. Person processing application:
4. Date that applicant or co-applicant was notified by [ ] telephone, [ ] letter, or [ ] in person of [ ] acceptance or [ ] nonacceptance:
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):
6. Name of owner's representative who notified above person(s):



## Statement of Rental Policy/Qualification Acknowledgement

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify residents for residency in our communities. Nothing contained in these requirements shall constitute representation by South Oxford Management that all residents and occupants currently residing in our community have met or currently meet these guidelines.

**FAIR HOUSING STATEMENT.** South Oxford Management and the Owner are committed to compliance with all federal, state, and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, religion, national origin, sex, familial status, or disability.

**IDENTIFICATION.** Applicants must present a government issued photo identification card for all person's age 18 years and older that will be living in the apartment.

**APPLICATION AND FEE.** A separate rental application must be completed, dated and signed by each applicant and any individual over the age of 18. All individuals 18 years of age, or legally considered an adult by law if not living with a legal guardian, are required to be made a party to the lease. Spouses may complete one application. A non-refundable application fee, deposit and/or bond are required at the time an application is submitted.

**OCCUPANCY.** Unit occupancy shall not exceed 2 persons per bedroom. Children younger than six months are not considered occupants in determining this factor of eligibility. The Company will comply with applicable laws that require higher or lower occupancy ratios.

**INCOME.** All applicants must have a combined source of income in an amount no less than Two and a half (2.5) times the market rental rate. Acceptable Sources of Income may be any of the following: Three (3) most current paycheck stubs. If applicant is starting a new job, the future position and salary must be verified in writing via an offer letter on company letterhead and effective on or before the proposed move-in date. If applicants are self-employed or receive money from non-employment sources, proof of income through: (1) a copy of the previous year's tax returns, (2) a financial statement from a CPA verifying income, or photocopies of three (3) most current bank statements illustrating the ability to pay rent through the entire lease term. (Other income may mean, but is not limited to, alimony/child support, trust accounts, social security, unemployment, welfare, grants/loans).

**INCOME RESTRICTED:** If you are applying at an income restricted community please review the supplemental income exhibit for specific income qualifications.

**RENTAL HISTORY** Less than satisfactory rental history including, Evictions and/or Outstanding Debt to a previous Landlord may result in an automatic denial.

**CREDIT HISTORY.** Our screening agency evaluates credit, debt to income and rental history against indicators of future rent payment performance. Any unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial.

**GUARANTORS.** Are only accepted for full time student's. All guarantors must have a combined source of income in an amount no less than Six (6) times the market rental rate. If a guarantor is needed, they must meet the entire qualifying criteria as presented herein. The guarantor must pay an application processing fee and sign the Guarantor Addendum.

**CRIMINAL HISTORY.** A criminal background screening will be conducted for all applicants including Felony and Misdemeanor convictions and charges. The following offenses including Deferred, Convictions, Charges, and Sex Offender Registrants will result in automatic denial.

**Crimes Against Person** involving Assault, Homicide, Kidnapping, and Sex related: **Felony convictions** within 50 years and charges pending trial within 5 years, **Misdemeanor convictions** within 10 years and charges pending trial within 5 years.

**Crimes Against Property** involving Arson, Burglary, Motor Vehicle Theft, Counterfeiting, Embezzlement, Extortion, Fraud, Robbery, Stolen Property, Destruction of property: **Felony convictions** up to 15 years and charges pending trial up to 5 years, **Misdemeanor convictions** up to 5 years and charges pending up to 3 years.

**Crimes Against Society** involving Obstruction of the Law, Disorderly conduct, Drunkenness, DUI, Liquor Law, Pornography, Prostitution, Traffic, Trespassing, Drugs, Weapons, Peeping Tom: **Felony convictions** up to 15 years and charges pending trial up to 5 years, **Misdemeanors** involving Drugs, Weapons, Peeping Tom convictions up to 5 years and charges pending trial up to 3 years.

**Offenses involving Drug/Narcotic Sale or Manufacture; Felony convictions** within 50 years, charges pending trial within 5 years, **Misdemeanor convictions** within 10 years, charges pending trial within 3 years.

**PETS.** Pet restrictions vary at each community. If you have pets, please see your leasing representative for more information.

## Rental Scoring & Your Rental Application

We rely upon a “Rental Score” to estimate the relative financial risk of leasing an apartment to you. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant applicant information, and help speed the application approval process.

### How is my rental score determined?

Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application data, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like-- race, color, sex, familial status, handicap, national origin, or religion as factors.

### What can I do to improve my rental score?

Your rental score may change based upon changes of the underlying information. The total improvement, however, generally depends on how that factor relates to other factors considered by the scoring system. Nevertheless, to improve your rental score, concentrate on paying your bills on time, paying down outstanding balances, and not taking on new debt.

### NOTIFICATION OF DENIAL OR CONDITIONAL APPROVAL

You have a right under the Fair Credit Reporting Act to a free copy of your consumer report from CoreLogic SafeRent, LLC, the reporting agency used by South Oxford Management to evaluate your background information if the request is made no later than 60 days after you receive notification of a denial or conditional approval. In evaluating your application, information obtained from or through CoreLogic SafeRent, LLC, which may include credit information or consumer information from one or more of the credit bureaus or consumer reporting agencies, may have influenced South Oxford Management decision in whole or in part. **These consumer-reporting agencies and/or credit bureaus DID NOT make the decision to take adverse action and are unable to provide specific reasons why adverse action was taken.**

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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South Oxford Management /Agent for Owner \_\_\_\_\_ Date \_\_\_\_\_

