



Brook Haven

Brook Haven Apartments

7781 Crystal Brook Circle

Brooksville, FL 34601

*352-397-4340 * 352-799-3235(fax)*

In order to expedite your application we will need the following items:

- 1) Money order in the amount of \$25.00 per household
- 2) Separate money order of \$100.00 (holding fee)
- 3) Photo ID for anyone over 18 years old
- 4) Social Security cards for everyone in the household
- 5) Birth Certification for any child under the age of 18
- 6) Copy of S.S.I. paperwork (if applicable)
- 7) Copy of child support paperwork (if applicable)
- 8) Copy of Divorce Decree (if applicable)
- 9) Checking/savings account- we will need a six (6) month average on checking and a one (1) month on savings accounts (for assets over \$5,000.00). You can either bring the statements or you may receive a form from our office to take to your bank and have filled out.

PLEASE MAKE SURE EVERY LINE IS COMPLETE ON YOUR APPLICATION. **DO NOT USE WHITE OUT OR WRITE N/A.** IF SOMETHING DOES NOT APPLY TO YOU WRITE **"NONE"**

NOTE: PLEASE USE BLACK INK ONLY WHEN FILLING OUT THE APPLICATION.

MAKE SURE APPLICATION IS SIGNED AND DATED BY EACH APPLICANT.

APPLICATIONS TAKE A MINIMUM OF (5) FIVE BUSINESS DAYS TO PROCESS. IF WE DO NOT HAVE ALL OF THIS PAPERWORK IT WILL TAKE LONGER. PLEASE INFORM YOUR LEASING CONSULTANT OF ANY ADDITIONAL INFORMATION THAT MAY BE HELPFUL IN PROCESSING YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST IN BROOK HAVEN APARTMENTS WE LOOK FORWARD TO WORKING WITH YOU!

Richman Property Services, Inc.

BROOK HAVEN APARTMENTS

7781 Crystal Brook Circle, Brooksville, FL 34601 Phone (352) 397-4340 Fax (352) 799-3235



RENTAL APPLICATION

All Applicants over 18 years of age must complete a separate application.

Please Print. To be filled out by Applicant only. Complete all fields or list NONE

Type of Unit Requested	1 Bedroom <input type="checkbox"/>	2 Bedroom <input type="checkbox"/>	3 Bedroom <input type="checkbox"/>	Desired Move-in date: / /
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Would you or any member of the household benefit from an accessible unit? Yes No

If yes, please list features needed: _____

Apartment Occupants

List all dependents and other persons including absent household and unborn members that will be living in the apartment

Household member name	Relationship	Birth Date	Age	Male/ Female	Social Security Number
	Head of Household				

Do you anticipate any changes in the household composition in the next 12 months: Yes No

If yes, what is the change: _____ and when is it expected to occur: _____

Applicant Information and Employment / Income History

Applicant Name: Last _____ First _____ MI _____

Social Security # _____ Driver's License # _____ State _____

Phone (____) _____ - _____ Cell Phone (____) _____ - _____ Email _____

Current Marital Status: Single Married Divorced Separated Widowed

Have you lived in any other States and Counties of Residence since 1996 Yes No

If yes, please list the States and Counties _____

Current Address

Street _____ Apt # _____ City _____ State _____ Zip _____

Length of Occupancy: From _____ To _____ Do you: Own Rent Monthly Rent/Payment \$ _____

Community/Landlord _____ Phone (____) _____ - _____

Previous Address

Street _____ Apt # _____ City _____ State _____ Zip _____
Length of Occupancy: From _____ To _____ Do you: Own Rent Monthly Rent/Payment \$ _____
Community/Landlord _____ Phone (_____) _____ - _____

Present Employer _____ Position _____

Employer Address _____
Street _____ Suite # _____ City _____ State _____ Zip _____
Phone (_____) _____ - _____ FAX (_____) _____ - _____

Date employed from: _____ Gross Weekly Salary \$ _____

Previous Employer _____ Phone (_____) _____ - _____

Dates employed: From _____ To _____ Gross Weekly Salary \$ _____

Do you have any other employment: Yes No

If yes, list source: _____ Gross Weekly salary \$ _____

Other Sources of Income and Household Asset Verification

Do you receive any of the following:				
Income Source	Check Box		\$ Amount Received	List How It Is Received
	Yes	No		Weekly, Monthly, Annually
Social Security				
S.S. I. / S.S.D.				
Public Assistance				
Pension(s)				
Unemployment Compensation				
Disability / Workman's Compensation				
Child Support				
Alimony				
Annuity Payments				
Armed Forces Reserve				
Reoccurring Payments				
Foster Care /Adoption Maintenance				
Gift Contributions				
Other:				

Student Eligibility Status

Have you been a full-time student during the current calendar year: Yes No

Are you a current part-time student: Yes No

Are there any minors in the household that are full time students: Yes No

Does anyone in the household receive any type of scholarships and/or grants or any other source of income for schooling: Yes No

If yes, please provide the name of the scholarship/grant provider: _____

Total funding for tuition, books and living expenses anticipated in the next 12 months \$ _____

Do you have any:

Checking Accounts: Yes No Bank/s: _____ Balance \$ _____

Savings Accounts: Yes No Bank/s: _____ Balance \$ _____

Other Accounts: Yes No Institution/s _____ Balance \$ _____

Trust Fund(s), Retirement/Pension(s), IRA(s) or 401k(s) Yes No

If yes, please list: _____ Balance \$ _____

Property held for investments (i.e. gems, coins, paintings, antiques, cars, etc.): Yes No

If yes, please list items: _____ Value \$ _____

Do you have Whole Life Insurance: Yes No Policy # _____ Company _____

Cash value \$ _____ Amount of coverage \$ _____

Do you own a home: Yes No Mortgage Company _____ Loan # _____

Do you own property that is generating rental income: Yes No Annual income \$ _____

Have you disposed of any assets for less than fair market value in the past 2 years: Yes No

If yes, value of assets disposed \$ _____

General Information

Are you without or about to be without housing due to being displaced by Government Action or a Presidential Declared Disaster/Emergency? Yes No If yes, explain: _____

Do You Have a Section 8 Voucher? Yes No Source: _____

Do you have a pet? Yes No Breed _____ Weight _____

Have you ever been evicted from a rental property? Yes No

Do you have an automobile? Yes No How many? _____

Year & Make _____ Color _____ License plate & State _____

Year & Make _____ Color _____ License plate & State _____

Have you ever been convicted of a:

Misdemeanor: Yes No

Felony: Yes No

Sex related offense or subject to a state sex offender lifetime registration requirements: Yes No

Illegal manufacture, sale, distribution, use or possession of illegal drugs: Yes No

Crime of violence or threat to real property (i.e., home burglary, damage to property, vandalism, etc.) or adversely affect the health or safety of other tenants; or interfere with the rights and quiet enjoyment of other tenants: Yes No

If yes to any, describe: _____

APPLICANT AUTHORIZATION AND CERTIFICATION

By signing below Applicant authorizes the owner/manager to verify applicants criminal background, contact current and/or previous landlords, obtain credit, eviction court record and sex offender registration information to verify any or all information provided on this application. Applicant understands that eligibility for housing will be based on applicable income limits and by management’s selection criteria.

Applicant represents that all of the above statements are true and complete and hereby authorizes verification of the above information. In addition to the foregoing, applicant has paid a non-refundable fee for costs and expenses in checking applicant’s credit and criminal background. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or forfeiture of deposits and may constitute a criminal offense under laws of this state.

APPLICATION PROCESSING CHARGE

Applicant has submitted the sum of \$ _____ which is a non-refundable fee for processing of the above application. Such sum is not a rental payment or security deposit. It is understood and agreed to between parties that in the event this application for said apartment is accepted or rejected by Management, that the said sum will be retained by Management to cover the costs of application processing as furnished by applicant.

APARTMENT HOLDING FEE

Applicant has deposited as “Apartment Deposit” in consideration of owners taking a dwelling unit off the market while considering approval of this application. If applicant is approved by the owner and the lease is entered into, the apartment deposit shall be credited to the required security deposit. If applicant fails to enter the lease, the “Apartment Deposit” shall be forfeited to the owner. Keys will be furnished only after lease and other rental documents have been properly executed by all parties, and only after applicable rent and security deposit have been paid. This application is preliminary only and does not obligate owner or owner’s agent to execute a lease or deliver possession of the proposed premises.

Deposit Holding Fee \$ _____ I understand that I may cancel this application within 48 hours after its submission and receive a full refund of this “deposit” within 30 days of the cancellation. If I cancel after 48 hours or refuse to enter into a lease on the agreed upon date for a stated apartment, then the sum deposited shall be retained by Owner to serve as liquidated damages it will suffer by reason of my failure to enter into residency.

I have read and agree to the provisions as stated

Applicant Signature

Date

Owner/Management Representative

Date

For Office Use Only

Referred by _____

Apartment Type _____

Address _____

Apartment # _____

Monthly rent \$ _____

Security Deposit \$ _____

Concession \$ _____

Set Aside _____ %

Move-in date _____

Community: Brook Haven Apartments Date: _____

Length of Lease: _____ Monthly Rental Amount: _____ Total Number of People: _____

Applications

- All persons interested in an apartment must complete and submit an application for tenancy.
- All applications are numbered and logged according to date and time application is received.
- An application must be “complete” in order to begin the application process. For an application to be considered “Complete” it must include the following: 1) A separate application for person over the age of 18 years old fully filled out and signed. 2) All required application fees and holding fees must be paid to the community.

Selection Criteria

Identity and Age Verification

- Government issued photo identification will need to be presented by all applicants.
- All applicants must be at least 18 years of age.
- Verification of citizenship or immigration status may be requested.

Income Verification

- Persons whose gross individual and/or gross household income does not exceed the HUD maximum income limits or the HUD adjusted maximum household income limits as they appear in the federal Register from time to time, based upon household size. (See Specific Community Income Guidelines)
- Individual and/or household gross income meets the minimum household income limit as described by the community. (See Specific Community Income Guidelines)
- Verifiable income for a period of 1-2 years depending on lengths of time at current place of employment.

Credit Screening

- Applicants must have maintained a satisfactory credit history demonstrating the ability to repay debts on time. (Note: Lack of credit history-as opposed to a poor credit history-will not be sufficient justification for rejection of an applicant). Credit report or a public records search that indicate prior evictions will result in application denial. Applicants that have an open bankruptcy will not be approved.
- Credit checks (through Equifax Credit Reporting Agency)

Residential History

- Positive comments from prior landlord(s). Having history of lease violations, involving repeated late payment, failure to pay rent, prior eviction proceeds having been initiated, public disturbances, damage to living unit or property of an other would jeopardize the approval of the application.

Criminal Background Investigation

- Criminal background investigations will be conducted on all applicants. Any felony criminal activity within the last year or felony conviction within the past seven years will result in automatic application denial. Felony or misdemeanor arrests and/or charges for crimes against children, violent crimes, drug-related or sexual offenses will also be cause for denial of an applicant.

Occupancy Guidelines	<u>Apartment Size</u>	<u>Maximum Occupants</u>
	One Bedroom	Two People
	Two Bedroom	Four People
	Three Bedroom	Six People
	Four Bedroom	Eight People

Student Status

- This rental community has received funding from a program which does not generally allow occupancy by households comprised entirely of full-time students. The information on the student status form as well as on the verification of student status form is requested as part of the household qualification process.

Application Decision

If An Application is Declined: Applicants will be notified in writing of any application denial and given fourteen (14) days to respond in writing to request a meeting to discuss the rejection. Any holding fees will be refunded to applicants that are declined unless the applicant is declined due to material misrepresentation on their application. All application fees are non-refundable. If your application is declined, included in the written notification you will be given the information to obtain a copy of the consumer report that we used in determining our decision.

If An Application is Cancelled: All application fees are non-refundable. If for any reason you withdraw your application or notify us that you have changed your mind about renting an apartment after 48-hours, the holding fee will be non-refundable.

Failure to Execute the Lease: In the event that you fail to sign the Lease Agreement after application approval, all said fees and deposits are non-refundable.

Applicant Re-Apply Policy: In the event that your application is declined, a minimum waiting period of 90-days must pass before a new application may be submitted. A new application fee and all other fees and/or deposits will need to be paid at the time of new application.

Equal Housing Opportunity

Richman Property Services, Inc. (Owner / Manager of this property) and all its associates support the principle of equal housing opportunities and adhere to the Fair Housing Laws. The company does not discriminate in the daily management of the communities, leasing of apartment homes or in any business practices related to its services, on the basis of race, color, religion, national origin, sex, familial status, handicap or any other factor under protection by federal, state or local laws.

All applicants must agree to the following by signing this Applicant Selection Criteria Form.

_____ (Initials) I agree to respond to a request for verification of information or to provide additional information or documentation necessary to complete the approval process, within the time specified by my community representative. I understand that if I do not respond within the time specified, my application may be canceled and I will no longer have an apartment on hold. In addition, I will forfeit all monies already paid to the community including all application fees and holding fees or deposits.

_____ (Initials) I affirm that this information and the information I have provided on my application paperwork is accurate to the best of my ability. I understand that falsification of information on the application and/or during application interview will result in immediate application denial.

I hereby affirm that I have read and understand a copy of the Applicant Selection Criteria Form. I understand the application screening process in which this Richman Property Services, Inc. community will proceed to obtain and verify my credit information, criminal background history and other information that I have provided for the purpose of determining whether or not I meet the criteria in order to rent an apartment.

Applicant Signature

Print Name

Applicant Signature

Print Name

Applicant Signature

Print Name

Applicant Signature

Print Name

Date

Management Signature

FRM.LSG.001
Rev 1
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For Additional Information, Contact: Heather Kattelman

