



APPLICATION INSTRUCTIONS/POLICIES

Thank you for your interest in an International Golf Realty property. Below, you will find the instructions and criteria required for applying for a property managed by International Golf Realty. It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, contact International Golf Realty at 904-940-9990.

Application

- It is a requirement that each applicant, over the age of 18, fill out a separate application.
- It is required the entire application is completed on both sides. Failure to supply information can mean denial of the application.
- International Golf Realty accepts only signed applications.
- If a cosigner is required, the person applying as a co-signor must complete an application. It is not company policy to accept a cosigner unless there are extraordinary circumstances and International Golf Realty obtains approval from the owner.
- International Golf Realty processes applications after receipt, but selection is not a first-come, first-served process.
- When making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.
- Deliver applications to International Golf Realty, Inc., 335 South Legacy Trail Suite #B-118, St Augustine, FL 32092 or can also be faxed to 904-940-9989
- **The Application/Processing Fee**
- A \$50.00 application fee is required per application, without exception, and is non-refundable. The leasing fee to prepare your lease by our law office is a \$75.00 fee.
- A \$25.00 application fee for all additional occupants over 18 years of age, and is non-refundable.
- This fee is to cover the costs incurred while processing the application.

Basic Criteria

The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.

Income

- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- International Golf Realty must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

Credit

- International Golf Realty obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
- International Golf Realty accepts discharged bankruptcies, if the prospective tenant has re-established good credit,
- Negative credit reports can be grounds for denial of an application.

Rental History or Property Ownership

- International Golf Realty requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.

Acceptance/denial

- International Golf Realty notifies applicants of acceptance or denial within 3-5 business days of application, unless International Golf Realty cannot complete verifications. If more documentation is required, International Golf Realty will notify the applicant.
- If accepted, applicants are required to follow requirements outlined on the International Golf Realty Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.

INTERNATIONAL GOLF REALTY RENTAL APPLICATION

Name			
Home #	Work #	Cell #	
Property to rent			
Application date	Move –in date:	Email:	

To apply, the following is required:

- Each person, 18 years of age and over, must fill out a complete International Golf Realty, Inc. application.
- International Golf Realty supports Fair Housing Laws and is an Equal Opportunity Employer.
- Applicants must have current identification in the form of a driver’s license, state ID, military ID, or passport.
- Note: properties cannot be held for long periods of time.
- Applicant is required to fill out both pages and sign the second page.
- A \$50.00 application/processing fee in cashier’s check, money order, personal check or cash must accompany this application.
- A \$75.00 leasing fee will be charged at signing of lease to have our lawyers write the lease.
- An application/processing fee is required to process applications, no exceptions
- International Golf Realty reviews income, credit, rental, or home ownership to qualify applicants – please read the International Golf Realty Application Instructions. If you do not have a copy of the Application Instructions, please ask International Golf Realty for one.
- Applicants must list all intended residents below.
- International Golf Realty requires listing of all animals/pets of any size, kind, or type. If you have an animal/pet, contact International Golf Realty to find out if this property can have animals/pets.
- If the owner allows animals/pets in the property, there is a non-refundable pet fee of \$250 per pet/animal. To find out what pets are acceptable for the property desired, inquire at the International Golf Realty office. Please include a photo of your pet with this application.
- Disclose vehicles of any size, kind, or type. Each property has vehicle limitations; inquire at International Golf Realty.
- International Golf Realty generally processes applications in 3-5 business days, but applications can take longer if more information is required from the applicant or there is difficulty obtaining a reference for the applicant.
- Disclose all water-filled furniture. Applicant must obtain an insurance policy for water-filled furniture, within ten (10) business days.

If International Golf Realty approves applicant:

- If approved, to hold a property and refuse other applicants, International Golf Realty requires the first month’s rent and security deposit paid in certified funds, personal check, money order or cash and the rental agreement signed.
- All persons 18 and over must sign the rental agreement, and supply a current ID at time of signature. A signature is required of any approved cosigner as well.
- If International Golf Realty approves the applicant and the applicant defaults on the requirements of renting a property, International Golf Realty reserves the right to deny this application.
- If approved, the applicant must complete a walk through inspection prior to occupancy.

If International Golf Realty denies the applicant:

- International Golf Realty will notify applicants of denial as soon as practical.

List names (first and last) and ages of all prospective tenants, INCLUDING YOU

Name	Age	Name	Age		

To complete application, please turn to the page 2
Incomplete and/or unsigned applications will NOT be processed

INTERNATIONAL GOLF REALTY RENTAL APPLICATION, PAGE 2

THE FOLLOWING INFORMATION ON THIS PAGE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION										
Full name					Email Address					
Home phone					Nicknames					
Work phone			Birth date			Social Sec. #				
Cell phone					Driver's license #					
Please answer all of the following questions										
List all pets and types of pets:					Do the pets have current vaccinations? (yes) (no)					
List type and breed for all pets:										
Will you have water-filled furniture?	(yes)(no)		If so, specify							
Have you ever declared bankruptcy?			If so, when, why							
Do you have a previous eviction?			If so, when, why							
Have you ever been charged or convicted or a felony?			If so, when, why If so, explain							
Ownership or Landlord History										
Current address					Previous address					
Current city					Previous city					
Current state					Previous state					
Current zip					Previous zip					
Rent or own?			How long?			Rent or own?			# Years	
Landlord name					Landlord name					
Landlord telephone #					Landlord telephone #					
Reason for leaving					Reason for leaving					
Income: (supply documentation for all income)										
Current employer	(if a new employer, submit a letter of employment from the company with details)									
Employer name					Supervisor name					
Employer work #					# of years employed					
Human resources #					Position			F/T or P/T		
Work address					Salary per month	\$				
Other Income					Amount	\$				
Other Income					Amount	\$				
Previous Employer	(Employers older than five years do not need to be supplied)									
Previous employer					Supervisor name					
Employer Wk. Ph					# of years employed					
Human resources #					Position			F/T or P/T		
Work address					Salary per month	\$				
Other income										
Income source					Total monthly income	\$				
Income source					Total monthly income	\$				
Income source					Total monthly income	\$				
Vehicle information (list ownership of cars, trucks, vans, trailers, boats, RV's, motorcycles, motor bikes, etc.)										
# of Vehicles					Make and license #					
Make and license #					Make and license #					

I, the **UNDERSIGNED APPLICANT**, affirm that the information contained in this two-page application is true and correct, and I authorize International Golf Realty, Inc., to verify all information contained in this application. Misstatements, either false or incorrect are reason for denial of occupancy. I also understand that if I rent from International Golf Realty, Inc., and I fail to fulfill my obligations, International Golf Realty can submit a negative credit report reflecting my rental history to a credit-reporting agency. I understand this application is the property of International Golf Realty, Inc.

APPLICANT SIGNATURE		DATE:	
----------------------------	--	--------------	--

Submit application to **International Golf Realty**
335 South Legacy Trail
Suite #B-118
St. Augustine FL 32092

Bus: (904) 940-9990
Fax: (904) 940-9989
Email: info@igolfrealty.com

Application date _____

Name of applicant _____

For property _____

International Golf Realty, Inc. acknowledges receipt of \$_____ as a processing fee to check income, rental or home ownership and credit for the above referenced property. We will start processing your application, dated _____ immediately. Processing of applications normally takes two to four business days. However, International Golf Realty will process the application as soon as possible and then contact you. If International Golf Realty approves your application, you will need to submit the first month's rent and security deposit in cashier's check or money order as a holding deposit within 24-hours of acceptance.

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by International Golf Realty. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. NON REFUNDABLE APPLICATION FEE--Applicant(s) has paid to International Golf Realty herewith the sum of \$_____ as a NON REFUNDABLE APPLICATION FEE for costs, expenses and fees in processing the application. HOLDING/GOOD FAITH DEPOSIT AGREEMENT -- Applicant has deposited an "HOLDING/GOOD FAITH DEPOSIT" of \$_____ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by International Golf Realty and the lease is entered into and possession of the apartment is taken the "HOLDING/GOOD FAITH DEPOSIT" shall be applied toward the security/damage deposit. If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the FULL "HOLDING/GOOD FAITH DEPOSIT" shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The "HOLDING/GOOD FAITH DEPOSIT" shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates International Golf Realty to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

Applicant Signature _____ Date _____

SECURITY DEPOSIT	\$ _____
PET FEE	\$ _____
LEASING FEE	\$ _____
CREDIT CHECK FEE	\$ _____
PAID WITH APPLICATION	\$ _____
BALANCE OF DEPOSIT DUE	\$ _____
FIRST MONTH'S RENT	\$ _____
TOTAL DUE BEFORE MOVE-IN	\$ _____
RECEIVED BY: _____	\$ _____
APPROVED BY: _____	\$ _____

OFFICE USE ONLY
COMMUNITY _____
APT.# _____
RENT _____
APT. TYPE _____
TERM OF LEASE _____
MOVE-IN DATE _____
CREDIT REPORT _____
PHOTO I.D.'d _____

The processing fee covers the following costs incurred by Real Estate Services, Inc:

Processing Fee Charges for Applicant		50.00
Fee per Occupant (18 years and older) for criminal background check		25.00
If application accepted – leasing fee		75.00
Holding/Good Faith Deposit		
Total fees for application and leasing		
Other additional costs, if applicable		
		00.00
		00.00

To complete your application, we will need the following documentation

	Current photo I.D.
	W-2
	Current pay stubs
	Documentation of other Income
	Employer Information & telephone Numbers
	Income Tax Returns for:
	Landlord Information for:
	Proof of Ownership
	Other:

Failure to produce documentation can cause denial of your application. International Golf Realty will contact you if more documentation is required. If International Golf Realty, Inc. processes this application, the processing fee is NON-REFUNDABLE.

Signature of Applicant

International Golf Realty

Date

Date