



## 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**

<b>THE FOLLOWING INFORMATION ON THIS PAGE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION</b>										
Full name					Email Address					
Home phone					Nicknames					
Work phone			Birth date			Social Sec. #				
Cell phone					Driver's license #					
<b>Please answer all of the following questions</b>										
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							
<b>Ownership or Landlord History</b>										
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					
<b>Income: (supply documentation for all income)</b>										
<b>Current employer</b>	(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	\$				
<b>Previous Employer</b>	(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	\$				
<b>Other income</b>										
Income source					Total monthly income	\$				
Income source					Total monthly income	\$				
Income source					Total monthly income	\$				
<b>Vehicle information</b> (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.

<b>APPLICANT SIGNATURE</b>		<b>DATE:</b>	
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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.

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

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

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