



ELLIE'S HOUSES FOR RENT
ABSOLUTE REALTY MANAGEMENT GROUP, LLC
 407-493-8329 PHONE
COURTESSA@AOL.COM EMAIL
ELLIESHOUSES.COM WEBSITE

RENTAL APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

All persons over the age of 18 that will be occupying the residence must complete the rental application. All persons over the age of 18 that will be occupying the residence must supply a copy of photo I.D. There is 1 main “applicant” and everyone else is considered a “co-applicant” and all are considered equally responsible. Credit reports, criminal background checks and eviction reports will be run for all applicants and co-applicants.

The application must be either initialed or signed by all parties on pages where indicated. All parties must complete the Employment Verification and the Residential Verification Forms. These must be signed by the Employer and Landlord and include all the information requested on the form. These can be emailed directly by the Employer and Landlord or submitted with the application. We will call Employers and Landlords to verify the information.

We process applications on a “first-received, first-served” basis. An application is not considered received until all applicant and co-applicant pages have been completed and submitted. Please include copies of Driver’s Licenses with completed application.

APPLICATION FEES

The application fee is \$50.00 per person over the age of 18. This is due when the application is ready to be processed for final approval. Any or all associated fees for using online payment services are non-refundable. We normally use Zelle for these application fee payments, which should be free.

PROPERTY CONDITION - SPECIAL TERMS

All properties are rented in “as is” condition. If there are special terms that you would like the landlord to consider please indicate these on the first page of the application in the section titled “Special Terms”. All changes to property from time of viewing **MUST** be written in the special terms section of this application.

APPROVAL/DENIAL

Once the application, employment verification, residential verification and fee have been received by Ellie’s Houses/ Absolute Realty Management Group the approval process begins. It usually takes approximately 48 hours and we will notify the applicants with the decision. If an application is approved, we will issue a lease – usually via docuSign – and we will give applicants 3 days to sign and pay security deposit to secure the house for the future move in date.

SECURITY DEPOSITS/ PET FEE

In addition to all security deposits there will be an annual, non-refundable code fee charged to tenants. This fee is issued each year by City of Gainesville and is usually \$122, but it does vary. If pets are allowed and approved by the landlord, an additional one-time \$300 non-refundable pet fee will be charged per approved pet, and tenants must provide a photo & vet documents. **Security deposits must be in the form of a cashier’s check, bank check or money order.**

If applicant is approved by landlord and the lease is signed and security deposit paid, this “HOLD DEPOSIT” shall be applied toward the security/damage deposit. If applicant fails to take possession of the property, through no fault or breach by the landlord, the FULL “HOLD DEPOSIT” shall be forfeited to landlord or management in addition to any penalties as provided in the lease if the lease has been signed by the applicant.

MOVE-IN APPOINTMENTS

Move-in appointments are scheduled during regular business hours - Monday thru Friday from 9:00 a.m. to 5:00 p.m. At the discretion of Ellie’s Houses/ Absolute Realty Management Group an appointment may be scheduled outside of normal business hours but will be subject to a \$200 surcharge.

RENT

The first month’s rent is due on or before the move-in day. **The first month’s rent must be paid in the form of a cashier’s check, bank check or money order.** Future rent payments may be made by online portal which accepts ACH and credit card, as well as personal check as long as they are received on time per the lease agreement.

Applicant Signature: _____ Date: _____
 Co-Applicant Signature: _____ Date: _____
 Co-Applicant Signature: _____ Date: _____



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RENTAL APPLICATION - Please Fill In All Areas

Date:	Expected Move-In Date:
Rental Address:	
Special Terms:	
Shown By:	
Agent you are working with:	
Agents Office:	Phone Number:

Are you currently an active member of the Military: YES or NO

APPLICANT SECTION

Full Name:	EMAIL:
Address:	City, State, Zip
Home Phone:	D.O.B.:
Work Phone:	SSN:
Cell Phone:	DL#:
	State
Previous Address:	

(If less than 2 years)

Applicant Employment

Current Employer:	
Address:	City, State, Zip
Phone:	Date Started:
Position:	Monthly Income:
Previous Employer: (if current employment is less than 2 years)	
Address:	
Phone:	Date Started/Left:
Position:	Monthly Income:
Other Income:	

Present Landlord or Mortgage Company

Present Landlord or Mortgage Company:	
Phone:	Monthly Rent:
Move-in Date:	Move-out Date:

Provide 2 Contacts In Case of Emergency

Name:	Address/Phone/Relationship:
Name:	Address/Phone/Relationship:

Applicant Signature: _____ Date: _____



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Shown By:	
Agent you are working with:	
Agents Office:	Phone Number:

Are you currently an active member of the Military: YES or NO

CO-APPLICANT SECTION

Full Name:	EMAIL:
Address:	City, State, Zip
Home Phone:	D.O.B.:
Work Phone:	SSN:
Cell Phone:	DL#: State
Previous Address:	

(If less than 2 years)

Applicant Employment

Current Employer:	
Address:	City, State, Zip
Phone:	Date Started:
Position:	Monthly Income:
Previous Employer: (if current employment is less than 2 years)	
Address:	
Phone:	Date Started/Left:
Position:	Monthly Income:
Other Income:	

Present Landlord or Mortgage Company

Present Landlord or Mortgage Company:	
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Name:	Address/Phone/Relationship:
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Applicant Signature: _____ Date: _____

Occupants: List ALL persons who will be living in the rental property including children

Name:	Relationship:	Age:
Name:	Relationship:	Age:
Name:	Relationship:	Age:
Name:	Relationship:	Age:
Name:	Relationship:	Age:
Name:	Relationship:	Age:

Pets

Type:	Breed:	Weight:	Name:
Type:	Breed:	Weight:	Name:
Type:	Breed:	Weight:	Name:

Vehicles

Make:	Model:	Year:	Tag #:	State:
Make:	Model:	Year:	Tag #:	State:
Make:	Model:	Year:	Tag #:	State:

Have any of the applicants or co-applicants listed above been:

Evicted: **Yes** **No**
Broken Lease: **Yes** **No**
Filed Bankruptcy: **Yes** **No**

TENANCY will be denied if any information is misrepresented on this application. If misrepresentations are found after the Rental Agreement is signed, your Rental Agreement will be terminated.

This is to advise that I the undersigned hereby authorize Absolute Realty Management Group, LLC to obtain a consumer credit report, to conduct a criminal record search, an eviction search and to make any other inquiries as deemed necessary in determining eligibility for tenancy and assessing credit worthiness. I understand that the information set out in the Rental Application form may be used for purposes of responding to emergencies, ensuring the orderly management of the tenancy, complying with legal requirements and for collection purposes should rent be left owing or rental property damaged at termination of lease or end of tenancy.

All Applicants and Co-Applicants shall remit to Absolute Realty Management Group, LLC a non-refundable application fee in the amount of \$50.00 per person.

Applicant Signature: _____ **Date:** _____

Co-Applicant Signature: _____ **Date:** _____

Co-Applicant Signature: _____ **Date:** _____

FCRA Summary of Rights

A Summary of Your Rights – Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u, by visiting www.ftc.gov. The FCRA gives you specific rights as outline below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA’s – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in the future reports. If an item is deleted or a dispute statement is filed you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items and the source of the information.** If you tell anyone – such as a creditor who reports to the CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for the unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll free number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

FOR QUESTIONS OR CONCERNS PLEASE CONTACT:

Federal Trade Commission - Consumer Response Center – FCRA Washington, D.C. 20580 202-326-3761

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EMPLOYMENT VERIFICATION

Must be completed and signed by Employer/ Human Resources department.

To Whom It May Concern:

The following individual has applied for a rental property with our management company. Would you please verify the information requested below? If you have any questions please feel free to contact Courtney Davis at 407-493-8329.

Thank you,

Ellies' Houses/ Absolute Realty Management Group, LLC

Applicant's Name: _____

Property Address Applying for: _____

Company: _____

Company Address: _____

Job Title: _____

Dates of Employment: _____

Monthly Income: _____

Is continuing employment favorable with this employee? Yes _____ No _____

Name & position of person providing this verification _____

Signature: _____

Contact phone#: _____ Date: _____

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RESIDENTIAL VERIFICATION

To Whom It May Concern:

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Name of Applicant: _____

Applicant's Current Address: _____

Address of Property applying for: _____

*** This section below to be completed by applicant's previous landlord/ management company***

1. Dates of tenant occupancy: From _____ to _____
2. Rental amount: _____ # of late payments: _____
 # of NSF'S _____
3. Was notice given? _____ Deposit Refunded & How much? _____
4. Did applicant break lease? (Y_____ N _____) Damages? _____
5. Do you anticipate that he/she will receive the security deposit in full?
 (Y_____ N _____)
6. Would you re-rent to them again? (Y_____ N _____)
7. Was eviction ever filed? (Y_____ N _____)
8. Does applicant have a balance due? (Y_____ N _____) \$ _____
9. Any complaints or other comments: _____

Signature of **LANDLORD** giving information: _____

Name and Title: _____

Company Name and Address (if applicable): _____

Contact phone#: _____ Date: _____

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