



ONE CONCIERGE MIAMI

Application Instructions

☐ **Application Form:**

- Fill out and sign the application form for each person applying.

☐ **Picture ID:**

- Provide a valid picture ID for each applicant.

☐ **Income Verification:**

- Ensure income is at least 3 times the rent amount.
- Provide either the last 6 pay stubs or the last 3 bank statements.

☐ **Credit Score:**

- Make sure your credit score meets or exceeds 620.

☐ **Background Checks:**

- Be prepared for a criminal background check.

☐ **Car Registration:**

- Submit a copy of your car registration.

☐ **Application Fee:**

- Use Zelle to transfer the application fee to Paulina@oneconciergemiami.com.

☐ **Escrow Requirement:**

- Prepare at least one month's rent in escrow to submit with your application.

By following this comprehensive checklist, you can ensure that you have all necessary documents and requirements met for your rental application.

RENTAL APPLICATION**RESIDENTIAL RENTAL APPLICATION**

Application Date: _____	APPLICATION NUMBER or ID _____	Equal Housing Opportunity
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APPLICANT INFORMATION

LEGAL NAME OF APPLICANT – FIRST _____	Last _____	MIDDLE _____	SS# _____
CURRENT ADDRESS _____		CITY _____	STATE and ZIP _____
DATE OF BIRTH _____	OCCUPATION – Full or Part Time _____	YEARLY INCOME _____	HOME PHONE _____
EMPLOYER _____		CELL PHONE _____	
EMPLOYER ADDRESS _____			
HOW LONG ON JOB _____	EMPLOYER CONTACT NUMBER _____	IN CASE OF EMERGENCY NOTIFY _____	
CURRENT LANDLORD _____	LANDLORD PHONE _____	YEARS WITH LANDLORD _____	LEASE EXPIRATION DATE _____
CURRENT RENT _____	AUTO LIC PLATE _____	PETS? IF YES, WHAT KIND _____	HOW MANY and SIZE _____

CO - APPLICANT INFORMATION

NAME OF CO APPLICANT – FIRST _____	Last _____	MIDDLE _____	SS# _____
CURRENT ADDRESS _____		CITY _____	STATE and ZIP _____
DATE OF BIRTH _____	OCCUPATION _____	YEARLY INCOME _____	HOME PHONE _____
EMPLOYER _____		CELL PHONE _____	
EMPLOYER ADDRESS _____			
HOW LONG ON JOB _____	EMPLOYER CONTACT NUMBER _____	IN CASE OF EMERGENCY NOTIFY _____	
CURRENT LANDLORD _____	LANDLORD PHONE _____	YEARS WITH LANDLORD _____	LEASE EXPIRATION DATE _____
CURRENT RENT: _____	AUTO LIC PLATE _____	PETS? IF YES, WHAT KIND _____	HOW MANY and SIZE _____

APPLICANT'S REFERENCES (OTHER THAN RELATIVES)

NAME	Address	PHONE
1. _____	_____	_____
2. _____	_____	_____

CO-APPLICANT'S REFERENCES

1. _____
2. _____

APPLICANT'S BANK REFERENCES

CHECKING _____

RENTAL APPLICATION

SAVINGS.	
CREDIT	
CARDS/OTHER	
CO-APPLICANT'S BANK REFERENCES	
CHECKING	
SAVINGS	
CREDIT	
CARDS/OTHER	

RENTAL APPLICATION**YOUR CREDIT HISTORY**

Have you declared bankruptcy in the past seven (7) years? Yes ☐ No ☐
Have you ever been evicted from a rental residence? Yes ☐ No ☐
Have you had two or more late rental payments in the past year? Yes ☐ No ☐

ADDITIONAL SOURCES OF INCOME

If you have other sources of income for us to consider, please list income, source, and person (banker, employer, etc.) who we may contact. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

1. _____ 3. _____
2. _____ 4. _____

ADDITIONAL INFORMATION: Please give us any additional information that might help the owner/management to evaluate your application.

NOTICES:

I/We hereby warrant that all representations set forth above are true. To verify the above statements, I/We direct those persons named in this application to ask questions about me or us. I/We waive all rights of actions for consequences as a result of such information. I/We agree and authorize and give permission to the management company, owner or servicing company to perform a credit on me/us. I/We agree to pay \$_____ for the credit check as permitted by state law.

APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)

Credit Fee \$ _____ Date: _____ Security Deposit: \$ _____ Date: _____
Credit Report Requested Date: _____ Review Date _____ by: _____ approved
Y ☐ N ☐

OFFICE NOTES:

If the application is not approved or accepted by the owner or agent, the deposit will be refunded, the application hereby waiving any claim for damages by reason of non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living as permitted by state law.

RENTAL APPLICATION

Name of Applicant

Date

Name of co Applicant

Date

RENTAL APPLICATION

AUTHORIZATION

Release of Information

I authorize an investigation of my credit, tenant history, banking and employment for the purposes of renting a house, apartment, or condominium from this owner, manager, brokerage, finder, agent or leasing company

Name (please print)

Signature

Date

Name (please print)

Signature

Date

Background Investigation Authorization

I. I understand that an investigative report may be generated on me that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that Global Background Analysis, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Global Background Analysis, Inc. to do so.

II. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.

III. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.

IV. I hereby authorize, without reservation, any one contacted by Global Background Analysis, Inc., to furnish the information described in Section 1.

V. I hereby authorize, without reservation, Global Background Analysis, Inc., to contact my present employer for employment verification/references.

APPLICANT: COMPLETE THE FOLLOWING:

☐ Credit & Criminal

☐ Criminal Only

Signature

Today's Date

Print Full Name

Unit #

The following information is required, it is confidential and will not be used for any other purposes.

Please print other names you have used

Social Security Number -

Your Social Security Number will be used in order to confirm your identity for purposes of completing an accurate background investigation and credit check.

Date of Birth

Home Address

City

State

Zip

Driver's License Number and State

Name as it appears on License

Have you ever been convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record? ☐ No ☐ Yes If yes, please explain: (Make sure to include the city/state/county and the year the crime occurred for each conviction.)

Have you ever been evicted from any leased premise? ☐ No ☐ Yes

FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUTE (S) NOTICE: In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated is in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statute(s).

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