RENTAL/LEASE POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY IBEROÌ PROPERTY MANAGEMENT WILL BE TREATED EQUALLY.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Please be advised that the following guidelines are for general information only. A number of criteria are used to evaluate an application. We reserve the right to evaluate individual circumstances used to make a final decision, subject also to our clients approval. In some cases alternative procedures can be used to approve an application. It should be noted that the owner of the property has the final authority for any decision made. We strictly adhere to Fair Housing Laws and do not discriminate against any federally protected class or handicap.

Applicants

- Each person eighteen (18) years of age or older must complete and sign an application and only the applicants may reside in the property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by Ibero® Property Management and/or it's clients.
- To be processed and considered, a non-refundable processing fee must accompany applications.
- The applications will not be considered with any missing or false information.

Processing (or Application) Fees

- $75.00 Non-refundable processing fee (per applicant) will be collected. **(Cash, Credit or money order only)**
- "Holding Deposits" are accepted. Such "Holding Deposits" are applied to the Security Deposit when approved applicant signs a lease agreement. If the applicant is not approved the "Holding Deposit" is refunded. The "Holding Deposit" is non-refundable if the applicant is approved and chooses not to rent the property.

Credit Criteria

- Ibero® Property Management will obtain a credit report for each applicant and co-signer eighteen (18) years of age or older. Reports supplied by applicants **will not** be accepted.
- Discharged bankruptcies are acceptable.

Identification

- A Copy of your **Photo ID & Social Security Card** must be provided at the time of application.

Conditions of Move-In

- Lease signing is available Monday through Friday by appointment only.
- All utilities, when applicable, must be transferred into the residents' name as of the date of possession.
- Security deposit and first month's rent are to be paid in certified funds and lease must be fully executed before keys are provided.

Conditions of Move-Out

- Applicants understand that Ibero® Property Management will charge a minimum carpet & unit cleaning charge at the expiration of the lease.

Note: Some properties do not allow pets.
Ibero Property Management
1551 Forum Place suite 300 C
West Palm Beach FL 33401
Phone (561) 420-0640 Fax (561)420-0641

IBERO

Property Management & Real Estate Services ®

"First Choice For Management & Real Estate Solutions"

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www.iberopropertymgmt.com

APPLICATION TO RENT

Applicant Information
(All applicants age 18 or older must complete an application)
PLEASE FILL OUT COMPLETELY- Incomplete applications will not be considered!

Applicant Name Last		First	MI	***Date of Birth**	***Social Security #**
*Drivers License #	State Issued	Home Phone ( )		Work Phone ( )	
Current Address		Apt. #	City	State	Zip
Lived at Present Address Since		Reason For moving	Email Address		
Landlords Name		Phone ( )		Current Rent Amount: $	
Previous Address		Apt. #	City	State	Zip
Lived at Previous Address		Reason For moving			
Landlords Name		Phone ( )		Rent Amount: $	

Employment Information (Include wages, pensions, alimony, and any other form of income)

Present Employer		Phone ( )	Job Title	
Address	City		State	Zip
Supervisors Name		Length of Employment		
Current Gross Monthly Income			Self Employed YES / NO	
Previous Employer		Phone ( )	Job Title	
Address	City		State	Zip
Supervisors Name		Length of Employment		
Gross Monthly Income			Self Employed YES / NO	

Vehicle Information

Automobile Make	Model	Year	License Plate #
Automobile Make	Model	Year	License Plate #
Motorcycles (Other Vehicles)			

Miscellaneous Information

Number of Occupants (Including Yourself) Adults:		Children	
Child's Name. Date of Birth SS#		Child's Name Date of Birth SS#	
Emergency Contact Name	Phone ( )	Relationship	
Address	City	State	Zip
How did you find out about this property?		***Have you ever been evicted or asked to move? YES / NO**	
Have you ever filed for bankruptcy? YES / NO	Has it been dismissed? YES / NO	If yes when?	
Have you ever been arrested? YES /NO If yes please explain:			

Pet Information

Type of Pet	Breed	Age	How many pounds?
Type of Pet	Breed	Age	How many pounds?

Applicant represents that all the information provided by applicant are true and correct and hereby authorizes agent/landlord to conduct a full background check and verification of the information provided including but not limited to, the obtaining of a credit report, employment, eviction, criminal/civil background, sex offender check and agrees to furnish additional credit references upon request.

This application is for qualification purpose only and does not in any way guarantee the applicant that he/she will be offered this property. I authorize agent/owner to collect a processing fee and will accept more than one application on this rental property and the Landlord in its sole discretion will select the best-qualified tenant. Any omissions on this application are grounds for denial or may be returned to applicant for completion.

*Non-refundable application processing fee is $75.00 for each person eighteen (18) years of age or older.

Requested date to start lease/rental: _____.   Applicant agrees upon approval of this application to sign a lease agreement and to pay all sums due, including deposits, before occupancy.

Applicant's Signature: _____   Date: _____

Non-refundable application processing fee of **$_75.00** collected by: _____ Date: _____

How did you hear about us?   **Rental Magazine   _____   Sign/ Drive-by   _____
                                                            Newspaper/ Flyer   _____   Internet _____Other

_____