

Dunn Realty  
P O Box 7781  
Panama City Beach FL 32413  
850 235-0146 (Phone) or Toll free 800 231-2851  
850-230-0770 (Fax)

## APPLICATION TO RENT

Property Address: \_\_\_\_\_

### PLEASE READ CAREFULLY. THE FOLLOWING ITEMS ARE REQUIRED TO PROCESS THIS APPLICATION:

Please check each item verified by office personnel when application is submitted.

- \_\_\_\_\_ 1. All applications must be filled out and signed by the applicant on all signature lines.
- \_\_\_\_\_ 2. A separate application is required for each applicant over 18 years of age.
- \_\_\_\_\_ 3. A processing fee of \$25 (non-refundable) is to be paid by money order or certified check and must accompany this application.
- \_\_\_\_\_ 4. Reliable documentation and telephone numbers for all income and references must be provided.  
*Example: Current Check stubs, W-2 Forms, SS and/or VA verification.*
- \_\_\_\_\_ 5. Photo documentation (DL or ID) and current utility bill must be submitted for current residence.
- \_\_\_\_\_ 6. All intended applicants must be listed on application.
- \_\_\_\_\_ 7. You Must disclose ALL vehicles of any nature and any water filled furniture (waterbed, aquariums).

### YOU ARE NOTIFIED OF THE FOLLOWING PROCEDURES AND POLICIES

- 1. The processing fee is non refundable.
- 2. We do not permit pets in apartment complexes. Most properties do not allow pets, however, some owners may allow an exception, but only with specific approval before hand. This approval will depend on the individual owners wishes, and would require specific information regarding the type of pet, size, weight, breed, etc.. *(There are certain breeds of dogs which cannot be approved for any of our residences, and some of these include, but are not limited to: Rottweiler, Doberman, German Shepherd, Pit Bull, Chow, etc.)* Should pets be approved for any of the rental properties, a pet agreement and an additional Pet Security Deposit will be required.
- 3. If you have water filled furniture, you will need to provide Lessor with proof of insurance (FS83.535)
- 4. No properties are held for a long period , such as 2 weeks or 30 days.
- 5. If approved, a holding deposit must be paid within one (1) business day in order to hold the property and refuse other applicants. If the approved applicant defaults on renting the property, AFTER APPROVAL, the holding deposit is forfeit.
- 6. If approved, all monies owed must be paid in full with certified funds, cashiers check or money order prior to obtaining keys. Security deposit should be paid separately from rent, as the money is deposited into a separate account.

I, the undersigned applicant, affirm the information contained in this application is true and correct and authorize Dunn realty or it's tenant reporting service to verify all information contained in this application including obtaining a credit report. Misstatements, either false or incorrect, can be deemed reason for denial of occupancy and forfeiture of processing fee. I understand that due to the Fair Credit Reporting Act that I will not be furnished a copy of my credit report from Dunn Realty or it's tenant reporting services. I may, however, obtain a free credit report from the applicable credit reporting agency if my application is denied for credit reasons. I also understand this application is the property of Dunn Realty.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I also affirm the following will be residents of the property:

(Please list the first and last name of all prospective tenants, including yourself)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Social Security# \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver's License # \_\_\_\_\_ St Issued \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Residential History (Must provide current utility bill for verification)  
(7 year history)

Present Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_  
Landlord/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Rent Amount:\$ \_\_\_\_\_ Rent from : \_\_\_\_\_ to \_\_\_\_\_ Was 30 day notice given? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_  
Landlord/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Rent Amount:\$ \_\_\_\_\_ Rent from : \_\_\_\_\_ to \_\_\_\_\_ Was 30 day notice given? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_  
Landlord/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Rent Amount:\$ \_\_\_\_\_ Rent from : \_\_\_\_\_ to \_\_\_\_\_ Was 30 day notice given? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employment History (Must provide current check stub for verification)  
(7 year history)

Current Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_ FT: \_\_ PT: \_\_ Seasonal: \_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_ FT: \_\_ PT: \_\_ Seasonal: \_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_ FT: \_\_ PT: \_\_ Seasonal: \_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Source of Income: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ How Often: \_\_\_\_\_  
Source of Income: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ How Often: \_\_\_\_\_  
Source of Income: \_\_\_\_\_ Amount \$ \_\_\_\_\_ How Often: \_\_\_\_\_

**Vehicle Information**

*(All vehicles must be listed)*

Make & Model: \_\_\_\_\_ License Plate# \_\_\_\_\_ State: \_\_\_\_\_  
Make & Model: \_\_\_\_\_ License Plate# \_\_\_\_\_ State: \_\_\_\_\_  
Make & Model: \_\_\_\_\_ License Plate# \_\_\_\_\_ State: \_\_\_\_\_

Do you have any RV's, boats, trailers, motorcycles or jet skis? \_\_\_\_\_ If so, list all: \_\_\_\_\_  
Do you have any pets? If so please describe: \_\_\_\_\_

*Note: There is usually no parking accommodation for these vehicles in apartment complexes and restricted subdivisions.*

**Please answer the following questions:**

Will you have any water filled furniture? \_\_\_\_\_ If so, specify: \_\_\_\_\_  
*(Insurance is required on any water filled furniture. Please provide a copy of the policy to our office.)*

Have you ever declared bankruptcy: \_\_\_\_\_ If so, when and where: \_\_\_\_\_

Have you ever had an eviction filed against you? \_\_\_\_\_ If so, specify: \_\_\_\_\_

Have you ever been charged with a felony? \_\_\_\_\_ If so, specify: \_\_\_\_\_

Have you ever been charged with a misdemeanor? \_\_\_\_\_ If so, specify: \_\_\_\_\_

Have you ever refused to pay rent or broken a lease? \_\_\_\_\_ If so, when and why: \_\_\_\_\_

Please provide the name, address, and phone number of your nearest relative or next of kin:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Other: \_\_\_\_\_

I, the undersigned, affirm all information on this application is true and correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_