



SPENCE PROPERTIES

RESIDENTIAL • COMMERCIAL • PROPERTY MANAGEMENT

850-826-1838 OFFICE

850-689-3275 FAX

RENTSPENCEPROPERTIES@GMAIL.COM

WWW.MYSPENCEPROPERTIES.COM

GENERAL APPLICATION INFORMATION

1. Any person living in the property over the age of 18 will need to be on the application or fill out an additional application.
2. Spence Properties does require you, or someone on your behalf, to view the property prior to application approval. If no one has viewed the property, application will be denied.
3. Please list every property you have lived in the past 5 years. Even if it was not rented, if you owned or it was family list the designation in the Landlord slot.
4. Please fill out ALL the lines or write N/A if you do not have any information for the line, so we know the line was not skipped by accident.
5. Personal references can have up to one family member. Please do not use current employer or pervious Landlords for reference.
6. Any false information will be grounds for application denial.
7. We require a minimum security deposit equal to one month's rental amount. Some properties or circumstances may require more. Pet deposits are required when pets are present.
8. It takes approximately 2 business days to run an application.
9. Pets, Emotional Support Animals, and Service Animals: Please read and sign disclosure and information on animals in property.



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RENTAL APPLICANT

NAME, MAIDEN, DOB:

PHONE/EMAIL:

EMPLOYER/OCCUPATION:

HOW LONG WITH JOB:

SALARY/CONTACT PERSON FOR JOB/INFO FOR CONTACT:

NAME, MAIDEN, DOB:

PHONE/EMAIL:

EMPLOYER/OCCUPATION:

HOW LONG WITH JOB:

SALARY/CONTACT PERSON FOR JOB/INFO FOR CONTACT:

GENERAL INFORMATION

PROPERTY APPLIED FOR/DATE OF

OCCUPANCY:

NUMBER OF ADULTS (OVER 18):

NUMBER AND AGES OF CHILDREN:

PERSONAL REFERENCES

NAME, RELATIONSHIP, CONTACT #:

NAME, RELATIONSHIP, CONTACT #:

NAME, RELATIONSHIP, CONTRACT #:



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RENTAL HISTORY- PLEASE LIST PAST 5 YEARS

PRESENT ADDRESS:

CITY/COUNTY/STATE/ZIP:

LANDLORD/CONTACT INFO:

HOW LONG AT ADDRESS:

IS LANDLORD FAMILY OR A FRIEND? IF YES WHAT IS THE RELATIONSHIP:

PRIOR ADDRESS:

CITY/COUNTY/STATE/ZIP:

LANDLORD/CONTACT INFO:

HOW LONG AT ADDRESS:

IS LANDLORD FAMILY OR A FRIEND? IF YES WHAT IS THE RELATIONSHIP:

PRIOR ADDRESS:

CITY/COUNTY/STATE/ZIP:

LANDLORD/CONTACT INFO:

HOW LONG AT ADDRESS:

IS LANDLORD FAMILY OR A FRIEND? IF YES WHAT IS THE RELATIONSHIP:

PRIOR ADDRESS:

CITY/COUNTY/STATE/ZIP:

LANDLORD/CONTACT INFO:

HOW LONG AT ADDRESS:

IS LANDLORD FAMILY OR A FRIEND? IF YES WHAT IS THE RELATIONSHIP:



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PERSONAL INFORMATION

HAVE YOU EVER? PLEASE EXPLAIN AND GIVE DETAILS:

FILED FOR BANKRUPTCY:

BEEN SERVED AND EVICTION:

ASKED TO VACATE A PROPERTY:

REFUSED TO PAY RENT WHEN DUE:

BEEN SUED FOR UNLAWFUL DETAINEE:

HAD A CONVICTION IN CIVIL OR FEDERAL COURT:

HAD PROPERTY YOU OWNED IN FORECLOSURE:

DOES ANYONE ON THIS APPLICATION SMOKE:

DOES ANYONE ON THIS APPLICATION VAPE OR USE OTHER

DEVICES THAT GIVE OFF SMOKE:

HAD A PET BITE OR INFLICT DAMAGE TO SOMEONE:

VIOLATED LEASE TERMS OF PAST RENTAL:

BEEN SERVED A 3 DAY NOTICE:

BEEN BEHIND ON YOUR RENT:

HAVE YOU VIEWED THE HOME?

OTHER COMMENTS

PLEASE LIST ANYTHING ELSE YOU WOULD LIKE CONSIDERED IN THIS APPLICATION:



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PET, SERVICE ANIMALS, AND ESA ANIMAL POLICY

1. All animals **MUST** be listed and included with the application. This includes all service and ESA animals. If ESA or service Animal designation applies, please be sure to **include ALL documentation** upon applying.
2. There are breed restrictions for pets. German Sheppard, Rottweiler, Doberman, Pit Bulls, and Chows are restricted breeds. Any mix breed with these types are also restricted. Some properties have restrictions on breeds for ESA animals as well. This will be submitted to carrier to determine before approval.
3. A picture of every animal must be submitted with the application.
4. Renter's insurance is required on the property. You must list Landlord and Spence Properties as additional insured. You are required to have liability coverage in the minimum amount of \$300,000 and coverage must include coverage of pet, ESA, and Service Animal actions.
5. You are responsible for all damage from animals, whether there is a pet deposit or not for the property. This includes pets, service animals and ESA.
6. All animals must be submitted for approval in writing from Landlord **PRIOR** to being brought to the property. This includes ESA and Service Animals.
7. All pets, ESA, and Service Animals must meet minimum safety requirements including not being aggressive, have never bite anyone, can be controlled on the property, is vaccinated as required by County, City, and State requirements, is flea free and does not cause harm to others or property.

HOW MANY ANIMALS:

ANIMALS(S) NAME:

BREED(S):

AGE(S) AND WEIGHT(S):

ARE ANY ESA OR SERVICE ANIMALS (IF SO WHICH ONE?):

APPLICANTS'S AGREEMENT

I have read and understood the Pet, Service Animal, and ESA Animal Policy and agree to comply with all rules and policies. I understand that if I am found to be in violation of this policy it is grounds for application denial. I also understand I will be required to sign an agreement to this policy for the Lease and violation will be grounds for Lease Termination.

Signature and Date



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AUTHORIZATION

I/We authorize Spence Properties, to investigate my/our rental qualifications and hereby release, in any manner, all of the information obtained by you. I/We further release all persons, agencies, or firms from any liability resulting from providing such information.

The undersigned authorizes landlord, leasing agent, and representatives of owner/landlord to contact the undersigned's current or past landlord, current employer, and further, authorizes said landlord or employer to release pertinent residential and employment history information to be used in evaluating my lease application.

By signing below, I am stating all information in this rental application is true and correct to the best of my knowledge and no information given was falsified.

PRINTED NAME:

SIGNATURE/DATE:

PRINTED NAME:

SIGNATURE DATE:

Please return application to fax/email/text images to numbers above.

FOR OFFICE USE

PROPERTY LISTED FOR RENTAL REFERENCE:

PLEASE SEND ATTACHED REFERENCE QUESTIONS BACK TO: