



100 East Town Place, Suite 100, St. Augustine, FL 32092  
Ph (904) 484-2170 Fax (904) 940-5006 [www.davidsonpropertymanagement.com](http://www.davidsonpropertymanagement.com)

### **LEASE PROCESS & APPLICATION:**

*"We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support a program in which there are no barriers to obtain housing because of race, color, religion, sex, sexual orientation, gender identity, handicap, familial status or national origin."*

**STEP 1:** All adult applicants must submit a completed application (includes identification & proof of income) and signed. The application fee is **\$50.00 for each person 18 years and older** made payable to DAVIDSON PROPERTY MANAGEMENT (cashier's checks or money orders)**(SORRY NO CASH ACCEPTED)** or payable through our online application process. Applications and checks can be overnighted, personally delivered or completed online with the address, price terms, lease start date an any special terms or conditions.

**NON-REFUNDABLE APPLICATION FEE:** Each Applicant agrees to pay Davidson Property Management, Inc., \$50.00 for each person 18 years and older as a non-refundable application fee for costs, expenses and fees in processing the application.

Prospective Tenants will NOT be accepted on a "first-come", "first-served" basis. All prospective tenants will be screened, and a decision made based on the applicant's qualifications, including information obtained in the criminal background/credit check.

**STEP 2:** Upon receipt of the completed application(s) and application fee, Davidson Property Management, Inc., will present the application to the property owner with the price and terms desired. Upon verbal acceptance, the credit report and criminal background check will be ordered, and final acceptance either granted or denied. In some cases, additional requirements may be necessary depending on the information obtained in the credit report or criminal background check.

**STEP 3:** The applicant(s) will be notified by telephone and/or email once final approval of the application is granted. The applicant will be given 24 hours to submit the Security Deposit and a \$75.00 Lease Preparation Fee (separate cashiers checks or money orders) or payable through our Tenant Portal.

**STEP 4:** Upon receipt of funds, an attorney drawn lease will be prepared. Our leases are currently prepared by an attorney at law to comply with Florida Laws. The Property Manager will then set an appointment with the applicant(s) to meet for the lease closing.

**STEP 5:** Prior to occupancy, the applicant will be required to pay the 1st month's rent and/or any prorated portion due, and a non-refundable pet fee (\$300.00) per pet if applicable. A property inspection/condition report will be completed prior to occupancy by the Property Manager. Keys will be provided on the first day of the lease only. Special arrangements may be made for move-ins scheduled on Saturday or Sunday.

**PET-PERMITTING PROPERTIES:** Please note that we **are not able to accept** the following pets:

**German Shepherds - Dobermans - Pit Bulls - Chows - Rottweillers - Stafford Terriers - Presa Canarios - Akitas - Wolf Hybrids - and Huskies. These Breeds are restricted due to Insurance Liability issues.**

All pet deposits are non-refundable and due at the lease signing. A Pet Photo must be included with the Application. Any false information will constitute grounds for rejection of the application; this includes resident application. Residents must sign a separate Pet Addendum. Davidson Property Management, Inc., reserves the right to meet the pet.

**PROPERTY INFORMATION**

**PROPERTY ADDRESS:** \_\_\_\_\_ **Monthly Rent:** \_\_\_\_\_  
**Lease Start Date:** \_\_\_\_\_ **Referring Agent:** \_\_\_\_\_  
**Special Stipulations/Considerations:** \_\_\_\_\_

**PERSONAL INFORMATION**

**Applicant #1**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Maiden Name/ Previous Name: \_\_\_\_\_  
Cellular Number \_\_\_\_\_ DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_  
E-mail address \_\_\_\_\_

**Applicant #2**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Maiden Name/ Previous Name: \_\_\_\_\_  
Cellular Number \_\_\_\_\_ DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_  
E-mail address \_\_\_\_\_

**Applicant #3**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Maiden Name/ Previous Name: \_\_\_\_\_  
Cellular Number \_\_\_\_\_ DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_  
E-mail address \_\_\_\_\_

Please list **the names and relationship of all adults** intended to occupy the residence with you:

\_\_\_\_\_

Please list the **names and ages of all children** intended to occupy the residence:

\_\_\_\_\_

**Present Address** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Move In Date \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_  
Current Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Landlord Address \_\_\_\_\_

**Previous address** \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Move In Date \_\_\_\_\_ Move Out Date \_\_\_\_\_

Previous Landlord/Phone \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

**Vehicles: Include recreational/commercial**

Make, Model, Color, Year of Car \_\_\_\_\_ License # \_\_\_\_\_

Make, Model, Color, Year of Car \_\_\_\_\_ License# \_\_\_\_\_

**Employment Information**

**Applicant #1 Employer** \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_ Start Date \_\_\_\_\_  
Income: \$ \_\_\_\_\_ Frequency – (Please circle one) Hourly Weekly Monthly Annual

**Applicant #2 Employer** \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_ Start Date \_\_\_\_\_  
Income: \$ \_\_\_\_\_ Frequency – (Please circle one) Hourly Weekly Monthly Annual

**Applicant #3 Employer** \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_ Start Date \_\_\_\_\_  
Income: \$ \_\_\_\_\_ Frequency – (Please circle one) Hourly Weekly Monthly Annual

**Other Income:** \$ \_\_\_\_\_ Frequency– (Please circle one) Hourly Weekly Monthly Annual  
(Circle source of income): Child Support Spousal Support Retirement /Pension Disability Other: \_\_\_\_\_  
Please explain other income including length of term expected: \_\_\_\_\_

**OTHER INFORMATION**

Have you or any applicant ever been evicted, had an eviction filed against you, filed for bankruptcy, or had a foreclosure filed against you? \_\_\_\_\_  
Please explain, specify which action was filed, use additional sheet if necessary: \_\_\_\_\_

Have you or any applicant ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense within the last 7 years?  
Please explain \_\_\_\_\_

Do you, or any intended occupants smoke? \_\_\_\_\_  
References: \_\_\_\_\_ Phone # \_\_\_\_\_  
References: \_\_\_\_\_ Phone # \_\_\_\_\_  
Closest relative not living with you: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

**RENTAL DEPOSIT AGREEMENT** – Applicant represents that all of the statements and representations are true and complete and hereby, authorizes verification of the above information, references, background check and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and /or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms, if any. Applicant authorizes verification of all information by the Landlord and or Management Company. Applicant has the right to make written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

If the application is approved and the holding deposit is received, but the Tenant fails to enter into a lease agreement within 48 hours of receipt, and /or the Tenant fails to take possession after the lease signing, the full

security deposit, plus any rent monies paid, shall be forfeited. In addition, any penalties provided for in the lease agreement, signed by the applicant, shall apply.

**NON REFUNDABLE APPLICATION FEE** – Each applicant agrees to pay Davidson Property Management, Inc. **\$50.00 for each person 18 years and older** a NON REFUNDABLE APPLICATION FEE for costs, expenses & fees in processing the application.

Tenants will NOT be accepted on a “first-come, first served” basis. All prospective tenants will be screened, and a decision made based on the applicant’s qualifications, including information obtained in the criminal background/credit check.

Tenant understands that Owner carries no insurance for dogs or personal belongings or possessions of the tenant’s and their guests. Tenants are encouraged to carry their own renter’s insurance policy for maximum protection.

**Under penalty of perjury, I declare the information above to be true and correct, and agree to the provisions as stated.**

\_\_\_\_\_  
Applicant#1 Signature                      Date

\_\_\_\_\_  
Applicant #2 Signature                      Date

\_\_\_\_\_  
Applicant #3 Signature                      Date

**When submitting this application, make sure the following items are included:**

- \_\_\_\_\_ A copy of all intended occupant’s driver’s licenses/photo id
- \_\_\_\_\_ Proof of income/employment verification
- \_\_\_\_\_ \$50 fee for each applicant 18 years & older payable to Davidson Property Management, Inc.

**PET APPLICATION**  
**DAVIDSON PROPERTY MANAGEMENT, INC.**

We are not able to accept the following pets: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS, STAFFORDSHIRE TERRIERS, PRESA CANARIOS, AKITAS, WOLF HYBRIDS, AND HUSKIES.

- Any false information will constitute grounds for rejection of application; this also includes resident application
- A pet photo must be attached to the application.
- Resident must sign a separate pet addendum.
- DAVIDSON PROPERTY MANAGEMENT, INC. reserves the right to meet the pet in question.

PROPERTY ADDRESS: \_\_\_\_\_

PET INFORMATION

DATE: \_\_\_\_\_ DESIRED MOVE-IN DATE: \_\_\_\_\_

NAME OF PET: \_\_\_\_\_

BREED: \_\_\_\_\_ AGE: \_\_\_\_\_

WEIGHT: \_\_\_\_\_ TEMPERMENT: \_\_\_\_\_ COLOR: \_\_\_\_\_

IN DOOR PET: \_\_\_\_\_ OUT DOOR PET: \_\_\_\_\_

NEUTERED: \_\_\_\_\_ SPAYED: \_\_\_\_\_

DECLAWED: \_\_\_\_\_ HOUSE BROKEN: \_\_\_\_\_

LEASH TRAINED: \_\_\_\_\_ CRATED: \_\_\_\_\_

LENGTH OF TIME OWNED: \_\_\_\_\_ TAGGED: \_\_\_\_\_ LICENSED: \_\_\_\_\_

SHOT RECORDS: \_\_\_\_\_ HEALTH ISSUES: \_\_\_\_\_

VETERINARIAN NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PET PHOTO

Facial Shot

Side Shot

AGENT: \_\_\_\_\_ APPROVAL/DENIED \_\_\_\_\_ PER OWNER/AGENT/MGR \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_ SECURITY DEPOSIT: \_\_\_\_\_  
DATE OF LEASE: \_\_\_\_\_ TERM OF LEASE: \_\_\_\_\_