

PLEASE READ CAREFULLY

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that Robinson Property Management, LLC, may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Robinson Property Management, LLC tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Robinson Property Management, LLC

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Background Info USA with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge Robinson Property Management, LLC, Background Info USA and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenant was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

Applicant Signature

Print Name Clearly

Co-Applicant Signature

Print Name Clearly

Date: _____

PLEASE FAX TO: 239-494-4347
OR EMAIL TO: research@backgroundinfousa.com



RENTAL APPLICATION INSTRUCTIONS

(This must be signed by all applicants and submitted with attached application)

1. **Completely** fill out rental application and remit \$60 for the first applicant and \$40 each additional applicant, including spouses (Married couples = \$100). Spouse must complete the co-applicant portion. Roommates shall submit a separate application. As a general rule a minimum credit score of 600 is required to qualify and properties will be held no more than 30 days. Some owners require different ratings based on a particular value of the property and/or its furnishings. Robinson Property Management, LLC (referred to as RPM) reserves the right to hold up to 3 times the rent for security deposit under certain conditions (low credit score, bankruptcy, foreclosure, or unable to prove income). If this may apply to you, please contact property manager for details to submitting application.
2. The application fee shall be paid in certified funds (Cashiers Check, Money Order). Personal Checks are only accepted after move-in.
3. All rentals are available on a first come first served basis. Owner reserves the right to process multiple applications during the process. Processing time shall be a minimum of 48 to 72 hours excluding weekends and holidays unless otherwise agreed upon by the property manager.
4. Utilities may include electric, gas, water, sewer and trash collection. Sewer and/or trash charges may be collected by lessor as part of the monthly rents or requested to be paid in quarterly installments. Sewer and trash combined are usually an additional \$25 - \$35 a month. Other services may be satellite access, cable and telephone services which are the sole responsibility of the tenant(s). Boats, mobile homes, trailers, trampolines and water beds are not allowed on any of our properties. Installation of satellite dishes may be subject to architectural committee approval if governed by an association.
5. Upon approval, lease agreement shall be signed within 4 business days. Applicant and Co-Applicant agree to submit security deposit equal to one month rent upon signing lease. All move-in funds shall be in certified funds (Cashiers Check, Money Order), Payable to Robinson Property Management, LLC before keys are released. Should applicant decide not to rent the property after signing lease, security deposit is subject to a \$100 administrative penalty charge, plus a pro-rated rent and advertising expenses for each day the property is taken off the market?

_____ Initial

_____ Initial



6. Application processing fees are non-refundable. RPM outsources their screening to a third party company. As a general rule, RPM looks for roughly (3) times the monthly income of the actual rent. RPM reserves the right to request additional documentation after receiving the application (Tax Returns, Payroll Stubs).
7. Return completed rental application to Robinson Property Management, LLC between 8:30 am to 5:00 pm; Monday through Friday. Robinson Property Management is located on the South West corner of Sunset Road and Sandhill, between Pecos and Sandhill across from Kmart. Applications will not be processed if incomplete and without the \$60.00 application fee – This includes applications that are sent via email or fax. Please accompany all applications with a photo copy of the applicant's driver's license.

Please remit the following in order to assist RPM with the application process:

- Last two pay stubs or if self employed, the front page of your most recent IRS tax return.
 - State issued or military identification fro each adult.
 - Picture of your pet(s), if applicable.
8. Applicant(s) has personally previewed the property, or had a reliable party verify the overall condition, size, bedrooms, appliances, and satisfied their requirements prior to submitting this application.
 9. By signing below, Applicant(s) acknowledges all the requirements above and authorizes Robinson Property Management, LLC to release any and all information obtained during the application process including but not limited to their credit score and rating to the owner(s) for their approval.

I, _____ (Applicant), have submitted an application to lease a property managed by Robinson Property Management, LLC.

The Landlord, Broker or Management's representative who will verify application information:

I give my permission to the following:

1. To my current and former employers to release any information regarding my employment and income history.
2. To my current and former landlords to release any information my previous rental history.

_____ Initial _____ Initial



3. To my current and former mortgage lenders referencing the property I own or have owned to release any information about my mortgage payment history.
4. To my bank, savings, loan or credit union to provide verification of funds.
5. To obtain a copy of my consumer credit report from any consumer reporting agency and to obtain criminal background information on me.
6. To my Real Estate Agent who referred / showed the property to me.

This home is offered “As-Is” unless otherwise agreed upon in writing, any concerns regarding the appearance of the property should be addressed below. This includes, but not limited to the following:

- a) Overall cleanliness of interior and exterior of property
- b) All appliances at property
- c) All paint, flooring, and window coverings
- d) All landscaping, bushes, trees, and exterior lighting
- e) Garage door openers (if applicable)
- f) Any debris or materials currently located at property

This is simply a request and is not valid unless the owner(s) agree to the terms in writing. If you wish your application to be 100% contingent on your request below, please initial here _____. Otherwise RPM will submit your application with no further delay.

APPLICANT DATE

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