



Application Process

Thank you for your interest in our community. Our desire is to make your housing decision as easy and comfortable as possible and we are more than happy to answer any questions you may have at any time.

If you would like to reserve one of our apartment homes, we require a completed application, a check or money order in the amount of \$45.00 for a non-refundable application fee per adult, a signed New Resident Qualification Standards, a check or money order in the amount of \$300.00 for the Reservation Fee, and a check or money order in the amount of \$150.00 for an administrative fee with your completed application.

Applications for each apartment are processed in the order in which they are received and the apartment is leased to the first qualified applicant. We have attached our New Resident Qualification Standards for your review.

All adults who will be occupying the apartment must complete an application for residency and all applicants must meet qualification standards.

For your convenience, applications will be processed as quickly as possible and take approximately 72 hours, dependent on availability of the individual references on the application. A standard credit history, housing, income verification and criminal background will be obtained.

You may sign your lease and documents at the time you complete your application. However, the landlord will not execute the lease until your application has been accepted.

Thank you again for your interest in our community. We appreciate and look forward to the opportunity to serve your housing needs!

Citadel Apartments of Venice
 125 Airport Avenue East
 Venice, Florida 34285
 Phone: (941) 412-4963
 Fax: (941) 451-8312



Today's Date: _____

Move-in Date: _____

APPLICATION FOR RESIDENCY

Thank you for applying for residency with Citadel Apartments of Venice. To ensure prompt processing of your application, please print clearly and give complete names, addresses and phone numbers where requested. Should you have any questions, please feel free to contact your leasing agent:

Property Name Citadel Apartments of Venice
 Property Address _____
 Apartment # _____
 Net Rent \$ _____ Security Deposit \$ _____
 Lease Term From _____ To _____

at (941) 412-4963.

Each adult over 18 years of age must complete an application for residency. All requested information must be completed before the application will be processed.

NAME OF APPLICANT	Date of Birth	Social Security #	Driver's License #	State
_____	_____	_____	_____	_____

HOUSING	Address	City/State	Zip
Current Address _____	_____	_____	_____
Current Phone# (____) _____	_____	Current Rent \$ _____	_____
Dates at this address: From _____ to _____	_____	Landlord's Name _____	_____
Landlord's Address _____	_____	Landlord's Phone # _____	_____

Previous Address _____	_____	Landlord's Name _____	_____
Dates at this address: From _____ to _____	_____	Landlord's Phone # _____	_____
Landlord's Address _____	_____	_____	_____

INCOME
 Source of Income _____ Address _____
 Contact's Name _____ Contact's Phone # _____
 Hours per week: _____ Dates: From _____ To _____
 Permanent Position? _____ GROSS MONTHLY INCOME \$ _____

OTHER SOURCE OF INCOME
 Source of Income _____ Address _____
 Contact's Name _____ Contact's Phone # _____
 Hours per week: _____ Dates: From _____ To _____
 Permanent Position? _____ GROSS MONTHLY INCOME \$ _____

NAMES OF PERSONS TO OCCUPY APARTMENT (applicant should be #1):		Over 18 Years Old?	
1. _____	Relationship _____	Yes	No
2. _____	Relationship _____	Yes	No
3. _____	Relationship _____	Yes	No
4. _____	Relationship _____	Yes	No
5. _____	Relationship _____	Yes	No
6. _____	Relationship _____	Yes	No

APPLICANT'S VEHICLES(S)
 Make/Model _____ Year _____ Color _____ License # _____ State _____
 Make/Model _____ Year _____ Color _____ License # _____ State _____

MISCELLANEOUS
 Do you have a waterbed? Yes No Do you have waterbed insurance? Yes No
 Do you have renter's insurance? Yes No Do you have any pets? Yes No

EMERGENCY CONTACT:
 Name _____ Phone Number _____
 Address _____

NOTE: Falsification of any information will be cause for denying this application.

Receipt in the sum of \$ _____ is hereby acknowledged. This fee is to be returned to the undersigned (less \$45.00 application fee) if the application is not accepted.

At the time the lease is signed, the applicant agrees to pay the security deposit. If the applicant refuses to sign the lease after the application has been accepted, actual charges incurred, (with a minimum charge of \$45.00), including but not limited to, loss of rent, will be deducted from the fee and the balance (if any) refunded.

The Fair Credit Reporting Act requires that we notify you that as a part of our normal procedure, a routine inquiry will be made. This inquiry will provide applicable information concerning character, general reputation, personal characteristics and mode of living and may include a Credit Bureau Report and Criminal Background check. Upon written request by applicant, information as to the nature and scope of the report, if one is made, will be provided. Do you wish to receive a list of reasons for denial in writing? Yes ___ No ___

The undersigned agrees that the landlord shall have up to twenty-one (21 calendar days from acceptance of the earnest money deposit within which to approve or deny the rental application.

Applicant Signature _____ Date _____

Landlord/Agent _____ Date _____

Credit Bureau Report Run	Accepted / Rejected	Date _____
Criminal Background Check	Accepted / Rejected	Date _____
Application Accepted _____		Date _____
Application Rejected _____		Date _____
Application not processed because _____		Date _____
Applicant notified of acceptance / rejected by _____		Date _____

TENANT / APPLICANT ACKNOWLEDGES HAVING BEEN ADVISED:

1. A receipt for money collected has been given to tenant, if requested.
2. That copies of the proposed lease and the community policies of the Landlord have been made available to tenant for inspection.
3. The name and address of the person authorized to receive rent, manage and maintain the premises who can readily be contacted, and an owner or agent with an address within the state authorized to received and receipt for notices and demands and at which service of process can be made in person.
4. Tenant has seven days after the beginning of tenancy to inspect the dwelling unit and notify Landlord of any damages or defects existing prior to the beginning of tenancy.
5. Utility charges not included in the rent.
6. Security Deposits may be withheld only for Tenant damage, waste or neglect of the premises or the non-payment of rent, utility services for which the Landlord becomes liable and under other reasons specifically and separately negotiated and agreed to by the Tenant in writing other than in form provision.
7. Applicant has 72 hours from the time of acceptance of this application to cancel, or the \$300.00 reservation fee and the \$150 administration fee will be forfeited unless the Tenant has executed a lease.
8. The undersigned agrees that they are being charged a NON-REFUNDABLE Application Fee in the amount of \$45.00.

I have read and understand the above disclosures and requirements:

Applicant

Date



Request for Housing Reference

Date: _____

Name and Contact Info:

Previous Landlord _____

Phone _____

Fax _____

Name(s) of Applicant(s)
for reference _____

Dear _____:

_____ has applied to lease an apartment at _____
and you were given as a previous landlord reference.

We would greatly appreciate your time in sharing any information concerning the applicant(s) which you may have on file. Please note below that the applicant has given permission for you to release this information. Please complete the applicable information and fax it to us at _____.

We would appreciate your reply as soon as possible, as we cannot accept or deny the application until all pertinent verifications are returned.

Thank you in advance for your help in this matter.

Sincerely,

I hereby authorize the release of housing reference information for verification:

Signature

Date

Signature

Date

Applicants Name(s): _____

Previous Address: _____

Dates of Residency: From: _____ to _____

Monthly Rental Amount: \$ _____

Lease Fulfilled: Yes _____ No _____

Proper Notice Given: Yes _____ No _____

Pay Record: _____

Any NSFø?: Yes _____ No _____

Any Pets?: Yes _____ No _____

Any lease violations?: Yes _____ No _____

If Lease Violations, please elaborate: _____

Would you rent to them again?: Yes _____ No _____

Verifierø Signature: _____

Date: _____

Title: _____



Request for Income Verification

Date: _____

Name of Employee for reference _____

Employer for Reference: _____

Dear _____:

_____ has applied to lease an apartment at _____
and you were listed as his/her employer.

We would greatly appreciate your time in sharing any information concerning the employee that you have on file. Please note below that the employee has given permission for you to release this information. Please complete the applicable information in the space provided below and return this information in the self-addressed, stamped envelope provided or you may fax it to us at _____.

We would appreciate your prompt reply as soon as possible, as we cannot accept or deny the application until all pertinent verifications are returned.

Thank you in advance for your help in this matter.

Sincerely,

I hereby authorize the release of information regarding my wages, overtime, bonuses, commissions or other forms of compensation on a regular basis:

Signature

Date

To be completed by employer

Employee Name: _____

Employee Position(s): _____

Full or Part Time (circle one)

Permanent or Temporary position (circle one)

Dates of Employment start _____ to _____ Gross Monthly Income \$ _____

Other income _____ (Type) \$ _____ (Amount)

I hereby certify that the above information is true and complete to the best of my knowledge.

Signature

Date

Title

Phone



Reservation Fee Contract

Citadel Apartments of Venice, LLC has accepted a _____ reservation fee from the following applicant(s): _____

This fee will hold the following apartment home during the application process:

_____ Airport Avenue East Apt. _____ Venice, FL 34285

Please see the back of the application for the monies forfeiture policy.

Applicant

Date

Applicant

Date

Landlord Agent

Date

Gallina Management, Inc.
New Resident Qualification Standards
Florida Properties – 8/1/14

INCOME

One Adult: Gross income must meet or exceed 3 times the apartment rental rate.
Roommates: Combined gross income must exceed 5 times the apartment rental rate.
18 years or older to apply for an apartment home.

In addition to the above:

For self-employed or retired applicants, proof of the most recent income tax return (or written documentation from the company accountant or bank) must be received.

Prospects without established employment in Florida must show verification of assets in the amount of 3 times the total lease rent.

For the purposes herein, the term gross market rent means the total rent less the discount, but not less any concessions.

CREDIT BUREAU STANDARDS

Collections and negative credit listings not affecting housing over two years old will not apply.

Collections and negative credit listings not affecting housing within the most recent two years with current delinquencies in an aggregate amount exceeding two month's gross market rent must show proof of payment plan and timely payments for a minimum of six (6) months, or make full restitution with written proof from creditor; or application will be denied.

Charge-Off, Settlements less the amount owed, and P&L Write-Off listing on credit report within the most recent two years in the amount exceeding two month's gross market rent, application will be denied.

Combination of collections and Charge-Off, Settlements less the amount owed, and P&L Write-Off listing on credit report in an amount exceeding two month's gross market rent, application will be denied.

Bankruptcy within the most recent one year, application will be denied.

Collections and/or negative credit listings that are exclusively medically-related will not apply.

RESIDENCE – PREVIOUS HOUSING HISTORY

A verifiable history of apartment rental or mortgage payments for a minimum period of 1 year within the most recent 24 months OR a verifiable history of apartment rental or mortgage payments for a minimum period of two (2) years ending within the last 5 years.

*Military personnel whose previous addresses were military housing are exempt from the above requirement, but must show proof of military housing as primary address ending within the most recent 12 months.

Any rental history must have positive verification of prompt monthly payment, sufficient notice of intent to vacate, no formal complaints regarding noise, etc., no damages left unsatisfied, no unauthorized roommates or pets.

Applicant must **not** have any of the following incidents:

1. Any rent or damage in excess of the Security Deposit owing to Landlord
2. Have had any unauthorized roommates or pets.
3. Pattern of late rent payments.
4. Pattern of complaints or police calls against applicant as tenant
5. Current lease in effect without an approved sub-lease.
6. Any previous eviction is an automatic basis for rejection of an application.

SECURITY DEPOSIT/LAST MONTH'S RENT PROGRAM

Applicants can be approved at the discretion of the Landlord for the following items, with a security deposit equal to one month's gross market rent of the apartment they are applying for as well as a payment equal to the last month's rent at the concession price of the apartment they are applying for:

- 1) **Foreclosure/Short Sale:** If the applicant has a foreclosure initiated, pending, finalized or a short sale completed within the most recent 4 years and there is no other credit or residential housing issues, as described in these qualification standards.
- 2) **Rental History:** If the applicant has less than the required verifiable rental history as described in these qualification standards.

OCCUPANCY STANDARDS

Studio/Efficiency – No more than two people.

One Bedroom – No more than three people, but no more than two of them can be unrelated adults.

Two Bedroom – No more than four people, but no more than three unrelated adults.

SECURITY DEPOSIT

Full payment of required security deposit must be paid prior to the lease start date.

PET STANDARDS

See Pet Registration Form and Pet Addendum for details on each properties specific Pet Standards.

CRIMINAL BACKGROUND STANDARDS

Any felony convictions or adjudication withheld within the most recent 7 years; application will be denied.

Any violent felony convictions or adjudication withheld; application will be denied.

Any pedophile convictions or adjudication withheld; application will be denied.

Any drug dealing related convictions or adjudication withheld; application will be denied.

GUARANTOR(S)

Should applicant not qualify in terms credit history, at the discretion of the Landlord, the lease must be guaranteed by a qualifying third party.

If the applicant does not have a verifiable history of apartment rental or mortgage payments for a minimum period of 1 year within the most recent 24 months OR a verifiable history of apartment rental or mortgage payments for a minimum period of two (2) years within the last 5 years, then at the discretion of the Landlord, the lease must be guaranteed by a qualifying third party.

The Guarantor must submit an application and be approved based on the above qualification standards.

QUESTIONS

- 1) Have you ever had an eviction filed against you or been evicted from a previous residence? YES NO (circle one)
_____ (initials)
- 2) Do you have a pet? If so please describe _____
- 3) If you have a dog or dogs what type and how big?
Type: _____ Weight: _____ lbs. _____ (initials)
Type: _____ Weight: _____ lbs. _____ (initials)
- 4) Have you ever been charged or convicted of a felony? YES NO (circle one) _____ (initials)
- 5) Did you own or rent your most recent housing (not including living with family/friends)? OWN RENT (circle one)
- 6) If Rented, what type of housing was it? HOUSE CONDO APARTMENT
- 7) If Own, what was done with the residence? SOLD RENTED OTHER
- 8) If Other, please explain. _____

Applicant/Occupant

Date

Applicant/Occupant

Date



PET ADDENDUM

This RIDER is attached to and forms a part of that certain Apartment Lease dated _____, 20 ____ between Landlord and/or Landlord's Agent _____ Citadel Apartments of Venice, LLC _____ and Tenant(s) _____ covering apartment number _____ at address _____ Airport Avenue East _____ City/Town of _____ Venice _____, State of Florida.

I DO NOT HAVE A PET AT THE TIME OF THE LEASE SIGNING

I understand that if I should acquire a pet, I must have management's prior permission and must comply with the pet policies set forth below including payment of required pet fees. I also understand that if an unauthorized pet is allowed in my apartment I could be subject to a daily penalty fee of \$100 in addition to the pet fees which will be made payable within 24 hours. A pet clause is required if a pet should ever enter the apartment premises, even if for the day.

Tenant/Date Landlord/Agent: _____

Tenant/Date Date: _____

I DO HAVE A PET AT THE TIME OF LEASE SIGNING

Pursuant to line 84 item 5 of the lease pertaining to the above described premises, the undersigned Tenant(s) hereby request permission to keep a pet described as:

Table with 6 columns: Kind (Cat/Dog), Type/Breed, Color, Name, Age, Weight. Each column has a blank line for input.

In consideration of Landlord's permission to keep the pet(s) described, and said pet(s) only, in Tenant(s) apartment during the term of said Lease, Tenant(s) agrees as follows:

- 1. Up to 2 pets may be kept in the unit - pets can be either canine or feline.
a. One dog no more than 30 lbs in weight fully grown.
b. Two dogs with combined weight no more than 30 lbs fully grown.
c. One dog and one cat (Must be spayed/neutered and declawed) with combined weight no more than 30 lbs fully grown.
d. Two cats (Must be spayed/neutered and declawed) with combined weight no more than 30 lbs fully grown.
2. No Aggressive dog breeds, including but not limited to the following, shall be permitted: Akita, American Bull Dog, Chow Chow, Doberman Pincher, Pit Bull (Staffordshire Terrier or Bull Terrier), German Shepard, Husky, Malamute, Presa Canario, Rottweiler, Sharpei or Wolf hybrids.
3. No dogs under 1 year of age without a signed letter stating that the dog will be kenneled. Pet deposit for dogs under 1 year of age is \$500 per pet.
4. Rabbits, Ferrets, and Exotic Birds and Exotic pets such as snakes, spiders, etc. are not allowed in the community.
5. Only the pet(s) listed and described above are authorized under this pet agreement. Additional or other pets must be approved in writing by the Landlord/Agent prior to entering the apartment.
6. Tenant(s) will deposit a pet deposit of \$ _____ for the full and faithful performance of the terms, covenants and conditions of this agreement. The pet deposit may be used by Landlord for any damage related to the pet(s) and for ANY other monies owed by resident under the terms of the lease and for physical premises damages.
7. Tenant(s) shall be responsible for any damage done by said pet(s) to persons or property and shall immediately pay for said damage and hold harmless and indemnify Landlord from any claims against Landlord and/or its Agent(s). Landlord strongly suggests that the tenants(s) acquire liability insurance with their renter's policy in the amount of not less than \$300,000.
8. Tenant(s) agree to the following:
a. To clean up after their dog(s) at all times. Disposal buckets have been placed in designated areas throughout the property. Please place all pet waste in these buckets.
b. To keep dog(s) inside the apartment at all times, except when on a leash and accompanied by and under the control of the tenant(s). Dog(s) may not be tied on the grounds, patios or balconies at any time. The resident is responsible for damages or cleanup, which may result from the dog(s).
c. To keep dog(s) or cat(s) on a leash at all times when outside the apartment home.
d. To not leave pet(s) alone for long periods of time. Not to exceed a maximum of - 8 hours for dogs, 12 hours for cats.
e. To keep the dog(s) or cat(s) from becoming annoying, bothersome or in any way a nuisance to the other tenants or to the apartment operation.
9. Prior to the execution of this Pet Addendum, tenant(s) will deliver to Management a Veterinarian Certification that states said dog(s) is/are fully grown or if not fully grown what the maximum weight will be.
10. All dogs must be licensed in the County of Sarasota and receive appropriate vaccinations as required by state and local ordinances.
11. Citadel Apartments of Venice Staff will not be responsible, if upon entering your apartment, said dog escapes.
12. That all the terms, covenants and conditions of said lease and any other rider are incorporated herein by reference.
13. Violations by the tenant of the terms and conditions of this Pet Clause shall constitute a breach of lease, and shall be assessed a \$25 fine per incident.
14. In the event the Landlord in its sole discretion determines at any time that permission to keep said pet(s) shall be revoked, Tenant(s) agree(s) to abide by said decision and remove said pet(s) from the premises as soon as reasonably possible, but in no event in a time longer than 7 days after written notice is either delivered or mailed to Tenant(s) at the above address. Failure to comply with this paragraph may be declared a breach per the terms and conditions of the lease dated _____, and said lease may be terminated accordingly with the Tenant(s) remaining responsible for the rental in addition to any other relief which may be granted Landlord.

Tenant/Date Landlord/Agent: _____

Tenant/Date Date: _____

**Citadel Apartments of Venice
Pet Registration/Application Form**

Name(s) of Pet Owner(s): _____

Building Number: _____ Unit Number: _____

Daytime Phone Number(s) of Pet Owner(s): _____

Type of Pet: Dog Cat Bird Other: _____

Pets Breed: _____ NOTE: If the pet is a dog, I certify that the animal is not of the PIT BULL variety or any of the following other aggressive breeds. (Rottweilers, German Shepherds, Huskies, Malamutes, Doberman Pinchers, Pit Bulls (also known as Staffordshire Terriers or Bull Terriers), Chow Chows, Atkitas, Wolf Hybrids, Presa Canarios, Shar-Peis and American bull dogs. For this purpose, the term "pit bull" is defined as any dog which is entirely or part American Pit Bull Terrier or American Staffordshire Terrier or any combination thereof, including any related breeds.

Pets Adult Weight: _____ lbs Color: _____ Distinguished Markings: _____

Age of Pet: _____ Name pet answers to: _____

Are the pet's inoculation/vaccinations up to date: _____ Yes _____ No
(Attach most recent copy. Immunizations expire on: _____)

Is the pet licensed? _____ Yes _____ No (Attach copy of most recent licensing through the City/County)

Pets Emergency Caretaker:
Name: _____

Phone Number(s): _____

Pets Veterinarian:
Name: _____

Phone Number(s): _____

Please provide a photograph of your pet with this registration form.

Please provide a signed form from your cat or dog's veterinarian verifying the breed, weight of dog(s) as well as if it is full grown, and /or that the cat(s) is spayed/neutered and declawed.

By virtue of keeping my pet(s) within the property I agree to indemnify and hold Citadel Apartments of Venice, and the employees of Gallina Management Inc. free and harmless from any loss, claim or liability of any kind or character whatever arising by reason of my keeping the above pet within the property.

I/We certify that I/we have reviewed and agree to the pet policies contained in lease, Pet Clause and Dog Agreement. I/We understand that Citadel Apartments of Venice may rescind the right to keep a pet.

Applicant's Signature

Date

Applicant's Signature

Date

Owner's or Agent's Signature

Date