

# JRES • RESIDENTIAL APPLICATION

Jacob Real Estate Services, Inc.

607 West Bay Street Tampa, Florida 33606

Tel. 813-258-3200 • Fax. 813-254-8168

E-mail: [PropertyManagement@JRES.net](mailto:PropertyManagement@JRES.net)



Thank you for your interest in our property! Any person is eligible to apply. You can submit your application by visiting our office at the address above during our business hours (M-F, 9:00-5:00pm) or by using our 24-hour mail slot at the front door.

To complete the application process, please submit all of the following:

1. **Complete residential application form.** You must include contact numbers for both employment and residence history. Be sure to sign the second page.
2. **Processing fee (\$100 per adult / \$150 per married couple).** Cashier's check or money order ONLY, cash is not accepted. *Please note that this is a non-refundable fee regardless of approval status.*

Please make out the Money order/Cashier's Check to: \_\_\_\_\_

3. **Proof of income.** We accept copies of paystubs or bank deposit records; please include the last three pay periods. If you receive monthly assistance (HUD, SSI, etc.) please include current documentation to show your monthly earnings.
4. **Copy of driver's license.** MUST BE IN COLOR. We will be happy to make a copy of this for you during our business hours (M-F, 9:00am to 5:00pm).

It usually takes 2-3 business days to process after all of the above information is received. You will be contacted by a member of our staff once your application has been approved or denied.

Applications are processed on a first-come, first-served basis. Applications must include ALL of the above information to be eligible for processing. *(Please note that you may be asked to provide additional information during processing.)*

***I hereby attest that I have read and understand the information provided to me regarding the residential application process.***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
*Printed Name (if there is a co-applicant)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Date*

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## PERSONAL INFORMATION

**APPLICANT LEGAL FULL NAME:** \_\_\_\_\_

Applicant SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ License No: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

**CO-APPLICANT LEGAL FULL NAME:** \_\_\_\_\_

Co- Applicant SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Co-Applicant Phone: \_\_\_\_\_ License No: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Legal Full Names of All Other Residents: \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship to you \_\_\_\_\_

Legal Full Names of All Other Residents:	Birthdate	Relationship to you
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many pets do you or other occupants own? \_\_\_\_\_

Type of pet(s) / breed / weight / age: \_\_\_\_\_

## RESIDENCE HISTORY

**PRESENT ADDRESS:** \_\_\_\_\_

Landlord or Mortgage Co.: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

Landlord or Mortgage Co.: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

**CO-APPLICANT ADDRESS:** \_\_\_\_\_

Landlord or Mortgage Co.: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

**CO-APPLICANT PREV. ADDRESS:** \_\_\_\_\_

Landlord or Mortgage Co.: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

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## EMPLOYMENT INFORMATION

PRESENT EMPLOYER: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Position Held: \_\_\_\_\_ Employer Address/Location: \_\_\_\_\_

PREVIOUS or ADDITIONAL EMPLOYER: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Position Held: \_\_\_\_\_ Employer Address/Location: \_\_\_\_\_

CO-APPLICANT EMPLOYER: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Position Held: \_\_\_\_\_ Employer Address/Location: \_\_\_\_\_

## OTHER INFORMATION

If there are other sources of income you would like us to consider, please list income, source, and contact that we can reach for confirmation:

\_\_\_\_\_

HAVE YOU OR CO-APPLICANT EVER: Been sued for nonpayment of rent? [ ] Yes [ ] No

Been evicted or asked to move out? [ ] Yes [ ] No

Broken a rental agreement or lease? [ ] Yes [ ] No

Been sued for damage to rental property? [ ] Yes [ ] No

Declared bankruptcy? [ ] Yes [ ] No

*I hereby certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file.*

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE

\_\_\_\_\_  
DATE