

# RENTAL REFERENCE SHEET

## General Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## EMAIL

How long at this address \_\_\_\_\_

Rent paying \$ \_\_\_\_\_ Util. Included? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## Landlord Information

Landlord's name \_\_\_\_\_

Landlord's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Landlord's Phone (\_\_\_\_\_) \_\_\_\_\_

## Previous Address

Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rented from \_\_\_\_\_ to \_\_\_\_\_

Rent paid \$ \_\_\_\_\_ Util. Included? \_\_\_\_\_

Landlord's name \_\_\_\_\_  
Landlord's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Landlord's phone (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Email address \_\_\_\_\_

**Vehicle Information** How many do you have \_\_\_\_\_ Put the new monthly condo rental \$ \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Type: Car \_\_\_ Truck \_\_\_ Van \_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

## Personal Reference

Relative's name \_\_\_\_\_ Relation \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Any Pets? \_\_\_\_\_ Kind \_\_\_\_\_

EVER BEEN EVICTED? \_\_\_\_\_ DO YOU HAVE A POLICE RECORD? \_\_\_\_\_ CREDIT IS \_\_\_\_\_

**I declare that the statements above are true and correct, and I hereby authorize verification of references given and if needed to have a credit check done.**

APPLICANT: \_\_\_\_\_ Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

# Royal Palm Bay Condominium Association, Inc.

How many adults? \_\_\_\_\_ How many children under 18? \_\_\_\_\_

***List Children and Ages***

Name	Age	Name	Age
Name	Age	Name	Age
Name	Age	Name	Age
Name	Age	Name	Age
Name	Age	Name	Age

**Each adult must fill out their own reference sheet and have a credit check done.**

The Owner, or an Owner's management company, is required to submit a copy of the potential lease and reference sheet with past tenant's rental history, credit, criminal, and sex offender history. The Association can obtain a credit report at the tenant's expense. An application fee is \$50.00.

**Please submit a copy of the driver's license or ID for each tenant.**

**Need a copy of the work receipt for the past 3 weeks for each tenant.**

The Owner or Company that requested the credit report \_\_\_\_\_

Owner or Company Phone Number \_\_\_\_\_

The credit bureau that did the report \_\_\_\_\_

Building number being rented \_\_\_\_\_ Unit # \_\_\_\_\_ Monthly Rental \$ \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone # \_\_\_\_\_

I acknowledge the information is accurate that I have provided. I give the Owner and the Association and/or agent of RPB permission to verify and check the information provided along with any other informant that is required to be approved. I also understand that I can be denied upon their findings. **If approved the Association needs a copy of the potential lease with some of Royal Palm Bay Rules added.**

Tenant's Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Tenant's Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Tenant's Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Owner's or Manager's Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_