

Rental Criteria

Welcome to Summer Oak @ St. John's, professionally managed by Summer Oak Group, LLC. The following rental criteria are compiled to ensure that a Summer Oak Community is your BEST MOVE.

Summer Oak Group, LLC is an equal housing opportunity provider. All visitors must present a valid driver's license or other government issued photo identification in order to view our community. Other acceptable forms of identifications are: Valid state issued ID card, valid Military ID card, a valid Passport or a US Immigration or Naturalization Service's issued VISA. A copy of all applicants' photo IDs will be made and retained at the time of move in. All applications for apartment homes 1) will be accepted on a first come first served basis, 2) are subject to the availability of apartment type requested, 3) will be approved by complying with the rental criteria listed below, 4) require the receipt of the application fee, pet fees (if applicable), and deposits. Rental applications are to be completed entirely. Any omission or falsifications may result in a rejection of application or termination of lease.

Our rental application process consists of two stages. The first stage of this process is to verify your rental, employment, and credit history. After you have been approved as an applicant for this first stage you will be subject to a criminal background check (stage 2). Applicants who are not approved will be notified in writing pursuant to the Fair Credit Reporting Act.

Stage 1 Criteria

All applicants must comply with the following prior to occupancy.

Applicants must be of legal age (18 years or legally emancipated) and each applicant must complete an application and meet all rental criteria.

All applicants are required to execute the lease agreement and each applicant is individually responsible for the total amount of the rent.

All proposed apartment occupants must be listed on the application. Applicant must not have more than two persons residing in a one bedroom apartment, not more than four persons in a two bedroom apartment, not more than six persons residing in a three bedroom apartment.

The total of all applicant(s) gross monthly income must be at least 2.5 times that of the monthly rental payment. Those having a gross income of less than 2.5 times the monthly rental payment can only qualify with the assistance of a valid guarantor.

Rental history may be verified on present and previous residence. A positive record of prompt monthly payments, sufficient notice, with no damages is expected. Evictions, skips, or money left owing to a Landlord within (3) three years of application date or falsification of this application may result in an automatic rejection. Neither guarantors nor additional security deposits will be accepted for negative rental history. Pursuant to the Fair Credit Reporting Act, applicants declined due to negative history reflected on their credit report will be notified in writing.

Applicant must have verifiable employment. An employment verification form must be completed, accompanied by two current pay stubs. If self-employed, retired or disabled, the applicant must provide a copy of their tax return from the previous year, a financial statement from a CPA verifying their employment and income or photocopies of their three most current bank statements illustrating the ability to pay rent, plus verifiable proof of

self-employment, retirement or disability. Those who lack such employment history will not be approved unless the applicant obtains a valid guarantor that is approved as per the approved guarantor guidelines.

A credit report will be pulled on each applicant. An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects current or past bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. Bankruptcies must be discharged for a minimum of one year. Persons declined for no credit history may qualify with a higher deposit. Pursuant to the Fair Credit Reporting Act, applicants declined due to poor credit history will be notified in writing.

Applicants must submit all application fees, administrative fees, pet fee (if applicable), deposits and move-in money in the form of money order or cashier’s check only.

Each applicant is required to pay individual application fees. For this purpose, married applicants will be treated as one applicant.

If pets are allowed, pet fees and deposits are required at move-in for residents with pets. Refer to the pet addendum for specific rules regarding pets at this community. Service animals are always permitted.

Applicants understand that they will not be able to occupy or take possession of an apartment until all supporting paperwork is completed and signed by all parties.

Stage 2: Criminal Background Check

A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event the applicant(s) has been convicted of a felony or misdemeanor for any crime listed below. The applicant(s) may receive a denial if they have had an adjudication of a felony within the past (7) seven years for any crime listed below. An automatic denial will also occur should and applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI, or other state and local law enforcement agencies. The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property, is convicted of any crimes listed below, and/or appears on the list of known terrorists, wanted fugitives, or national sex-offender database. Note: This requirement does not constitute a guarantee of representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

Felony Convictions

Drug Related Offenses (10 Years)

Bad Checks (5 Years)

Fraud or Forgery (5 Years)

Trespassing (5 Years)

Assault (20 Years)

Felony or Misdemeanor Convictions

Violent Crimes (99 Years)

Sex-Related Crimes (99 Years)

Drug/Narcotic Sale/Manufacture (99 Years)

Arson (99 Years)

Extortion, Embezzlement (10 Years)

Misdemeanor Convictions

Assault (10 Years)

Drug Related Offenses (5 Years)

Bad Checks (1 Year)

Fraud (1 Year)

Purposefully Obstructing Law (1 Year)

Theft, Robbery (10 Years)	Possession of Burglary Tools (10 Years)	Trespassing (1 Year)
Disorderly Conduct (2 Years)	Forgery, Larceny (10 Years)	Theft, Robbery (5 Years)
Prostitution (20 Years)	Possession of Stolen Goods (10 Years)	Prostitution (10 Years)
Weapons Law (20 Years)	Destruction of Property (10 Years)	Weapons Law (10 Years)
Family Related Non-Violent (10 Years)		Family Related Non-Violent (5 Years)

Lease Guarantor Qualifications Criteria

Guarantors will be accepted for income qualifications purposes only and must be a resident of the state in which the application is submitted for occupancy. He/she must complete an application for residency and meet all of the Resident Selection Criteria. A guarantor will be a signer on the Lease Agreement and will also be fully responsible for the Lease Agreement is the occupying resident(s) default.

Applicant understands that application fees are non-refundable. Declined applicants will receive a refund of their administrative fee and security deposit(s). In the event the applicant is required to pay an additional deposit and the applicant cancels, the deposit will be forfeited as liquidated damages. **Applicant Initials:** _____

Applicant Signature

Date

Applicant Signature

Date

Management Representative

Date

Summer Oak at St. Johns

Summer Oak at St. Johns
5350 Arlington Expressway
Jacksonville, FL 32211

904 724 5833 Phone
904 725 3904 Fax
info@summeroak.net

Move In Information

Property Description: Summer Oak @ St. Johns

Deposit: _____

Rent: _____

Contract Length: _____

Move In Date: _____

Applicant Information

First Name: _____

Last Name: _____

Social Security Number: _____

Birth Day: _____

Phone: _____

Cell Phone: _____

License: _____

Tag: _____

Co-Applicant Information

First Name: _____

Last Name: _____

Social Security Number: _____

Birth Day: _____

Phone: _____

Cell Phone: _____

License: _____

Tag: _____

Additional Occupants

Name: _____

Relationship: _____

DOB: _____

Name: _____

Relationship: _____

DOB: _____

Name: _____

Relationship: _____

DOB: _____

Name: _____

Relationship: _____

DOB: _____

Name: _____

Relationship: _____

DOB: _____

Current Address

Address: _____

City: _____ State: _____ Zip: _____

Manager: _____ Manager Phone: _____

Start Date: _____ End Date: _____ Monthly Rent: _____

Reason For Leaving: _____

Past Rental History

Address: _____

City: _____ State: _____ Zip: _____

Manager: _____ Manager Phone: _____

Start Date: _____ End Date: _____ Monthly Rent: _____

Reason For Leaving: _____

Employment History

Company: _____

Manager: _____ Manager Phone: _____

Employment Length: _____ Monthly Pay: _____

Co-Applicant Employment History

Company: _____

Manager: _____ Manager Phone: _____

Employment Length: _____ Monthly Pay: _____

Additional Income

Income Source: _____ Amount: _____

Verify With? _____ Phone: _____

Bank Information

Bank Name: _____

Personal References

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Automobile Information

Make: _____ Model: _____ Plate #: _____

Make: _____ Model: _____ Plate #: _____

Pet Information

Type: _____ Breed: _____ Weight: _____

Type: _____ Breed: _____ Weight: _____

Additional Information

Have you ever been arrested or convicted of a crime? Describe and date each one: _____

Have you ever been evicted or declared bankruptcy? Describe and date each one: _____

_____ (Initials) I agree to the following statement – I represent that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for eviction.

_____ (Initials) I agree to the following statement – I understand that the information provided might be used by Landlord to determine whether to accept this application. I authorize Landlord to verify all the information given in this application, including past rental information, personal references and employment information provided. I authorize the Landlord to obtain a current credit and criminal background check.

_____ (Initials) I agree to the following statement – I understand that this application is not a rental agreement and that this application does not create any obligation on the Landlord.

The undersigned represent that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for conviction.

I (we) hereby make application for the occupancy of the described apartment unit on the terms specified.

I (we) understand that the Application Fee is non-refundable. The Administrative Fee and Security Deposit(s) accompanying this application will be refunded immediately if application is not approved or if said application is withdrawn within 3 days of the below date. After said 3 day period the Administrative Fee and Security Deposit(s) are non-refundable.

Initials: _____

If this application is approved, I (we) agree to enter into an Agreement of Lease for the apartment unit, terms of rental as outline herewith. If I (we) refuse to enter into an Agreement Lease when offered by the management, or if the occupancy is not taken with 5 days of the occupancy date indicated, the deposit made shall be retained by the management as liquidated damages.

At the time of the Agreement Lease is executed, the Application Deposit made herewith shall be applied to and become a part of the Performance and Damage Deposit. Miscellaneous fees and the first month's rent will become due at that time.

I (we) affirm the above information to be true and correct. All persons and/or firms named above may freely give any requested information concerning me (us) and I (we) hereby waive in connection with my (our) application for residency. I (we) understand that investigative background inquiries are to be made, including consumer credit, criminal convictions and other reports. Further, I (we) understand that information from various Federal, State and other agencies will be requested which maintain records concerning my past activities relating to credit and criminal and civil activities, and will be maintained in a confidential manner. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living.

You have a right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. Fair Credit Reporting Act 606(a)(1).

Signed/Print Applicant: _____

Date: _____

Signed/Print Applicant: _____

Date: _____

Leasing Specialist

Summer Oak at St. Johns

Summer Oak at St. Johns
5350 Arlington Expressway
Jacksonville, FL 32211

904 724 5833 Phone
904 725 3904 Fax
info@summeroak.net

Employment Verification

Applicant: Please only complete the highlighted portions. The rest is to be completed by your employer!

To: _____

Date: _____

Fax Number: _____

Phone Number: _____

Please Complete and Return To:

Summer Oak at St. Johns
Fax Number: (904) 725-3904
If unable to complete fax transmission,
Please call (904) 724-5833.

Thank you for your assistance.

Employee Name: _____

SS#: _____

Employee Current Address: _____

Is this person currently in your employ?

Yes

No

Employment Dates: From _____

To _____

Job Title: _____

Please verify the following statements submitted by Employee:

Works Approximately _____ per week:

Yes

No

Hourly Rate _____ :

Yes

No

Or Monthly Salary _____ :

Yes

No

Does this employee earn tips?

Yes

No

Notes: _____

Verified By: _____

Date: _____

I hereby authorize my employer to release the above referenced information.

Applicant Signature: _____

Date: _____

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Summer Oak at St. Johns
5350 Arlington Expressway
Jacksonville, FL 32211

904 724 5833 Phone
904 725 3904 Fax
info@summeroak.net

Rental Verification

Applicant: Please only complete the highlighted portions. The rest is to be completed by your rental agent!

To: _____

Date: _____

Fax Number: _____

Phone Number: _____

Please Complete and Return To:

Summer Oak at St. Johns
Fax Number: (904) 725-3904
If unable to complete fax transmission,
Please call (904) 724-5833.

Thank you for your assistance.

Tenant Name: _____

Address: _____

Lease/Tenancy Dates: From _____ To _____

Monthly Rent: \$ _____ Co-Tenant Name: _____

Does the tenant pay regularly? (Circle One) Always Usually Late Always Late

Number Of Late Payments: _____ Number of NSF Checks: _____

Disturbance Problem(s)? Y N Excessive Damage? Y N

Bad Housekeeping Habits? Y N Evicted or Under Eviction? Y N

Owes Past Monies? Y N Fulfill Lease Term? Y N

If former tenant were there any charges to Security Deposit? Y N

If so, for what were they charged? _____

Has Tenant Submitted a Notice To Vacate? Y N

Would you rent to this tenant again? Y N

Notes: _____

Verified By: _____

Date: _____

I hereby authorize the release the above referenced information.

Applicant Signature: _____

Date: _____