

# Application Instructions, Rental Form and Disclosures

Property:

---

## Applicant information

---

### Equal Housing Opportunity

Blue Key Properties is pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity.

## I. Screening Guidelines

- **Combined Applicants Income:** Three times the rent amount
- **Credit History\*:** Score minimum = 650 for each applicant (no NSF checks, late pays, eviction, etc.)
- **Job History:** One year
- **Rental History:** Two years of good rental history (no record of eviction)
- **Criminal Report:** All 18 & older occupants clear for 7 years (some exceptions allowed for minor offences)

\***Free Credit Score Check:** Please note that there are several services/web sites that will provide a free credit score such as: credit karma- <https://www.creditkarma.com/> (<https://www.creditkarma.com/>)

## II. Required Documentation

To complete the application, you will need to provide the following **required documentation**:

- Copy of your most current **Credit Report showing the score**
- Copies of your last 2 **paychecks stubs** (if you are not self-employed)
- Copy/picture of your **driver's license** or government issued id
- If **self-employed**, a copy of **bank statement**
- **Rental history** form
- **Pet application**, if applicable (refer to the Pets section below)

*Please review the guidelines above before: **requesting a showing, completing the application or paying the non-refundable application fee.***

Please email [vivian@bluekeypro.com](mailto:vivian@bluekeypro.com) about qualification questions.

## III. Application Process

- Processing an application normally takes between **1-4 business days**
- Your application **will not be considered complete** until we **receive all required documentation**
- You will be contacted immediately upon determination of approval or denial
- All occupants over the age of 18 must submit a fully completed, dated and signed rental application and have paid the application fee

- At least 1 Adult must have participated in a showing prior to submitting an application

**Note1:** Homeowners and Condominium Associations may require separate application and fees. In this case, Blue Key Properties will forward you the appropriate forms after your rental application is approved.

**Note2:** In the event we receive another application while waiting for any required documentation, we may begin processing subsequent applications immediately. Your application fee is non-refundable once an application review has been initiated.

#### Online Application in Portal

- For faster turnaround use the **on-line application:**  
<https://bluekeyproperties.managebuilding.com/Resident/apps/rentalapp/>  
 (<https://bluekeyproperties.managebuilding.com/Resident/apps/rentalapp/>)
- Please have the **required documentation** in pdf so they can be uploaded

## IV. Fees and Payments

- There is a **\$45.00 fee per adult applicant**
- Fees are **due when the application is submitted**
- Application **fees will not be refunded** for any reason once an application has been submitted
- Fees and holding deposit must be paid by **cashiers check, money order, or on-line service Zelle**

**Note:** In order to evaluate applications it is necessary to expend time and incur cost in requesting and reviewing credit reports, criminal reports, and other administrative information, hence our policy that the application fee is Non-refundable.

## V. Pets

- Only approved pets are permitted on the property at any time
- Pet information must be included in the rental application
- Sorry, the following pet breeds are not accepted: AKITAS, GERMAN SHEPHERDS, PIT BULL TERRIER, AMERICAN STAFFORSHIRE TERRIER, CHOWS, DOBERMAN PINSCHERS, MIXED WOLF BREEDS, PIT BULLS, PRESA CANARIO, ROTTWEILERS, HUSKIES
- Sorry, ANY PUPPIES AND KITTENS LESS THAN 1 YEAR OLD are not accepted
- There is a **one-time non-refundable \$350 pet fee (per pet)**
- Some properties may require higher pet fees along with a minimum per rent of \$15.00 per month to be added to the rent; if pet is no longer on property during the lease period, the monthly pet rent will continue until next renewal period
- Other pet restrictions may apply and are subject to change at any time

## VI. Upon Approval Notification

- In order to hold the home you must place a **non-refundable holding deposit within 24 hours of the notification, equal to one month's rent**; after the lease contract is finalized, the **holding deposit goes towards your first month's rent**
- In addition, a **\$150 lease processing** fee is to be paid to Blue Key Properties to cover the normal Move-in and Move-out administrative work and document storage; **Total Upfront Costs = \$150 + holding deposit**
- Due to the high demand for rental homes, **we will not take the property off the rental market unless you provide the required holding deposit**

#### Applicant name

First name

Last name

---

**Applicant birth date**

---

**Applicant social security number**

---

**Applicant phone**

---

**Applicant email**

---

**Applicant current address**

Country

---

Street

---

City

State

Zip

---

---

---

**Driver Lic #**

---

---

**Emergency contact name**

First name

Last name

---

---

**Emergency contact relationship**

---

**Emergency contact email**

---

**Emergency contact phone**

---

**Do you own the home you live in currently?**

Yes  No

**Or do you rent property?**

Yes  No

**Monthly Payment**

---

**How long?**

---

**Rental property applying for**

---

**Rental Property**

Country  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip  
\_\_\_\_\_

**Co-Applicant information**

---

**Co-applicant name (optional)**

First name Last name  
\_\_\_\_\_

**Co-applicant relationship (optional)**

**Co-applicant social security number (optional)**

**Co-applicant phone number (optional)**

**Co-applicant email (optional)**

**Co-applicant Date of Birth (optional)**

**Co-applicant Current Address (optional)**

Country  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip  
\_\_\_\_\_

**Co-Applicant information 2**

---

**Co-applicant name (optional)**

First name Last name  
\_\_\_\_\_

**Co-applicant relationship (optional)**

**Co-applicant social security number (optional)**

---

**Co-applicant phone number (optional)**

---

**Co-applicant email (optional)**

---

**Co-applicant Date of Birth (optional)**

---

**Co-applicant Current Address (optional)**

Country

---

Street

---

City

State

Zip

---

---

---

**Co-Applicant information 3**

---

**Co-applicant name (optional)**

First name

Last name

---

---

**Co-applicant relationship (optional)**

---

**Co-applicant social security number (optional)**

---

**Co-applicant phone number (optional)**

---

**Co-applicant email (optional)**

---

**Co-applicant Date of Birth (optional)**

---

**Co-applicant Current Address (optional)**

Country

---

Street

---

City

State

Zip

---

---

---

### Additional occupants

---

List the names of ALL other people who will occupy this property that are not applicants.

**Occupant name (optional)**

First name

Last name

---

**Occupant relationship (optional)**

---

**Occupant birth date (optional)**

---

### Additional occupants 2

---

**Occupant name (optional)**

First name

Last name

---

**Occupant relationship (optional)**

---

**Occupant birth date (optional)**

---

### Additional occupants 3

---

**Occupant name (optional)**

First name

Last name

---

**Occupant relationship (optional)**

---

**Occupant birth date (optional)**

---

### Additional occupants 4

---

**Occupant name (optional)**

First name

Last name

---

**Occupant relationship (optional)**

---

**Occupant birth date (optional)**

---

### Additional occupants 5

---

**Occupant name (optional)**

First name

Last name

**Occupant relationship (optional)**

**Occupant birth date (optional)**

### Applicant Income/Employment

---

**Employer name (optional)**

**Employer address (optional)**

Country

Street

City

State

Zip

**Employer phone number (optional)**

**Employer email (optional)**

**Position held (optional)**

**Employment dates (optional)**

to

**Monthly gross salary (optional)**

**Supervisor name (optional)**

First name

Last name

**Supervisor title (optional)**

Other monthly income - Type (optional)

---

Other monthly income - Amount (optional)

---

### Applicant Income/Employment 2

---

Employer name (optional)

---

Employer address (optional)

Country

---

Street

---

City

State

Zip

---

Employer phone number (optional)

---

Employer email (optional)

---

Position held (optional)

---

Employment dates (optional)

---

to

---

Monthly gross salary (optional)

---

Supervisor name (optional)

First name

Last name

---

Supervisor title (optional)

---

Other monthly income - Type (optional)

---

Other monthly income - Amount (optional)

---

### Co-Applicant Income/Employment

---



**Employer name (optional)**

---

**Employer address (optional)**

Country

---

Street

---

City

State

Zip

---

**Employer phone number (optional)**

---

**Employer email (optional)**

---

**Employment dates (optional)**

---

to

---

**Monthly gross salary (optional)**

---

**Supervisor name (optional)**

First name

Last name

---

**Supervisor title (optional)**

---

**Other monthly income - Type (optional)**

---

**Other monthly income - Amount (optional)**

---

**Rental history - Two Years**

---

**Rental address**

Country

---

Street

---

City

State

Zip

---

**Rental dates**

\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_

**Monthly rent**

\_\_\_\_\_

**Reason for leaving**

\_\_\_\_\_

**Landlord name**

First name \_\_\_\_\_ Last name \_\_\_\_\_

**Landlord phone number**

\_\_\_\_\_

**Landlord email**

\_\_\_\_\_

**How you ever given written notice to leave?**

Yes  No

**Rental history - Two Years 2**

---

**Rental address**

Country \_\_\_\_\_

Street \_\_\_\_\_

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

**Rental dates**

\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_

**Monthly rent**

\_\_\_\_\_

**Reason for leaving**

\_\_\_\_\_

**Landlord name**

First name \_\_\_\_\_ Last name \_\_\_\_\_

**Landlord phone number**

\_\_\_\_\_

**Landlord email**

---

**How you ever given written notice to leave?**

Yes  No

**Rental history - Two Years 3**

---

**Rental address**Country

---

Street

---

City

State

Zip

---

**Rental dates**to

---

**Monthly rent**

---

**Reason for leaving**

---

**Landlord name**

First name

Last name

---

**Landlord phone number**

---

**Landlord email**

---

**How you ever given written notice to leave?**

Yes  No

**Personal Information**

---

**Do you or any of the occupants SMOKE?**

Yes  No

**How long do you think you would be renting from us?**

---

**When would you be able to move in?**

---

**Have you ever been served a late rent notice?**

Yes  No

**Have you ever declared bankruptcy?**

Yes  No

**Have you ever been asked to moved out or evicted?**

Yes  No

**Have you ever broken a rental agreement or lease?**

Yes  No

**Have you had any problems with your current landlord?**

Yes  No

**If Yes, explain**

---

**Have you ever been convicted of a felony?**

Yes  No

**If Yes, explain**

---

**How did you find out about this property?**

---

**We will run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?**

---

## **Required documentation - attachments**

---

This section is used to upload your pdf documentation.

For income, must provide pay stubs (2) if not self-employed; if self employed, must provide bank statement

If you need to upload additional attachments, use the generic "Additional Attachments" sections below.

**Driver's license / government id**

Add attachment...

**Credit Report**

Add attachment...

**Paychecks stub 1 (optional)**

Add attachment...

**Paychecks stub 2 (optional)**

Add attachment...

**Bank statement (self employed only) (optional)**

Add attachment...

**Additional attachment 1 (optional)**

Add attachment...

**Additional attachment 2 (optional)**

Add attachment...

**Pet Application (If applicable)**

---

A photo of the pet must be attached to the Pet Application.

**Pet type**

---

**Pet name**

---

**Pet age**

---

**Pet spayed or neutered**

Yes  No

**Pet weight**

---

**Pet Breed**

---

**Pet color**

---

**Pet Lic # (optional)**

---

**Picture**

Add attachment...

**Pet Application (If applicable) 2**

---

**Pet type**

---

**Pet name**

---

**Pet age**

---

**Pet spayed or neutered**

Yes  No

**Pet weight**

---

**Pet Breed**

---

**Pet color**

---

**Pet Lic # (optional)**

---

**Picture**

Add attachment...

**Pet Application (If applicable) 3**

---

**Pet type**

---

**Pet name**

---

**Pet age**

---

**Pet spayed or neutered**

Yes  No

**Pet weight**

---

**Pet Breed**

---

**Pet color**

---

**Pet Lic # (optional)**

---

**Picture**

Add attachment...

**References**

---

**Reference name**

First name

Last name

---

---

**Reference relationship**

---

**Reference phone number**

---

**Reference email**

---

**References 2**

---

**Reference name**

First name

Last name

---

---

**Reference relationship**

---

**Reference phone number**

---

**Reference email**

---

**Emergency contact**

---

**Name**

First name

Last name

---

---

Phone number

---

Relationship

---

## Vehicles

---

Vehicle make

---

Vehicle model

---

Vehicle color

---

Vehicle year

---

Vehicle license plate

---

Lic State

---

## Vehicles 2

---

Vehicle make

---

Vehicle model

---

Vehicle color

---

Vehicle year

---

Vehicle license plate

---

Lic State

---

## Terms and conditions

---



- Upon receipt of your rental application and application fee, Applicant hereby grants Management full authorization to verify the information on this application, including but not limited to checking credit report history, rental history, criminal history, income verification, information from public agencies and ANY other information relevant to this application for residential tenancy.
- Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the Lease Agreement.
- This Rental Process and Application Disclosure is hereby made an integral part of my/our rental application. I do hereby acknowledge that I understand and agree to the terms of application and rental process as described herein. I further acknowledge that I have seen and previewed the rental property (both inside and outside) for which we are applying.
- Applicant understands and agrees the property is rented in "AS-IS" condition before an application can be accepted, except where there is prior written agreement for maintenance, repair, or other improvements. Any such maintenance, repair, or improvements requested (if any) must be written and included with your application, or agreed to in writing prior to applying for the property.
- Blue Key Properties reserve the right to pull an additional credit report beyond the copy supplied by Applicant
- In the event of a bankruptcy, documentation providing that it has been discharged must be provided with the applications.

Applicant - Agreed to

**Applicant - Agreed by**

---

Co-Applicant - Agreed to

**Co-Applicant - Agreed to**

---

## RENTAL HISTORY VERIFICATION FORM

---

### Instructions:

- Leave this form blank and sign the box at the bottom of the form
- This is an authorization to submit this form to your current/prior Landlord for rental history review

Dear Residence Manager, Current or Prior Landlord,

A rental application has been submitted by: \_\_\_\_\_

and they have specified you and/or your company as a present or previous landlord. We would appreciate your response to the following questions.

Applicant is a: \_\_\_ Current Resident                      \_\_\_ Past Resident

Move in Date: \_\_\_\_\_

Lease Ending Date: \_\_\_\_\_

Amount of Rent: \$ \_\_\_\_\_

# of Late Payments: \_\_\_\_\_

If late in the past 6 months, what months have they been late? \_\_\_\_\_

# of NSF Checks received by tenants: \_\_\_\_\_

Has proper notice been given?                    \_\_\_ YES    \_\_\_ NO

Is there currently any past due amount owed?                    \_\_\_ YES    \_\_\_ NO If yes, How much?

Has resident complied with all community policies?                    \_\_\_ YES    \_\_\_ NO

Does this resident keep an animal on the premises?                    \_\_\_ YES    \_\_\_ NO

Has the animal at any time caused a problem or been a nuisance?                    \_\_\_ YES    \_\_\_ NO

Have legal proceedings ever been filed on this resident?                    \_\_\_ YES    \_\_\_ NO

Is resident eligible for re-rental?                    \_\_\_ YES    \_\_\_ NO

Comments: \_\_\_\_\_

**Residence Manager, Current or Prior Landlord, please fax this form back to us at:  
(904) 328-3808 OR email us at Vivian@BlueKeyPro.com.**

Thank you for your assistance.

Vivian Sampayo  
Blue Key Properties

**I do hereby authorize (prior Landlord)**

\_\_\_\_\_

**to release the requested information above to Blue Key Properties**

Yes     No

**Agreed by**

First name

Last name

\_\_\_\_\_

**Agreed by**

First name

Last name

**Agreed by**

First name

Last name

By submitting this application I am giving Blue Key Properties permission to run a background check on myself and any cosigners.

\$45 per applicant

Blue Key Properties  
2887 Lake Vista Road  
Jacksonville, FL 32223