

COLLEGE SQUARE APARTMENTS
1994 SW 31st AVENUE
OCALA, FLORIDA 34474
PHONE (352) 237-3334 FAX (352) 237-8868
E-mail: collegesquare@cf.edu

Dear Applicant,

Please find your application packet for College Square Apartments. To begin the application process, please fill out and return all completed forms along with your \$25 application fee to:

College Square Apartments
1994 SW 31st Avenue
Ocala, Florida 34474

We accept only the following for application fees:

CASHIERS CHECKS - MONEY ORDERS - TRAVELERS CHECKS
We do not accept cash or personal checks for application fees

After you have paid your application fee you can pay your deposit with the same methods as the application fee plus you can also pay with Credit Card or E-check through our Company Portal which we will e-mail to you once your application fee is paid.

If you wish to reserve your room now - please also include an additional and separate Good Faith deposit (the amount of your Good Faith deposit will depend on which lease you choose):

\$480 for a 12-month lease
\$500 for a 10-month lease
\$530 for a month-to-month lease

Please enclose two separate money orders, cashiers checks or traveler checks: One is for the Application Fee of \$25 and one is for the Good Faith deposit to reserve your room. Please make both payable to "College Square Apartments".

Example: one money order in the amount of \$25 for application fee and a separate money order in the amount of \$500 (if you chose a 10month lease) along with your application and all completed forms.

(The Good Faith Deposit will become your Security Deposit when you move in).

Please feel free to call us two business days after we receive your application to verify that your application has been approved and to schedule the move in date.

At the time of your move in you will pay your first month's rent which will need to be a cashiers check, money order, or a travelers check in the amount of \$480 for a 12-month lease, or \$500 for a 10-month lease or \$530 for month-to-month lease. You will also need to include a separate \$35.00 key fee. You can also pay ahead of time with credit card or E-check through *Our Company Pay Portal* on our website.

College Square Rates

Rates are per month - one student per bedroom

(Rates are subject to change)

12 month lease	\$480 per month per student	Security deposit \$480
10 month lease	\$500 per month per student	Security deposit \$500
Less than 10 month lease	\$530 per month per student	Security deposit \$530

After you have moved in you may pay your rent with a personal check, money order or with a credit card or E-check through Our Pay Portal.

All College Square Apartments are 4 bedrooms with 2 baths. Four students reside in each apartment and share the common areas of the living room, kitchen and dining area.

The living area is furnished with 2 sofas, 2 end tables and a coffee table. The dining area has a table with four chairs. The kitchen is equipped with an oven/range, refrigerator with icemaker, dishwasher, disposal, and a microwave.

Each bedroom is furnished with a full-size bed, dresser, nightstand, and desk with chair. Each bedroom has its own door lock.

Rent includes the following Utilities: electric, water, sewer, trash, and pest control. Each room is wired for phone and cable, but that is at your option. If you wish to have the phone or cable connected, it will be at your expense. Internet access can be purchased from Cox Cable or local telephone company.

Roommates are selected from the resident survey which comes in your application packet. Amenities include swimming pool, Clubhouse with Computer lab, basketball court, picnic tables and outdoor grills. Please note pets are not allowed at College Square.

If you should have any questions, please feel free to contact us at collegesquare@cf.edu or call us at (352) 237-3334.

Thank you for your interest in College Square Apartments.

Rental Policies

Four (4) student residents are permitted per apartment, one student per bedroom.

We review the following when processing each application:

- Credit Report
- Employment Verification
- Previous Rental History
- Criminal Background
- Public Records (evictions)

Requirements: *Applicants under the age of 21 or over 21 but do not have a job must have a parental guarantee signed & notarized.*

Applicants 21 years of age or over the total rental payment cannot exceed thirty percent (30%) of gross income.

Minimum Age: A Student must be at least seventeen (17) years old and have graduated from high school (or completed the equivalent requirements) upon lease commencement. No exceptions to this rule will be allowed.

When returning your Application, please include the following

Signed Application _____

Application fee of \$25.00 _____

Good Faith deposit \$480 or \$500 or \$530 _____

Copy of Students Drivers License _____

Signed & Notarized Parental/Sponsor guarantee _____

Copy of Parental/Sponsor guarantee, Drivers License _____

Resident Matching Sheet _____

Application for COLLEGE SQUARE APARTMENTS

Phone **352-237-3334** Fax **352-237-8868**

Do not leave any blank spaces. Please use black ink. Please Print

E-mail **collegesquare@cf.edu**

Name _____ SS# _____ DOB _____
Last First MI Jr. Sr. Prior

Drivers License # _____ State _____

Home Phone (____) _____ Cell Phone (____) _____ E-mail _____

College attending? _____ Beginning date? _____

Present Address _____
Street Apt. # City State Zip Code

Present Landlord _____ Phone (____) _____

Length of Residence: _____ / _____ To _____ / _____ Monthly Rent \$ _____
Mo. Yr. Mo. Yr.

Previous Address _____
Street Apt. # City State Zip Code

Previous Landlord _____ Phone (____) _____

Length of Residence: _____ / _____ To _____ / _____ Monthly Rent \$ _____
Mo. Yr. Mo. Yr.

Present Employer _____ City & St. _____ Phone (____) _____

Position _____ Dates Employed _____ / _____ To _____ / _____ Income _____ Per _____ Mgr. _____
Mo. Yr. Mo. Yr.

Previous Employer _____ City & St. _____ Phone (____) _____

Position _____ Dates Employed _____ / _____ To _____ / _____ Income _____ Per _____ Mgr. _____
Mo. Yr. Mo. Yr.

Vehicle: Year, make/model, tag number _____

In Case of Emergency Notify _____
Name Relationship Address (or email) (____) Phone Number

Have you ever had an eviction filed or left owing money to an owner or landlord? Applicant: Yes ___ No ___

Have you applied for residency in the past 2 years, but did not move in? Applicant: Yes ___ No ___

Have you ever had adjudication withheld or been convicted of crime? Applicant: Yes ___ No ___

If you have answered yes to any of the above questions please explain the circumstances regarding the situation on back of this sheet.

AUTHORIZATION OF RELEASE OF INFORMATION Applicant represents that all of the above information and statements on the application for rental are true and complete, and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before it can be processed by management Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.

NON-REFUNDABLE APPLICATION FEE - Applicant agrees to pay twenty-five dollars (\$25.00 U. S. Funds) for a non-refundable application-processing fee.

RESERVATION FEE AGREEMENT - Applicant has paid a "reservation fee" of _____ in consideration of taking the dwelling unit off the market while considering the approval of this application. If applicant is approved and the contemplated lease is entered into, then on the day of move in the reservation fee will be credited towards payment of the security deposit amount of _____. If the applicant is approved but fails to promptly enter into the contemplated lease or fails to move in on the agreed upon date, the reservation fee will be retained by owner as liquidated damages. The reservation fee will only be refunded if the applicant cancels this application with written notice within forty-eight (48) hours, or if application is not approved; refunds will be sent via mail within 30 days of cancellation. This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises. No oral agreements have been made.

Applicant's Signature _____ Date _____

FIRST ADVANTAGE RESIDENT SOLUTIONS

**COLLEGE SQUARE APTS
RESIDENT MATCHING FORM**

Name: _____ Age: _____ Male Female

Telephone Number: _____ Cell: _____

College registered in: _____

Year in School: _____ Field or Major: _____

Present Address: _____
Street City/State Zip Code

Will be at Present Address Until: _____

Permanent Home Address: _____
Street City/State Zip Code

Personal Preferences or Considerations:

Smoke _____ Yes _____ No _____ Bothers me if others do
Drink _____ Yes _____ No _____ Bothers me if others do
Quiet _____ Very _____ Avg _____ Not quiet
Study _____ Often _____ Avg _____ Seldom
Neat _____ Very _____ Avg _____ Untidy

Other considerations (hobbies, special interests, etc.)

ESA Yes No

If yes, provide supporting documentation

Allergies: _____

() Check if College Square has your permission to release information to prospective roommates.

Do you have any roommates in mind? If so, please list:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Signature: _____ Date: _____

COLLEGE SQUARE CONTINUING PARENTAL OR SPONSOR GUARANTY

MINIMUM GUARANTEED AMOUNT \$ _____

THIS GUARANTY AGREEMENT is executed by the person or persons whose names are signed below. It is understood that _____ has applied to become a Tenant in the apartment community known as COLLEGE SQUARE, Ocala, FL. The Lease and Rules and Regulations are incorporated herein and will be signed by the Tenant, subject to completion as appropriate. The Landlord requires, as a possible condition of the acceptance of such Tenant, that all obligations of the Tenant with respect to the Lease and the Rules and Regulations be personally and unconditionally guaranteed by the prospective Tenant's parent, guardian or other sponsor. The requirement of this guaranty is in recognition that most of the Tenants in such building do not have independent financial means, but this guaranty shall be in force irrespective of the financial means of the Tenant.

The undersigned represents that his or her relationship with the Tenant is that of _____ (parent, guardian, uncle, aunt or specify other). Print Full Name _____

In order to induce Landlord to lease to the Tenant identified above, the undersigned does hereby (if more than one, jointly and severally) guarantee the payment in full of all obligations under the Lease to be executed by the Tenant or any renewal, extension or subsequent Lease (whether for the same or different unit), and to pay all amounts, including fines imposed pursuant to the Rules and Regulations, or attorney's fees incurred in the enforcement of the subject Lease or any renewal, extension or subsequent lease. This is a continuing and absolute guaranty of payment and not of collection.

This guaranty may be enforced against Guarantor without the necessity of recourse against Tenant or any other parties responsible. The validity and enforceability of this Guaranty shall not be affected by the invalidity or unenforceability of the Lease, or any renewal, extension or substitution thereof, as against the Tenant for any reason whatsoever, including any defense that Tenant lacks sufficient legal capacity to enter into the Lease or any renewal, extension or substitution thereof. Guarantor consents that any proceedings to enforce this Agreement or related rights may be brought before the court sitting in the judicial district or circuit in which the apartments are located, and Guarantors consent to personal jurisdiction of such courts and agree that they may be served with process by certified mail addressed to them at the address shown below. Any actions to enforce this guaranty shall be governed by the laws of the state in which the apartments are located.

The Guarantors also agree to Guaranty all (1) renewal or notice of extension of time within which any payment or rental, damages or repairs or the performance of other obligations shall be due; (2) necessity of recourse against Tenant; (3) any understanding that any other person, firm or corporation was to sign this guaranty; (4) the incapacity or bankruptcy of Tenant or any other Guarantor; (5) any notice of change or amendment to the Lease, the Rules and Regulations, or the right to any notice of default.

Failure of Landlord to enforce rights of recovery against other occupants of the unit and any third parties shall not release Guarantor, provided that Guarantor is only liable for payments or obligations of Tenant whose name is set forth above in accordance with the terms of the Lease Agreement but shall be solely responsible as through Guarantor were the Tenant.

In addition to other amounts guaranteed, Guarantor agrees to pay a reasonable attorney's fee and all costs imposed under the terms of the Lease or required appropriate in enforcement of this guaranty.

EXECUTED this ___ day of _____, 20_____.

Guarantor Signature

e-mail address

Address **Street**

City **State** **Zip Code**

Phone () **SS#**

Employer

Guarantor Signature

e-mail address

Address **Street**

City **State** **Zip Code**

Phone () **SS#**

Employer

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, 20_____.

COMMISSION EXPIRES:

NOTARY PUBLIC

NOTICE: THE EXECUTION OF THIS DOCUMENT IS A MATERIAL INDUCEMENT FOR LANDLORD TO ENTER INTO A LEASE CONTRACT; AND LANDLORD IS FULLY RELYING UPON THE DUE AND VALID EXECUTION BY THE PERSONS WHOSE NAMES ARE SHOWN ABOVE. LANDLORD RESERVES ALL RECOURSE, CIVIL OR CRIMINAL, IN THE EVENT OF A FALSE OR FORGED EXECUTION HEREOF. FURTHER, THIS AGREEMENT SHALL REMAIN IN EFFECT FOR THE ENTIRE TERM OF THE LEASE CONTRACT; OR ANY SUBSEQUENT LEASE CONTRACT, IN WHICH THE TENANT HAS ENTERED.