



## **Community Service Foundation**

**925 Lakeview Road  
Clearwater, FL 33756  
(727) 446-3532**

### **TRULY AFFORDABLE RENTAL PROPERTIES**

*Dear Applicant:*

*Thank you for your interest in Community Service Foundation. We offer so much more than just a place to live. With our "Management with Care" attitude and style, we offer you and your family the opportunity to grow with our family.*

**Attached please find:**

- 1. Application to Rent**
- 2. Consumer Report Authorization for Rental Application**
- 3. Tenant Selection Criteria information**
- 4. Criminal Activity Policy**

### **INSTRUCTIONS FOR COMPLETION**

**PLEASE COMPLETE THE APPLICATION FORM ENTIRELY,  
SIGN AND DATE BOTH THE APPLICATION TO RENT, THE TENANT SELECTION  
CRITERIA AND THE AUTHORIZATION TO RELEASE INFORMATION  
WE WILL NOT PROCESS APPLICATIONS THAT ARE INCOMPLETE  
OR UNSIGNED, THEY WILL BE RETURNED TO YOU FOR  
COMPLETION**

**A \$65 Application Fee, as well as the TOTAL Security Deposit, equal  
to one month's rent, is due and payable at the time you submit your  
application. The Application Fee is non-refundable**

**Money orders or Cashier's checks ONLY**

**Personal Checks will not be accepted**

**IF your application is not approved, your Security Deposit will be  
returned.**

Sincerely,

Perry Bean, Executive Director

<b>No Pets Allowed</b>
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## **OCCUPANCY STANDARDS**

Community Service Foundation is an Equal Housing Opportunity Landlord. We do business in Accordance with the Federal Fair Housing Law as directed by the US Department of HUD.

The following standard shall determine the size of unit required:

<b>UNIT SIZE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>1</b>	<b>1</b>	<b>2</b>
<b>2</b>	<b>1</b>	<b>4</b>
<b>3</b>	<b>1</b>	<b>6</b>

## **TENANT SELECTION CRITERIA**

As part of our procedure for processing applications, an Investigative Consumer Report will be prepared whereby information is obtained through a preferred process of third party verifications or if not available, phone/personal interviews with past and present landlords, employers, or others with whom the Applicant is acquainted. This inquiry includes information regarding the items shown below:

Criminal Background Check All Adults in Household		Consumer Credit Report Check	
Civil Court Record Check		Name of Current/Previous Employer for the last 5 years	
Income Verification		Length of Employment	
Current and previous Landlord Verification/Rental History for the past 5 years		Other Income	
Prior Evictions/Judgments		Other Information	

Applicants may be rejected for but not limited to the following reasons:

1. Application is incomplete or unsigned by Applicant
2. Applicant does not meet minimum income guidelines required for unit or exceeds maximum income guidelines required for the unit
3. Falsification of any information on the application
4. CSF is unable to verify information as provided by Applicant
5. Applicant does not have at least one (1) rental history reference for a period not less than one (1) year
6. Applicant and/or other adult member of the household is given a negative criminal background report. (A criminal background check will be completed on the applicant and all adult members of the household.) **SEE ATTACHED CRIMINAL ACTIVITY POLICY**
7. Applicant is given a negative rental history
8. Applicant is given a negative credit history
9. Employment or household income cannot be verified
10. Applicant has a history of eviction.

The Application package directly asks questions regarding eviction and criminal background. Should Applicant answer “yes” to either question, Applicant will be asked to put into writing details of the situation.

Consideration will be given to victims of Domestic Violence who are currently in an emergency shelter, temporary or transitional housing/counseling situation. This must be verifiable via the Agency assisting the Applicant.

The Agency will consider a “Guarantor to the Lease” in cases where Applicant has no prior rental history, time of employment is less than one (1) year, Applicant fails to meet income requirements, or CSF deems Applicant to be a high risk potential Tenant in general.

## **COMMUNITY SERVICE FOUNDATION, INC. CRIMINAL ACTIVITY POLICY**

Management has established a policy to reject all applications where the applicant or any household member has engaged in certain criminal activity.

The activities that will be grounds for rejection of an application are as follows:

1. Any conviction or adjudication other than acquittal within five (5) years of date of application which involved injury to a person or property;
2. Any conviction or adjudication other than acquittal for the sale, distribution or manufacture of any controlled or illegal substance;
3. Any conviction or adjudication other than acquittal within five (5) years of date of application involving illegal use or possession of any controlled or illegal substance;
4. Any current illegal user or addict of a controlled or illegal substance;
5. Any act which results in the person's tenancy constituting a threat to the health or safety of other individuals, results in substantial physical damage to the property of others, or interferes with the peaceful and quiet enjoyment of the premises;
6. Any conviction or adjudication other than acquittal for sexual offense;
7. Any conviction or adjudication other than acquittal which involved bodily harm to a child;
8. Eviction for Drug Related Criminal Activity: If the applicant or any household member has been evicted for drug related criminal activity within five (5) years, the application will be rejected.

This Community Service Foundation Criminal Activity Policy is hereby modified and adopted this 17<sup>st</sup> day of June 2015.

Perry Bean  
Executive Director



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**CONSUMER REPORT**

**AUTHORIZATION FOR RENTAL APPLICATION**

I/we authorize COMMUNITY SERVICE FOUNDATION, INC. to verify all information on the rental application by all available means, including consumer reporting agencies, public records, current and previous rental property owners, employers and personal references.

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

CO-APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_