



Lease Application Process

Below you will find a link to the Sea Horse Property Management Lease Application. Please print out the Lease Application, complete it, and return it to Sea Horse Property Management located at 2477 Sadler Road, Fernandina Beach, FL 32034. Please be sure to fill out the application completely before returning it. If there is missing information, this may delay the processing of the application.

(insert link for website)

The Lease Application Process

Application and Time Frame

All adult applicants over the age of 18 must submit a fully completed, dated, and signed lease application and fee. Once the application has been completed in full and returned to the office, processing normally takes 1-2 days. Upon determination of approval, denial, or in the event that an application will take longer to process, the applicants will be notified.

Application Fees

There is a non-refundable application fee of \$50 per person over the age of 18. If the applicants are married, they are only charged one \$50 application fee. The application fee is applied toward processing the application (obtaining credit report, background check, eviction history). The application fee must be paid in cash or money order(s).

Please be aware that certain Homeowner/Condo Associations require a separate application and fee.

Security Deposit

Security deposits are equal to one month's rent plus an additional \$100. The owner may require an increased deposit amount based on the applicant's credit, criminal, eviction, or rental history. The security deposit is refundable when the tenants move-out of the property at the expiration of the lease, unless claimed due to a breach of the lease or damages.

Once an application has been approved, the property will remain on the market until the security deposit is received.

Please be aware that certain Homeowner/Condo Associations require a separate security deposit for use of the community facilities.

Pet Fee

Some of our properties allow pets. If pets are allowed there is a non-refundable pet fee of \$300 per pet. The owner has the right to accept or reject pets based on breed, weight and/or number of pets. Please check with us to see if pets are allowed.

Please be aware that certain Homeowner/Condo Associations have restrictions on pets.

Multiple Applications

It is possible that Sea Horse Property Management will receive multiple applications on the same property. If this is the case, the applications will be processed and presented to the owner. Once an application has been approved, all applicants will be notified. This decision is based on the credit, criminal, eviction and rental history of the applicants, not on which application was submitted first.

****All information collected for the approval or denial of the lease application is considered confidential in nature and for company use only****

