

RENT FLORIDA REALTY

Leasing & Property Management
4414 Forest Blvd. West Palm Beach FL 33406
Phone (561) 478-2224 Fax (561) 478-2241

“Rental Process”

***** This must accompany the Rental Application *****

“We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Sex, Handicap, Familial Status, or National Origin.”

- **Homes For Rent**
- **Application Processing and Time Frame**
- **Cost**
- **The Application**
- **Resident Selection Criteria**
- **Other Issues**

Application Processing and Time Frame:

Processing an application normally takes between 2-3 days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee. All applicants over the age of 18 are required to sign the lease agreement if approved.

No rental property will be held vacant for more than 2 weeks, unless approved by Rent Florida Realty.

Cost:

If you decide to apply to rent one of our properties, there is a **\$50.00 per adult** application fee that is “non-refundable.” This must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fees will not be considered and applications fees will not be refunded for incomplete applications.

Our leases are currently prepared by an Attorney at Law to comply with Florida laws. If you are the successful leasing candidate, there is a one-time lease closing cost of **\$35.00** to cover our administrative cost and the cost in preparing your lease.

Some Homeowners and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.

The Application:

Upon receipt of your rental application and application fee, you can expect and hereby authorize Rent Florida Realty to: **(1)** check your credit report; **(2)** check the public records for any past evictions and **(3)** verify your employment; and **(4)** verify your previous landlord references; and **(5)** perform a criminal background check. We would encourage you not to apply if you have bad credit; bad references; have ever been evicted in the past or have a criminal record.

Once you have been notified of your approval, you must place (at a minimum) a holding deposit (by cashier’s check or money order), equal to at least one months rent, within 48 hours of your approval notification. Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 48 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.

All applicants must see the interior of the property before an application can be submitted. The property must be accepted in "AS IS" condition before an application can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application under "Other Items Requested", in the contract to lease portion of your application. If your maintenance and repair request are acceptable to Rent Florida Realty, then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding. In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands the manager may select the applicant desiring the property in "AS IS" condition, over another applicant requesting maintenance or repairs. In all cases, the application fee is Non-Refundable.

All initial funds, the holding deposit- first months rent and security deposit must be paid by cashiers check or money order payable to "Rent Florida Realty". Subsequent months thereafter may be paid by check.

Applicants must have a combined gross income of at least three (3) times the monthly rent. Income must be verified in writing, applicant may provide recent pay stubs. A minimum of one year residential history is required. If resident has less than one year rental history, than an additional security deposit will be required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer and/or a higher security deposit. Co-signers are accepted at the managers discretion only, must meet all requirements, and must reside in the State of Florida.

Credit history and/or Civil Court Records must not contain an eviction within ten (10) years, judgements, liens or bankruptcy within the past two (2) years. Foreclosure with in (5) years requires a double security deposit. Pending foreclosure or short sale in progress requires triple security deposit. We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.

Self employed applicants may be required to produce upon request (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.

If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.

Valid current photo ID documentation (driver's license, military ID, or State ID) is required.

Previous rental history reports from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you leave the property.

Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit. Consequently, Rent Florida Realty also prohibits the rental of single family dwelling to more than (2) unrelated adults.

No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Rent Florida Realty and an additional Non-refundable administrative fee of **\$250.00 per pet**. Some properties may require higher rent amounts. If a higher fee or rent amount is required, you will be notified at the time of the application. The following pets will not be accepted under any circumstances, GERMAN SHEPARDS, DOBERMANS, PIT BULLS, CHOWS, and OR ROTWEILLERS.

Some Homeowners and Condominium Associations may require a separate application. If such is the case, you must also apply separately to such association and approval by the homeowners or condo association is a necessary prerequisite to our approval of your application.

Any exceptions to these criteria will need to be submitted in writing to Rent Florida Realty for consideration. If approval is then given for such exceptions, additional security deposit, or additional "higher" rent may be required.

Other Issues:

Rents quoted are the rental amounts due if paid on time, (on or before the 1st of each month by 5:00 PM) otherwise the rent is at least **\$50.00** more that month and possibly higher if rents are severely delinquent.

Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Rent Florida Realty's prior approval.

Security deposits are security for faithful performance by tenants of all terms, covenants and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term. Tenant agrees to pay Management a \$200.00 non-refundable administration fee.

Maintenance and Repair- When you rent a home from our company, we strive to ensure that all items are in good working order and clean. There is a minimum \$75.00 carpet cleaning charge and a minimum \$75.00 cleaning charge that will be deducted from the security deposit at the end of the lease. Please report any maintenance or repair request during your first 5 days of possession.

Multiple Applications- It is entirely possible that Rent Florida Realty may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Rent Florida Realty to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence our policy the application fee is Non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.

Leasing Consultants- Rent Florida Realty provides leasing consultants to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. The leasing consultant will also submit your application to Rent Florida Realty for processing. The leasing consultant is not authorized to negotiate on behalf of Rent Florida Realty. Verbal representations are non-binding. Once your application is submitted to Rent Florida Realty, the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.

This "Rental Process and Application Disclosure" is hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.

This must be sent in with "Rental Application", the contract to lease and the disclosure of information on lead based paint and lead based paint hazards. Please print and initial this section and include with your rental application either in person or by fax to (561) 478-2224

IDENTITY THEFT PROGRAM

Data Destruction: Rent Florida Realty takes reasonable measures to protect against unauthorized access to credit reports, employment background checks, residential records or medical history. All consumer information is disposed of by being shredded by a professional company that is in compliance with FACTA.

Adverse Action Notice: Rent Florida Realty will provide the consumer with an Adverse Action Notice for a denial of application for occupancy based solely or partly on the basis of the information derived from a consumer credit report.

Law Enforcement Request: Rent Florida Realty must comply with requests from law enforcement officials to turn over any records related to a transaction that may involve identity theft such as rental applications.

Debt Collection Prohibition: Rent Florida Realty and its Owners are prohibited from pursuing debt collection efforts with a third party if notice had been provided to the manager or owner that the debt is the result of identity theft.

Refurnishing Information Prohibition: Once Rent Florida Realty or its Owners are notified by a consumer reporting agency that consumer information provided by the manager or owner is the result of identity theft, manager and owner are prohibited from refurnishing that information to anyone else.

Reinvestigation of Consumer Information: Under certain circumstances the manager or property owner will be required to reinvestigate the accuracy of information provided to a consumer reporting agency if it is disputed by the consumer as being the result of identity fraud.

Thank you for applying to Rent Florida Realty!

Applicant's Initials (_____) (_____) (_____)

Or you may call us at: (561) 478-2224

Or you may fax us at: (561) 478-2241

Thank you for your interest in Rent Florida Realty.

RENT FLORIDA REALTY
APPLICATION TO RENT

Applicant's Name: _____

Birth Date: _____

Driver's Lic.#: _____

Home phone: _____

SSN: _____

Cell phone: _____

Work phone: _____

E-Mail Address: _____

I also affirm the following will be the residents of the property:

(Please list the first and last names of all prospective residents, including yourself)

_____	Age _____	Sex _____
_____	Age _____	Sex _____
_____	Age _____	Sex _____
_____	Age _____	Sex _____
_____	Age _____	Sex _____
_____	Age _____	Sex _____

RENTAL HISTORY

Present Address: _____ City: _____ County _____

State: _____ Zip: _____ Landlord: _____ Phone: _____

Rent Amount: _____ Rent From: _____ to _____ 30 Day notice given? _____

Reason For Leaving: _____

Former address: _____ City _____ County: _____

State: _____ Zip: _____ Landlord: _____ Phone: _____

Rent Amount: _____ Rent From _____ to _____ 30 day notice given? _____

Reason For Leaving: _____

EMPLOYMENT HISTORY

Current Employment: _____ Phone: _____

Supervisor: _____ Your Position: _____

Length Employed: _____ to _____ F\T: _____ P\T: _____ Salary: _____ Per: _____

Previous Employment: _____ Phone: _____

Supervisor: _____ Your Position: _____

Length Employed: _____ to _____ F\T: _____ P\T: _____ Salary: _____ Per: _____

VEHICLE INFORMATION

Vehicle Information: List Make & Model: _____ License # : _____

Vehicle Information: List Make & Model: _____ License # : _____

Vehicle Information: List Make & Model: _____ License # : _____

Do you have any RVs, boats, trailers or motorcycles? If so, please list: _____

PET INFORMATION

Do you have pets? _____ How many? _____

Breed? _____ Weight? _____ Age: _____,

Breed? _____ Weight? _____ Age: _____,

Breed? _____ Weight? _____ Age: _____,

Do you plan to get a pet in the future? _____

ADDITIONAL INFORMATION

Will you have any water filled furniture? _____ If so, please specify _____

Have you ever declared bankruptcy? _____ If so, when? _____

Have you ever had an eviction filed against you? _____ If so, please specify _____

Have you ever been charged with a felony? _____ If so, please specify _____

Have you ever been charged with a misdemeanor? _____ If so, please specify _____

Have you ever refused to pay rent/broken a lease? _____ If so, please specify _____

Are you Active Military Personnel? Yes _____ No _____

Are you on Military Reserves? Yes _____ No _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes Rent Florida Realty Inc. verification of the above information, references and credit report. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant hereby gives permission to Rent Florida Realty Inc. (agent for owner) to disclose the result of the credit report to the Owner of the rental property to which applicant is applying for and his\her licensed representative for the purpose of evaluating the applicants ability to perform under the rental agreement.

Applicant's Signature: _____

Date ____/____/____

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AFFIRMATION BY APPLICANT

DATE: ____ / ____ / ____

I hereby affirm that I have read the application, sample lease agreement and all addendums. I also affirm that I understand all the terms or conditions under the rental process and agree with all charges due.

APPLICANT: _____

APPLICANT: _____