

## RENTAL PROCESS AND APPLICATION DISCLOSURE

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

**PLEASE READ CAREFULLY**

**"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, Religion, Sex, Handicap, Familial Status, or National Origin."**

### **Application Processing and Time Frame:**

- Processing an application normally takes between 1-3 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.

- No rental property will be held vacant for more than two (2) weeks, unless approved by **Premier Tropical Realty, LLC.**

### **Cost:**

- If you decide to apply to rent one of our properties, there is a \$50.00 per adult (18 year of age or older) process fee that is "non-refundable." This must accompany the completed application form provided to you by our company. Applicant must provide a valid state issued photo identification card or a driver's license. We reserve the right to require a co-signer. Incomplete applications or applications submitted without the proper processing fees will not be considered and process fees will not be refunded for incomplete applications.

- We will require a holding or good faith deposit equal to the first months rent, to be collected as soon as the applicant has been told their application has been approved.

- 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 \$50.00 to cover the cost of preparing your lease.

- Some Homeowner 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 that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your employment; and (4) verify your previous landlord references; and (5) do 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. Co-Signers or Co-Guarantors may be considered on an individual basis.

- 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 is 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 **Premier Tropical Realty, LLC** 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, holding deposit / first months rent and security deposit must be paid by cashiers check or money order payable as follows: 1<sup>st</sup> month rent is made payable to "Premier Tropical Realty. The security deposit will be payable to the property owner or property manager. **Subsequent months thereafter may be paid by personal check** to Premier Tropical Realty.

Applicants' Initials: ( \_\_\_\_ ) ( \_\_\_\_ ) ( \_\_\_\_ ) ( \_\_\_\_ )

**Resident Selection Criteria:**

- Generally, 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 one year residential history is 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, and must meet all requirements, and must reside in the State of Florida.
- Self-employed applicants may be required to produce upon request two (2) years of IRS 1099 forms. Non-employed applicants must provide proof of income, or bank account statements to verify ability to pay annualized rent plus expenses.
- Credit history and/or Civil Court Records must not contain slow pays, judgments or eviction filings, collections, liens or bankruptcy with in thee past three (3) years. 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, however may be discussed with property owner in order to consider exceptions to our normal approval guidelines.
- 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 seven (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 left the property.
- No pets (with the exception of a medically necessary pets) of any kind are permitted without the specific written permission of Premier Tropical Realty, LLC in the lease document, (a pet addendum to lease), and an additional security deposit of \$\_\_\_\_\_ per pet will be required if pet is approved. Some properties may require higher pet fees or higher rent amounts. If a higher pet 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 SHEPHERDS, DOBERMANS PINSCHERS, PIT BULLS, CHOW CHOWS, ROTWEILLERS, STAFORDSHIRE BULL TERRIERS, PRESA CANARIOS, AKITAS, WOLF HYBRIDS, SIBERIAN HUSKIES AND ALASKAN MALAMUTE. Permission for exotic pets will be on a case by case basis.
- 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 or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term. In the event there is damage of ANY KIND to the premises, you will be responsible for the hourly cost for Premier Tropical Realty to coordinate and/or perform the work to remedy the damage at \$35 per hour, which will also be deducted from your security deposit.
- Liquid Furniture - is acceptable provided that the home is structurally safe for the weight and the applicant provides proof of insurance naming the owner and Premier Tropical Realty, LLC as beneficiary of any claim paid. The Applicant will be responsible for 100% of any repairs and or replacements that were caused by liquid furniture malfunctions or abuse.



EQUAL HOUSING  
OPPORTUNITY

We Do Business in Accordance With the Federal Fair  
Housing Law

(The Fair Housing Amendments Act of 1988)

Applicants' Initials: ( \_\_\_\_ ) ( \_\_\_\_ ) ( \_\_\_\_ ) ( \_\_\_\_ )

**NO VERBAL AGREEMENTS.** Any exceptions to these criteria will need to be submitted in writing to Premier Tropical Realty and presented to the owner for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required. Any agreement must be in writing and signed by both parties.

**Other Details:**

- 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 Premier Tropical Realty, LLC prior approval.
- Maintenance and Repair - When you rent a home from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair request during your first 5 days of possession. Thereafter, we may require residents to pay a \$25.00 administration fee for each maintenance and repair item requested.
- Multiple Applications - It is entirely possible that Premier Tropical Realty, LLC 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 Premier Tropical Realty, LLC to expend the time and cost in credit reports, criminal reports, and other administrative cost. Hence, our policy that 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 - Premier Tropical Realty, LLC 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 Premier Tropical Realty, LLC for processing. The leasing consultant is not authorized to negotiate on behalf of Premier Tropical Realty. Verbal representations are non-binding. Once your application is submitted to Premier Tropical 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.

**The applicant agrees that a move in after the 20<sup>th</sup> of the month will require the prorated rent for that month and the full rent for the net month to be paid prior to possession of the property.**

**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.**

**CONTRACT TO LEASE:** I hereby make application for occupancy of the following rental unit.

Property Address: \_\_\_\_\_

Other Items Requested (if any): \_\_\_\_\_

**Failure to Perform:** I agree to enter into a lease for the rental unit upon the terms outlined above. I agree that I have toured, previewed and seen the rental unit being applied for and that I am accepting it is "as is" condition, unless otherwise noted above in "Other Items Requested". If I refuse to enter into the managers lease (within 48 hours of notification of approval), and/or if occupancy is not taken by me (on or before the occupancy date indicated) then Premier Tropical Realty, LLC may rent or lease the property to another party and all deposits and application fees paid her with shall be forfeited by the prospective Resident(s) and retained by Premier Tropical Realty as liquidated damages.

**Rental Process And Application Disclosure:** I do hereby acknowledge that I was provided the handout entitled "Rental Process and Application Disclosure" and that I have fully read, understand and agree to the term of the application and rental disclosure. I have read and initialed all pages of this application package and have submitted them with this application for consideration by Premier Tropical Realty, LLC.

Applicants' Initials: ( \_\_\_\_ ) ( \_\_\_\_ ) ( \_\_\_\_ ) ( \_\_\_\_ )