



Resident Qualification Criteria

Address applying for: _____

1. **All Adult applicants over the age of 18 must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity and a non-refundable Application Fee of \$95.00 for each adult (in the form of cashier's check or money order). All fields must be filled out or line out fields that do not apply or put N/A.** Applicants may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or security or damage fee.
2. **An application reservation fee must be paid one month's rent amount (in the form of a cashier's check or money order) to hold a property off the market, along with a non-refundable administration fee of \$250.** If the application is approved and the applicant fails to enter a lease, the applicant shall forfeit this reservation fee. Application reservation fee will be credited towards payment of the first month's rent. In addition, if required, all last month's rent, security deposit, administration fee, and non-refundable pet fee must be paid prior to move-in by money order or cashier's check. **Only one check per property for the rent unless they are money orders. Rental checks will only be accepted by the actual tenants on the lease agreement.**
3. Applicants ideally have a combined gross income of at least three times the monthly rent. A minimum of two years' residential history is required.
4. Credit history and Civil Court Records must not contain **slow pay, judgments, eviction filing, collections, liens, or bankruptcy within the past five years.** We will not provide you with the credit report or tell you of its contents but will provide you with the name of the credit reporting agency so you may receive a free copy.
5. For proof of employment, applicants **must provide 3 most recent paystubs and/or a completed Employment Verification** document provided at time of applying.

6. Self-employed applicants may be required to produce two years of tax returns and 1099s and two months of bank records upon request.
7. Non-employed individuals must provide proof of income.
8. All sources of “Other” income must be verifiable if needed to qualify for a rental unit.
9. No pet (except for medically necessary pets) of any kind is permitted without specific written permission of the landlord in the lease document, and **a non-refundable pet fee of \$350.00 per pet is acceptable to the landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets. Pet application is required to pay \$20 for the 1st pet and \$15 for the 2nd pet.** Only small to medium-sized, non-violent, common domesticated animals will be allowed on any property that permits animals. Farm animals, snakes, other reptiles, exotic animals, and any large or aggressive animal will not be approved. No pets over 60 lbs. Only two pets are allowed per property. We require a copy of the last veterinarian bill & also a photo of each pet for our file prior to moving in. The following breeds are not allowed: German Shepherd, Doberman, Pit Bull or Pit Bull mix, Staffordshire Terrier, Boxer, Rhodesian Ridgeback, Chow, Rottweiler, Siberian Husky, Akita, Malamute, Presa Canario and Wolf-Hybrid. Fees are waived for medically necessary pets. Canine dogs are not considered service animals. **Tenants with a dog approved must maintain renters' insurance covering dog bites and listing RE/MAX 200 Realty and Owner as coinsured. Proof of insurance must be received prior to move-in and maintained during the entire time the tenant leases the property.**
10. **Criminal records must contain no convictions for felonies within the past seven years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at the time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history, which indicates that an applicant’s tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others, may result in the rejection of the application.**
11. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, and no complaints regarding noise, disturbances, or illegal activities, no NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.

12. RE/MAX 200 Realty has a no-smoking policy for all properties.
13. **Multiple Applications-** Applicant acknowledges RE/MAX 200 Realty receives multiple applications from unrelated individual applicants on the same property at approximately the same time. 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 approved, 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, RE/MAX 200 Realty needs to expend time and cost on credit reports, criminal reports, and other administrative costs. All application fees are Non-Refundable. If your application is approvable but not the approved one for the property for which you are applying, you may consider using it for other available properties that we may have without payment of an additional application fee.
14. Applicants will be sent an approval letter stating the start date and funds needed to move forward to order a lease for the property. **Lease agreements will be provided within 72 hours (about three days) of approval and must be signed within seven days of approval.**
15. Resident(s) will be required to pay a security deposit at the time of lease execution. We reserve the right to require a higher security deposit and additional prepaid rent.
16. RE/MAX 200 Realty follows the United States Department of Housing & Urban Development (HUD); maximum occupancy is two persons per bedroom.
17. Any exceptions to these criteria must be submitted in writing to the rental agent for the landlord's review and consideration. If approval is then granted for such exceptions, additional security, and / or additional advance rent payments may be required.
18. Our company policy is to report all non-compliance with the terms of your rental agreement or failure to pay rent or any amounts owed to the credit bureau.
19. **Stated rent includes \$13 per month for AC filters that will be shipped to the tenant every 60 days. An additional \$12 will be added to include Tenant Liability Insurance if**

none is provided

20. **Tenants are required to have and maintain Rental Insurance or tenant liability insurance while leasing our properties. See attached Tenant liability insurance requirements.**

21. **An Attorney at Law prepares our leases to comply with Florida laws. If you are a successful leasing candidate, the closing cost of \$45.00 to cover the cost of preparing your lease will be part of your administration fee. Lease renewals (after one year) have a \$30.00 closing cost that is not part of your administration fee.**

22. **Resident Application/Rental Requirements RE/MAX 200 Realty Property Management Division Resident Benefits Package (RBP)** delivers savings and convenient, professional services that make taking care of your home second nature. By applying, the Applicant agrees to be enrolled and to pay the applicable cost of **\$49.95/month, payable with rent**. Your rental benefits package (RBP) includes various valuable services, subject to certain property restrictions or limitations. These services are designed to make your life easier and more convenient.

Please note that our Resident Benefits Package can only be offered to listings that explicitly mention it. Here is a list of what you can expect;

- HVAC air filter delivery: We will deliver a fresh air filter to your doorstep every 60 days (approximately every 2 months).
- Liability Insurance: We will provide you with liability insurance that meets all lease requirements. The insurance will be from an A-rated carrier.
- Move-in concierge service: We will help you set up your utility services, cable, and internet services with just one phone call.
- Resident rewards program: You can earn rewards for paying your rent on time.
- Credit building: We will report your timely rent payments to credit bureaus to help boost your credit score.
- Identity Protection: We will provide \$1 million in identity protection for all adult leaseholders.
- On-Demand Pest Control: We provide an innovative pest control service that offers an effective, reactive, and targeted approach to pest control.
- 24/7 online maintenance reporting: You can report maintenance issues online at any time.
- Home buying assistance: We offer assistance when you are ready to buy your "forever" home.
- Online Portal: You can access your account, documents, communication, and payment options through our online portal.
- Vetted vendor network: We will connect you with reputable, licensed, and insured technicians for any services you may need.
- Liability Insurance requirements and options: As a tenant, you are required to obtain liability coverage of at least \$100,000 in property damage and legal liability from an A-rated carrier and keep this coverage throughout the entire term of the lease agreement.

23. As a prerequisite for occupancy, **the Tenant must provide the Landlord with proof of the necessary insurance.** This proof must be provided before each lease renewal period starts and whenever requested by the Landlord.

- To comply with these insurance requirements, the Tenant may choose either Option 1 or Option 2.
- Option 1 entails automatic enrollment into a policy that meets the required coverage, and the tenant acknowledges that coverage will commence on the effective date of the Tenant's lease.
- Option 2; obtain alternative liability coverage from an insurer of the Tenant's choice.
- The Tenant's choice of insurance coverage option will not affect the approval of their lease application or the terms of their lease.

If you fail to provide your preferred insurance or inform us, you will be automatically enrolled in an insurance policy as part of the Resident Benefits Package. No additional action is required.

24. Applicants Initials () ()

How did you hear about this property?

- ◇ **ORLrent.com**
- ◇ **FreeRentalSite.com**
- ◇ **Zillow.com**
- ◇ **Hotpads.com**
- ◇ **Craigslist.com**
- ◇ **Friend Referred**
- ◇ **Sign**
- ◇ **MLS**
- ◇ **Realtor (Name)**
- ◇ **Other**

TENANT LIABILITY INSURANCE

Landlord Approved Tenant Liability Insurance

Required Property Damage Liability Insurance: NOTICE! All Tenants must maintain property damage liability insurance for the Landlord and Property Manager. Coverage is needed for the amount of One Hundred Thousand Dollars (\$100,000.00) for damage to both Landlord's and third parties' property, with the provisions covering at least the perils of fire, smoke, explosion, accidental water discharge, and sewer backup.

Tenants are required to name RE/MAX 200 Realty as an "Interested Party."

Such a policy shall be written not contributing with and will be in excess of coverage that the Landlord may carry and must waive all subrogation rights against the Landlord and Property Manager. It is agreed that the Landlord has insurance for its protection and that the Tenant is not a beneficiary of such insurance. Tenant shall be responsible to Landlord for all repair costs for damages as stated in the Lease regardless of existing Landlord insurance.

Using an Insurance Provider Outside of Property Manager

Preferred Vendor:

Tenants may OPT OUT of purchasing this required insurance through landlord's preferred insurance provider at any time by providing written proof of the following three items:

1. Evidence of Required Insurance levels to show the Policy is in effect when it will start & end, and who is named on the policy.
2. RE/MAX 200 Realty must be named as an "Additionally Interested" party to the insurance binder provided by the tenant.
3. **The Tenant Liability coverage has to be equal to or greater than \$100,000 in Tenant Liability Coverage to the Property.**

Cost through RE/MAX 200 Realty: \$9.00 monthly plus a reasonable monthly administration fee.

\$3.00 for a total of **\$12.00 per month** per lease. Tenants are required to carry Tenant Liability Insurance. Unless a Tenant opts Out of this insurance by following the steps above, a policy will be automatically provided to the Tenant for \$12.00 per month.

Failure to Maintain Insurance: If the tenant's coverage for their independently self-procured tenant liability insurance is lapsed by either non-payment or non-renewal after lease execution, RE/MAX 200 Realty will place that tenant under this program by default for \$12.00 per month. Managers also add a one-time \$50.00 fee.

Disclosure:

RE/MAX 200 Realty is not an insurance company

The Tenant Liability Insurance program is provided by Great American Insurance Company and brokered through Beecher Carlson Insurance Company

Coverage Notice: By electing the Tenant Liability Insurance through the Landlord's preferred provider via the automatic program set forth above, the Tenant will not be listed as a named insured under the Landlord's policy.

The Tenant Liability Insurance policy is not designed to replace a Renter's Personal Insurance Policy. No coverage is provided to insure tenant contents with this policy.