

## Rental Process And Application Disclosure

“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.”

Our staff will be happy to show you our available rental homes at no charge to you. Or you may also preview our properties 24 hours a day on line at [www.rpmbrevard.com](http://www.rpmbrevard.com).

### 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.

### Cost:

- If you decide to apply to rent one of our properties, there is a \$75.00 application fee per applicant that is non-refundable. Application fees must be paid in certified funds, or cash, no personal checks. 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 application fees will not be refunded for incomplete applications. RPM (Real Property Management Brevard) will continue to attempt to rent the property until a completed application is approved and a lease is signed.**
- Our leases are written and approved by an Attorney at Law to comply with Florida laws. If you are the successful leasing candidate, there is a one-time lease administrative fee to cover our administrative cost of setting up the tenancy, the move in process and 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. You are responsible for obtaining a written approval from the association. There may be an additional holding deposit due during this process.

### 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) we will do a criminal background check. We would encourage you to notify a member of our staff if you have bad credit, bad references, have ever been evicted in the past or have a criminal record. Co-signers may be considered on an individual basis. Applicant understands that notifying us of any issues (i.e. credit problems) will in no way guarantee the acceptance of an application.
- Once you have been notified of your approval, you must sign the lease and pay all move in money (by cashier's check or money order) within 24 hours. Until this is done, RPM will continue to market the property. 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. In the event that you fail to take possession of the property on the date on your lease, you shall forfeit all move in funds.

- 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 requests are acceptable to Real Property Management Brevard, 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 cashier's check or money order payable to "Real Property Management Brevard."

### **Resident Selection Criteria:**

- Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing, applicant may provide recent pay stubs. A minimum of two years 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 manager's discretion only, 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 signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- Credit history and/or Civil Court Records ideally would not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- If you have been convicted of a felony or misdemeanor, this may be cause for rejection. Applicant ideally would not have a felony/misdemeanor record that was adjudicated guilty or had adjudication withheld, or any conviction of any length of time specifically 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.
- 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 homeowner's associations prohibit more than two (2) unrelated adults or more than one family to reside in a single family dwelling unit.

- No pets (with the exception of service animals) are permitted without the specific written permission of Real Property Management Brevard in the lease document, (a pet addendum to lease), and an additional non-refundable pet fee of at least \$300.00. Some properties may require higher pet fees, security deposits or higher rent amounts. If a higher pet fee or rent/security deposit amount is required, you will be notified at the time of the application.  
The following breeds or mixes will not be accepted under any circumstances, GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS.
- 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. It is expected that tenants will follow the terms of the lease. If Real Property management Brevard must prepare a claim on your deposit, there will be a claim processing fee of \$150.00 due to Real Property Management Brevard.
- Any exceptions to these criteria will need to be submitted in writing to Real Property Management Brevard for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.

#### **Other Issues:**

- Rents quoted are the rental amounts due if paid on time, (on or before the 1<sup>st</sup> of each month by 5:00 PM) otherwise, the rent is subject to late fees as outlined in your lease.
- Keys will be released on the first (1<sup>st</sup>) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent, must have Real Property Management's prior approval and an amendment must be made to the lease. There will be an additional charge to have the lease amended.
- Maintenance and Repair – When you rent a home from our company, we strive to ensure that all items are in good working order. Since you are renting this home, "AS-IS". You understand that any improvements to the property (unless agreed to and specifically included in the lease and application) are entirely up to the discretion of the owner – and most likely would represent improvements that would have justified a higher rent to be charged.
- Multiple Applications - It is entirely possible that Real Property Management Brevard 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 Real Property Management Brevard to expend 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.
- You may be viewing a property with an agent not employed by Real Property Management Brevard. This agent may grant you access to preview our properties, distribute rental information, applications, rental process and application disclosures. The agent may also submit your application to Real Property Management Brevard for processing. The agent is not authorized to negotiate on

behalf of Real Property Management Brevard. **Verbal representations by any agent are non-binding.** Once your application is submitted to Real Property Management Brevard the approval/denial and negotiation process (if any) will be handled by the Real Property Management Brevard, property manager in charge of the property for which you are applying. **All applications will be processed consistent with the terms and procedures outlined within this document. Any verbal prior or contemporaneous statements, agreement, or discussions regarding the subject matter of this application are superseded by the terms of this application.**

Intials: \_\_\_\_\_

- 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.

**APPLICATION TO LEASE - I (WE) DO HEREBY MAKE APPLICATION FOR OCCUPANCY OF THE FOLLOWING RENTAL UNIT AND UNDER THE FOLLOWING TERMS:**

**PROPERTY ADDRESS:** \_\_\_\_\_, FLORIDA \_\_\_\_\_

**OTHER ITEMS REQUESTED (IF ANY):** \_\_\_\_\_

**ASSOCIATION APPROVAL:** Where applicable, this application is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective Resident(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within 2 days of application approval by Real Property Management Brevard. Occupancy will not be permitted prior to association approval. **The non-refundable application fees paid to the association and to Real Property Management Brevard are not refundable under any circumstance.**

**AUTHORIZATION:** I (we) affirm that the information contained in this rental application to lease to be true and correct. I (we) agree that Real Property Management Brevard may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I (we) agree and affirm that Real Property Management Brevard may question and seek information from all persons and/or firms named by us in this application and contract to lease, and further authorize Real Property Management Brevard to acquire my (Our) credit reports and criminal background check from any authorized credit agency. I (we) agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to Real Property Management Brevard.

**FAILURE TO PERFORM:** I (we) agree to enter into a lease for the rental unit upon the terms outlined above. I (we) agree that I (we) have toured, previewed and seen the rental unit being applied for and that I (we) are accepting it in "AS IS" condition, unless otherwise noted above in "Other Items Requested". Until we enter into a lease, I understand that Real Property Management Brevard will continue to attempt to rent the property and can enter into a lease with any other perspective tenant. – and I understand again that all application fees are non-refundable. I also understand that if I enter into a lease or sign a holding note and do not move forward with the occupancy consistent with the lease or holding note, all deposits and fees paid will be forfeited by the prospective Resident(s) and retained by Real Property Management Brevard as liquidated damages.



\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### RENTAL APPLICATION

Property Applied For: \_\_\_\_\_  
property? \_\_\_\_\_  
Number of Applicants\*: \_\_\_\_\_  
\*Separate Application Required for Each Adult over 18\*  
Application Fee Paid: \_\_\_\_\_

How did you hear about this \_\_\_\_\_  
Move-in date desired \_\_\_\_\_  
\*Proof of Identification Required\*  
ID Used \_\_\_\_\_

***\*Please note – Application fees are non-refundable and applications can only be processed after all information has been provided. RPM has the option to continue to accept applications, and will always do so until all information is received. Also, if a tenant is approved – a lease must be signed and all move in monies submitted as soon as possible (by cashier’s check or money order). We will continue to market the property and rent it until all move in monies are received and all appropriate leasing documents are signed. \*\*The time required for the application process is often out of the control of RPM – particularly with HOA’s & Condo Associations. Please allow adequate time for the move-in date.***

### APPLICANT INFORMATION

Phone Number \_\_\_\_\_  
Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
Social Security Number \_\_\_\_\_ E-mail address \_\_\_\_\_  
Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver’s License Number \_\_\_\_\_  
Vehicle Year \_\_\_\_ Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_

### PLEASE PROVIDE TWO YEARS RENTAL HISTORY

- 1. Current Address** \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Occupancy Dates: IN \_\_\_\_\_ OUT \_\_\_\_\_  
Monthly Rent \_\_\_\_\_  
Owner’s Name \_\_\_\_\_ Owner Phone # \_\_\_\_\_  
Reason For Moving \_\_\_\_\_
- 2. Previous Address** \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Occupancy Dates: IN \_\_\_\_\_ OUT \_\_\_\_\_  
Monthly Rent \_\_\_\_\_  
Owner’s Name \_\_\_\_\_ Owner Phone # \_\_\_\_\_  
Reason for Moving \_\_\_\_\_

(If you need more space to provide two complete years of rental history, please continue on back.)

**PLEASE PROVIDE TWO YEARS EMPLOYMENT HISTORY**

- 1. **Current Employer's Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_  
Your Position \_\_\_\_\_  
Hire Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Additional Income \_\_\_\_\_ ( *Please provide proof of income with this application.*)
- 2. **Previous Employer's Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_  
Your Position \_\_\_\_\_  
Hire Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Additional Income \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

Other Occupants: Age and Relationship \*Note: All Adults over 18 Must Fill Out Separate Applications\*

\_\_\_\_\_

Do you have any pets? Yes\_\_\_ No\_\_\_ Type(s)\_\_\_\_\_

Have you ever been convicted in the sale or manufacture of illegal drugs? Yes\_\_\_ No\_\_\_

If YES, please explain: \_\_\_\_\_

Do you own waterbeds? Yes\_\_\_ No\_\_\_

Have you ever filed for bankruptcy? Yes\_\_\_ No\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been evicted? Yes\_\_\_ No\_\_\_

Desired Move-In Date \_\_\_\_\_

Are you a member of the Armed Forces? Yes\_\_\_ No\_\_\_ If YES, active or reserves?

\_\_\_\_\_

I, (Undersigned) hereby give permission to have any information verified including credit, employment, income, rental history, and criminal background information. I further agree that a photocopy of this authorization may be accepted. Additionally, this information may be shared as appropriate to facilitate the application process.

First payment (rent/security deposit) must be made by money order or cashier's check. Cash is never accepted.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_