

# RESIDENT SELECTION CRITERIA

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non refundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co signer. A minimum of two years residential rental history is required.
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning and re-keying. Other mandatory minimum fees for cleaning, carpet cleaning, re-keying etc may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc that exceed this non refundable property preparation fee or minimum fees.
10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
12. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.
14. Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.

**RENTAL SOLUTIONS, INC.**

Rental Solutions, Inc. – 22 North Orlando Avenue, Kissimmee, FL 34741

# APPLICATION FOR RENTAL

## INSTRUCTION & INFORMATION SHEET

### PLEASE READ & SIGN BELOW

1. Please fill out the application completely and sign the bottom of each and every form in the package. In order for application to be processed you must turn in application fee for \$40.00 each.
2. Application fee must be paid by money order or cash only.
3. ALL ADULTS OVER THE AGE OF 18 THAT WILL RESIDE AT THE PROPERTY MUST FILL OUT AN APPLICATION.
4. A copy of your Driver's License is also required to be submitted with this application. If a copy is not available at time of application you may fax to 407-738-4963 w/cover sheet.
5. We also recommend that you turn in a check for security deposit so if your application is approved you will be first in line.
6. After your application is turned in with fees then it will be 24-48 hours until application is approved or denied. Applications may not be processed on weekends or holidays due to verification requirements. After your application is approved you will need to sign lease within 3 days.
7. ***Until the lease is signed by the Tenant(s) the property is still available, and also is not completely executed (valid) until the Agent or Owner(s) of the property signs it.***
8. If there is less than 10 business days to move -in date certified funds will be required for security deposit and first month's rent. If you would like to give us a check with application just to hold and then replace later with certified funds that is fine. If your move -in date is longer than 10 days from when lease is signed and monies received, personal funds are fine.
9. The property owner makes the final decision on your application. Rental Solutions gathers the information, verifies it, and then must contact the owner for approval. If you have any further questions after your application is turned in contact Minetta Garay 407-483-0377.
10. **We always require a full month of rent to be paid prior to move-in by CERTIFIED FUNDS ONLY along with security deposit.**
11. TWO (2) SEPARATE CHECKS ARE REQUIRED. ONE FOR SECURITY DEPOSIT AND ONE FOR FIRST MONTH'S RENT. THESE CANNOT BE ACCEPTED IN ONE CHECK.
12. **REPAIRS:** Any requests for repairs MUST be itemized below. If you require that certain repairs be done prior to move -in they must be itemized below. If you do not itemize any repairs then you are applying for the property in "as-is" condition (excepting general cleaning and carpet cleaning). Prior to your move -in you will be required to be present for a walk-thru inspection that will completely document the condition of the property. This is absolutely required to protect the Landlord and the Tenant from any future problems.
13. **After the move-in the Tenant(s) is required to pay for all minor repairs that total \$100 or less. YOU (TENANT(S)) AGREES & ACKNOWLEDGE THAT RENTAL SOLUTIONS, INC. HAS NOT MADE ANY REPRESENTATIONS ABOUT REPAIRS/UPGRADES/IMPROVEMENTS TO BE DONE TO THE PROPERTY THAT YOU (TENANT(S)) HAVE NOT ITEMIZED BELOW:**

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Applicant

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Applicant

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# APPLICATION FOR RESIDENCY

## PLEASE FILL OUT COMPLETELY - THANK YOU!

### Please Tell Us About Yourself

Last      First      Middle      Maiden				Date of Birth	Social Security #		Driver's License #
Applicant							
Marital Status		Present Phone No. (    )		9:00 to 5:00 CONTACT PHONE NO.: (    )		Ext.	
Have you ever had an eviction filed against you? Yes    No				PETS (Keeping of pets requires a pet deposit and owner's consent)			
Have you ever been convicted of a felony? Yes    No    If yes, please explain:				Breed	Age	Weight	
Present Address		Street #	Name	Apt. #	City	State	Zip
Rent/Mortgage Payment				Own <input type="checkbox"/>	Since    /    /		
				Rent <input type="checkbox"/>			
Landlord Mtg. Co.		Name		Address		City	State
						Zip	Phone
						No. (    )	
Previous Address		Street #	Name	Apt. #	City	State	Zip
Rent/Mortgage Payment				Own <input type="checkbox"/>	Since    /    /		
				Rent <input type="checkbox"/>			
Present Employer		Name		Business Address		City	State
						Zip	Phone No. (    )
Position		Supervisor		Monthly Income		From    /    /	to    /    /
Previous Employer		Name		Business Address		City	State
						Zip	Phone No. (    )
Position		Supervisor		Monthly Income		From    /    /	to    /    /

### Please Tell Us About Your Co-Applicant or Spouse

Last      First      Middle      Maiden				Date of Birth	Social Security #		Driver's License #
Applicant							
Marital Status		Present Phone No. (    )		9:00 to 5:00 CONTACT PHONE NO.: (    )		Ext.	
Have you ever had an eviction filed against you? Yes    No				PETS (Keeping of pets requires a pet deposit and owner's consent)			
Have you ever been convicted of a felony? Yes    No    If yes, please explain				Breed	Age	Weight	
Present Address		Street #	Name	Apt. #	City	State	Zip
Rent/Mortgage Payment				Own <input type="checkbox"/>	Since    /    /		
				Rent <input type="checkbox"/>			
Landlord Mtg. Co.		Name		Address		City	State
						Zip	Phone
						No. (    )	
Previous Address		Street #	Name	Apt. #	City	State	Zip
Rent/Mortgage Payment				Own <input type="checkbox"/>	Since    /    /		
				Rent <input type="checkbox"/>			
Present Spouse Employer		Name		Business Address		City	State
						Zip	Phone No. (    )
Spouse Position		Supervisor		Monthly Income		From    /    /	to    /    /
Previous Spouse Employer		Name		Business Address		City	State
						Zip	Phone No. (    )
Spouse Position		Supervisor		Monthly Income		From    /    /	to    /    /

### Please Give Us the Following Information

Emergency Contact		Name		Full Address				Phone No. (    )	
Automobile 1 <sup>st</sup> Car		Year	Make	Model	Color	Tag #	Automobile 2 <sup>nd</sup> Car		
Children		Name		Age	Name		Age	Name	
Occupying Bank		Name		Location		City		State	
Ref									

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# RENTAL APPLICATION ACKNOWLEDGEMENT

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that a 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 agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management Company. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

**NON REFUNDABLE APPLICATION FEE**--Applicant(s) has paid to Landlord and/or Management company herewith the sum of \$\_\_\_\_\_ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

**HOUSING DEPOSIT AGREEMENT** --Applicant has deposited a "HOUSING DEPOSIT" of \$\_\_\_\_\_in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the apartment is taken **the "HOUSING DEPOSIT" shall be applied toward the security/damage deposit.** If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the **FULL "HOUSING DEPOSIT"** shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The **"HOUSING DEPOSIT"** shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED  <hr/> Applicant Signature <span style="float: right;">Date</span>	MONEY GIVEN/ DUE \$ _____  APPLICATION FEE \$ _____  SECURITY DEPOSIT \$ _____  TOTAL DUE PRIOR TO MOVE-IN _____  PET FEE \$ _____  FIRST MONTH'S RENT \$ _____  TOTAL DUE AT MOVE-IN \$ _____  RECEIVED BY: _____ \$ _____ APPROVED BY: _____ \$ _____	<b>OFFICE USE ONLY</b>  COMMUNITY _____  HOUSE.# _____  RENT _____  BDRMS _____  TERM OF LEASE _____  MOVE-IN DATE _____  CREDIT REPORT ____  PHOTO I.D.'d _____
<hr/> Applicant Signature <span style="float: right;">Date</span>		