

# **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.”

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

- Processing an application normally takes between 2-3 days. 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 units, 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. Applications submitted without the proper application fees will not be considered.

## **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 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. 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.
- All applicants must see the interior of the unit before an application can be submitted. The unit 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 Management, then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding.

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- All initial funds, the holding deposit - first months rent and security deposit must be paid by cashiers check or money order payable to “Interlachen Guarantor, LLC”. Subsequent months thereafter may be paid by check.

**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.
- Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the 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.
- 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.
- Tenant understands that, for fire safety and health reasons, the smoking of tobacco products is not allowed in the building by Tenants or guests, and doing so will result in additional fees and possible lease termination.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Management in the lease document, (a pet addendum to lease), and an additional Non-refundable pet application fee of \$300.00 per pet. The following pets 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. 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, except that \$300.00 of the deposit is non-refundable as an administrative fee to Management paid upon the closing of the lease agreement.

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**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 at least \$50.00 more that month and possibly higher if rents are severely delinquent.
- Maintenance and Repair – When you rent a unit from us, 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 require residents to pay a \$50.00 administrative fee for each maintenance and repair item requested.
- 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 unit (both inside and outside) for which we are applying.
- The following pages contain the home rental application, the contract to lease and the disclosure of information on lead based paint and lead based paint hazards.

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# HOME RENTAL APPLICATION

<b>APPLICATION DATE:</b>	<b>THE NON-REFUNDABLE APPLICATION FEE IS \$50.00 PER ADULT APPLICANT.</b>
<b>RENTAL ADDRESS:</b>	<b>MONTHLY RENT: \$</b>
<b>DATE LEASE IS TO BEGIN:</b>	<b>SECURITY DEPOSIT:\$</b>
<b>INITIAL TERM OF LEASE:</b>	<b>NON-REFUNDABLE PET FEE: \$</b>

APPLICANT (FULL NAME): _____		SSN#: _____
PRESENT ADDRESS: _____		
DRIVER'S LICENSE#: _____		DATE OF BIRTH: _____
HOME PHONE: ( _____ ) _____		E-MAIL ADDRESS: _____
SPOUSE'S NAME: _____		SSN#: _____
DRIVER'S LICENSE#: _____		DATE OF BIRTH: _____
APPLICANT EMPLOYER'S NAME & ADDRESS : _____		
		WORK PHONE:( _____ ) _____
HOW LONG: _____	POSITION: _____	MONTHLY GROSS INCOME: \$ _____
PREVIOUS EMPLOYER NAME & ADDRESS: _____		
HOW LONG: _____	GROSS MONTHLY INCOME: _____	PHONE: ( _____ ) _____
SPOUSE EMPLOYER'S NAME & ADDRESS: _____		
		WORK PHONE: ( _____ ) _____
HOW LONG: _____	POSITION: _____	MONTHLY GROSS INCOME: \$ _____
PREVIOUS EMPLOYER NAME & ADDRESS: _____		
HOW LONG: _____	GROSS MONTHLY INCOME: _____	PHONE: ( _____ ) _____
CURRENT LANDLORD'S NAME & ADDRESS: _____		
		LENGTH OF LEASE _____
LANDLORD'S PHONE: ( _____ ) _____		CURRENT RENT \$ _____
PREVIOUS LANDLORD'S NAME & ADDRESS: _____		
		LENGTH OF LEASE _____
PREVIOUS LANDLORD'S PHONE: ( _____ ) _____		PREVIOUS RENT \$ _____
PREVIOUS LANDLORD'S NAME & ADDRESS: _____		
		LENGTH OF LEASE _____
PREVIOUS LANDLORD'S PHONE: ( _____ ) _____		PREVIOUS RENT \$ _____
PREVIOUS LANDLORD'S NAME & ADDRESS: _____		
		LENGTH OF LEASE _____
PREVIOUS LANDLORD'S PHONE: ( _____ ) _____		PREVIOUS RENT \$ _____

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

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

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**INITIAL TERM:** SHALL BE FOR \_\_\_\_\_ MONTHS, BEGINNING \_\_\_\_\_, 20\_\_\_\_,  
AND ENDING THE LAST DAY OF \_\_\_\_\_, 20\_\_\_\_.



**RENT:** THE RENT (IF PAID ON TIME) SHALL BE \$ \_\_\_\_\_ PER MONTH.  
(NOTE: THIS ASSUMES THAT THE RENT IS PAID ON OR BEFORE THE 1<sup>ST</sup> OF  
EACH MONTH BY 5:00 PM. OTHERWISE, THE RENT IS \$50.00 HIGHER THAT  
MONTH.)

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

**AUTHORIZATION:** I (we) affirm that the information contained in this rental application to lease to be true and correct. I (we) agree that Management may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I (we) agree and affirm that Management may question and seek information from all persons and/or firms named by us in this application and contract to lease, and further authorize Management 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 Management.

**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". If I (we) refuse to enter into the managers lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me (us) (on or before the occupancy date indicated), then Management may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by Management as liquidated damages.

**RENTAL PROCESS AND APPLICATION PROCEEDURE:** I/we do hereby acknowledge that I/we were provided the handout entitled "Rental Process and Application Procedures" and that I/we understand and agree to the terms of application and rental process. I/we have read and initialed or signed all seven (7) pages of this application package and have submitted them with this application for consideration by Management.

	_____	_____	_____
	Signature of Applicant	Date	Leasing Consultant
	_____	_____	
	Signature of Applicant	Date	

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