

RENTAL APPLICATION POLICIES AND RESIDENT QUALIFICATION CRITERIA

VILLAS AT FORTUNE COVE LLC. DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED BASIS. VILLA AT FORTUNE COVE LLC. IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR OWNERS PREFERENCE.

- 1.) A separate application is required for each adult, eighteen years of age or older, intending to occupy the property. Each application must be filled out completely and signed by the applicant full name of all occupants, pet, all vehicles and any water-filled furniture must be on application. A credit report from a national credit reporting agency will be obtained on all applicants. Incomplete applications will not be processed. Complete applications' Include: "Rental Application Policies and Resident Qualification Criteria," "Rental Application Disclosure and Authorization," and "Rental application,
- 2.) A precessing fee of \$45.00 must accompany each application! If paid In cash the exact amount is required. The processing fee is non refundable. No application will be processed without a processing fee. Deposits or holding fees must be separate from the rent or application fees. If the applicant is applying to rent a unit governed by a condominium or homeowners association, the applicant may be required to submit a separate application and/or fee to the association for processing and approval.
- 3.) Applications from other applicants are accepted until an application is approved. Because of the fiduciary relationship Villas at Fortune Cove LLC has with owners, If more then one application is submitted before approval can be achieved, then the most qualifiec applicant will be approved for placement. Remaining applicants may consider other properties available.
- 4.) Applicants must have a combined gross income of at least three times the monthly rent or comparable amount if Income is tax-free.
- 5.) Reliable documentation and telephone numbers for all income sources must be provided. Employment will be verified on all applicants. Self employed applicants may be required to produce upon request the previous years Tax Return or 1099. Non-employed applicants must provide proof of income. A history of any of the following by any household member is cause for rejection of a rental application: Any conviction or adjudication other than acquittal of a sex offense. Any conviction or adjudication other than acquittal of a felony within the past seven years. Residency must be verified for a minimum of the last twenty-four months with no Interriptions. Rental history references must reflect timely payment, appropriate notice of Intent to vacate, no complaints regarding disturbances or Illegal activities, no NSF checks, no damage to previous rental units and no failure to leave the premises clean and without damage at the time of lease termination. Any history of eviction actions is cause for rejection of a rental application
- 6.) As per guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy s two persons per bedroom.
- 7.) Pets are permitted only on certain properties at the sole discretion and approval of the owner/landlord. Only small to medium sized,none violent, common domesticated animals will be allowed on any property that permits pets. Rottweilers, American Staffordshire Terriers (pit bulls), Dobermans, German Shepherds, Chows, Huskies, Alaskan Malamutes, Great Danes, St Bernards, Mastiffs, and mixed breeds including any of the above mentioned will not be approved, If a pet Is approved, a \$150.00 non-refundable pet administration fee Is required. An additional security deposit of \$350.00 per pet will be required at the Sole discretion of the owner.
- 8.) Proof of Insurance (FS 83.535) must be provided for any water-filled furniture.
- 9.) If approved the applicant must do one of the following:
 - 1.) Sign a Lease Agreement within two business days of approval and all monies due—rent, security deposit, pet fees etc. must be paid In full with certified funds (cashiers check, bank check or money order) at the time of lease closing and prior to taking possession of the premises. Rent and Security Deposit must be paid with separate funds;
 - 2.) This application will also serve as a Holding Agreement. This Holding Agreement is binding when applicant pays a Holding fee equivalent to at least one months rent to hold a property until a lease is signed on or before the lease start date stipulated on this application. No property will be held for longer than two weeks without owner approval. Holding fees must be paid with certified funds (cashiers check, bank check or money order). In the event the applicant fails to enter into a Lease Agreement by the date stipulated on this application, the applicant shall-forfeit the Holding fee. In the event an applicant fails to sign a Lease Agreement or submit a Holding Agreement within two business days after approval, It will be assumed that the applicant has withdrawn and the property will be offered to others.
- 10.) Applicant Is required to pays security deposit at the time of lease closing in a minimum amount of one months rent. In owner/landlords sole discretion, a higher security deposit, additional pre-paid rent and/or guarantors may be accepted in lieu of acceptable credit or landlord history. A guarantor must complete an application packet and be qualified in order to be a guarantor. When lease is fully executed and all monies paid, all Holding fee become security deposit per the Lease Agreement.
- 11.) Our company policy is to report any amounts owed at the end of your tenancy to a collection agency and/or national credit-reporting agency.
- 12.) Applicant acknowledges that the Landlord is not obligated by receipt of a deposit or holding fee to lease to applicant, but that a decision will be made within 2 business days based on the verification of the information given and to which applicant so agrees. The application is preliminary only and does not obligate owner or owners agent to execute a lease or deliver possession of the proposed premises.

Applicant's Signature: _____

Date: _____

RENTAL APPLICATION DISCLOSURES AND AUTHORIZATION

Street address of property _____ Desired move in date _____ How long of a lease _____

Who showed you the inside of the property? _____

PERSONAL INFORMATION

First Name _____ M/I _____ Last Name _____ Work Phone _____

Social Security Number _____ Date of Birth _____ Home Phone _____

Driver's License Number _____ State _____ Cell Phone _____

List the full name of all prospective occupants including yourself: _____

How many smokers will be living in home? _____ Will you have a floatation bedding?: Yes _____ No _____

Please describe all pets, including breed, weight, age. _____ Number of Children: _____ Ages: _____

RESIDENCE INFORMATION

Current address _____ City _____ St _____ Zip code _____ Name of Landlord/Mortgage Co. _____ Telephone # _____

Date moved in _____ Date moved out and reason _____ Monthly payment _____ Proper notice given: Yes or No _____

Number of Residents living in property: _____ Reason for moving: _____

Former/Previous address _____ City _____ State _____ Zip code _____ Name of Landlord/Mortgage Co. _____ Telephone # _____

Date moved in _____ Date moved out and reason _____ Monthly payment _____ Proper notice given Yes or No _____

Number of Residents living in property: _____ Reason for moving: _____

CRIMINAL HISTORY

Have you ever been convicted of or pleaded guilty or no contest to a felony(Whether or not resulted in a conviction)? Yes _____ No _____

Have you ever been convicted of or pleaded guilty or no contest to a misdemeanor involving sexual misconduct Yes _____ No _____

(Whether or not resulted in a conviction)?

If yes explain: _____

ADDITIONAL QUESTIONS

Have You Ever Refused to Pay Rent? Yes _____ No _____

Have You Ever Paid Rent Late or Beyond Your Grace Period? Yes _____ No _____

Have You Ever Moved Before Your Rental Agreement Was Complete? Yes _____ No _____

Have You Ever Defaulted on a Rental Agreement? Yes _____ No _____

Have You Ever Been Given Notice That You Were In Noncompliance With Your Rental Agreement? Yes _____ No _____

Have There Been Complaints Against You For Disturbances or Illegal Activities? Yes _____ No _____

Do You Have Any Outstanding Balances With a Current or Prior Landlord? Yes _____ No _____

If You Answered "Yes" To Any Of The Above Questions, You May Write-In Or Attach A Written Explanation

Application Signature: _____ Date: _____

PERSONAL REFERENCES AND/OR EMERGENCY CONTACT

Parents	City	Phone Number
Relative	City	Phone Number
Friend	City	Phone Number

INCOME INFORMATION

Current employment	Date hired	Your position	Monthly gross income
Contact person	Phone Number		
Other employment or sources of income			Monthly gross income

VEHICLE INFORMATION

Auto make	Year	Tag	State
Auto make	Year	Tag	State

CREDIT INFORMATION

Have You Ever Declared Bankruptcy Yes _____ No _____ Year _____
 Are There Any Judgments or Collections Against You? Yes _____ No _____
 Explain (N yes): _____

 On a 1-10 scale (10 being the highest) how would you rate your credit? _____

This section must be fully completed by Leasing Agent/Property Manager and Applicant prior to processing application*

Amount Due	Amount Paid	Begin-end date	Rent	Sec. deposit
App fee _____	_____	_____		
Sec. deposit _____	_____	_____		
1st mo rent _____	_____	_____		
Pet admin fee _____	_____	_____		
Other _____	_____	_____		
Total _____	_____	Owner name	# of Occup.	Pet description

Owner responsible for providing: Range, Fridge, Dishwasher, Garage door opener, Microwave, Lawn maint., Pool maint.
 Tenant responsible for: Water and sewer, Electric, Cable, Telephone

Applicant's Name: _____

I, the UNDERSIGNED APPLICANT, affirm that the information contained in this application is true and correct. I understand that misstatements, either false or incorrect, may result in rejection of this and any future application for housing managed by Villas at Fortune Cove LLC, and or my lease. may be held in default and I may be subject to eviction. I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit report, rental information, employment verification (including salary), and all public records to Villas at Fortune Cove LLC, and/or its principal and/or the owner of any property which I am applying to occupy. I further agree to hold harmless Villas at Fortune Cove LLC, and all providers of information on the applicant listed above. I understand that due to the Fair Credit Reporting Act, I will not be furnished with a copy of my credit report from Villas at Fortune Cove LLC. I understand this application is the property of Villas at Fortune Cove LLC. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, sexual orientation, marital status, race, creed, religion, age, familial status, disability, color, national origin, or any other protected basis. Notice of the contractual relationship between the Property Owner and Villas at Fortune Cove LLC: Villas at Fortune Cove LLC an exclusive agent of the Property Owner and represents the Property Owners interest in any and all rental transactions.

You are further advised as follows: "Radon Gas: Radon is a naturally occurring radioactive gas that when it has accumulated in building in sufficient quantities, may present health risk to persons who are exposed to it over time. Levels of radon that exceed Federal and State guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit. Section 404.056(6), Florida Statutes. Please govern yourself accordingly: The undersigned acknowledges receipt of a copy of this information and disclosure notice and acknowledges that it was received prior to entering into or signing any contractual offer, contract or lease agreement

Applicant's Name: _____

