

## Offer & Application Instructions & Landlord Guidelines

Application fees are **Non-Refundable**, so please be sure applicants meet our criteria before application.

**Move-in Cost:** First full month's rent, security deposit equal to 2 month's rent & pet deposit if applicable.

**How to Apply:** Realtors submit offer via email, renters apply online at <http://floridapropertyrealty.com/our-listings/>

**Who must apply:** Every adult must complete an application and pay the application fee. Every occupant must be listed. Adult dependents, such as retirees and full-time students, shall be screened and will be listed as occupants on the lease.

**Criteria:** Applicant shall upload into application all required documentation no later than 24 hours from initial application.

1. Credit – must have no unpaid collections, no repossessions, all accounts must be current.
2. Rental history – no prior eviction, slow payments, property damage or outstanding balances. Upload a Rental History Verification Form completed & signed by current and previous landlords for past 3 years (Realtor to provide, this form is attached in the MLS.)
3. Criminal background – free of convictions for violent crimes, drug trafficking or sex crimes
4. Income – Gross income must be equal or greater than 3 times the rent. Upload an Employment Verification form completed and signed by employer plus 3 paystubs. (Realtor to provide, this form is attached in the MLS.) Self-employed applicants must upload a business & personal bank statement and the past 2 years tax returns.
5. Upload a photo ID

**Pets:** Each applicant, whether they have a pet or not, must complete pet-screening here:

<https://flpropertymanagement.petscreening.com> This procedure will determine the validity of assistance animals, emotional support animals, etc. The cost is \$20 for the first pet, \$15 for each additional. There is no charge (\$0) for an assistance animal reasonable accommodation request, and no charge (\$0) for a No Pet/Animal profile.

**Reserving the Rental - Deposit:** At application approval, the security deposit and first month's rent must be paid to Florida Property Management & Sales via the renter's portal for property to be held. **Any deposit received NSF will be considered a default.**

**Association Approval:** Associations may have their own credit requirements. Once approved by Florida Property Management & Sales, if condo or HOA approval is required, renter must immediately apply to association. **Failure to do so within 48 hours will be considered a default.**

**If the applicant does not have an established United States address at which they have lived for the past 12 months, they must provide:**

- A copy of a **VALID GOVERNMENT ISSUED PASSPORT** (must contain English translation) - this replaces the Driver's License and Social Security Card requirement listed above
- A copy of a **VALID GOVERNMENT ISSUED VISA** (must contain English translation) - this replaces the Driver's License and Social Security Card requirement listed above. If the Visa does not give the applicant work authorization, then they must also submit a clear and legible copy of their **DHS WORK AUTHORIZATION** permit.
- A copy of **CREDIT REPORT** (or the equivalent) from their country of origin (certified English translation if papers are not in English. Monetary amounts must be exchanged to USD)
- A copy of a **CRIMINAL HISTORY** or the equivalent from country of origin (certified English translation if papers are not in English. Monetary amounts must be exchanged to USD)