

Offer & Application Instructions & Qualification Guidelines – **Apply online:** <https://floridapropertyrealty.com/our-listings/>

**Realtors**, register your customer by emailing [maggie@floridapropertyrealty.com](mailto:maggie@floridapropertyrealty.com) the customer's name, property address & move-in date. If your customer applies, it is presumed they are applying at MLS listed terms.

**Move-in Cost:** First full month's rent, security deposit equal to 2 month's rent & pet deposit if applicable. **FULL SECURITY DEPOSIT IS DUE AT APPLICATION APPROVAL to secure the unit.** If you cannot make this deposit upon approval, please do not apply.

**Who must apply:** Every adult must complete an application and pay the application fee. Every occupant must be listed. Adult dependents, like retirees & full-time students, shall be screened and listed as occupants; however, they will not be held responsible for income nor credit. **Children/Dependents:** Must be listed, birthdates must be entered on application. **No Co-signers are accepted.**

**Documentation:** Applications will not be considered until all related & required documentation is received. **Application fees are Non-Refundable**, so please be sure all listed criteria are met & supporting docs are available prior to application.

**Criteria:** Applicant shall upload into application all required documentation at time of application.

1. **Credit** – Credit must be squeaky clean, no collections, no repossessions, all accounts must be current, no negative credit history.
2. **Rental history** – Rental history must be positive, no evictions, history past 6 years or last 3 addresses.
3. **Criminal background** – free of convictions for violent crimes, drug trafficking and sex crimes.
4. **Income** – Gross income equal or greater than 3 times the rent. the applicant will be prompted to authenticate their bank account when they fill out an online rental application. Failure to authenticate bank account may result in denial. Applicants can also attach supplementary documentation such as offer letters, scholarship information, etc. in the **Attach Documents** step of the application. **Self-employed applicants must upload a recent business & personal bank statement and the past 2 years' tax returns.** Homeowners must prove income equal or greater than 3x the rent plus the mortgage payment and submit copy of mortgage statement.
5. **Vehicles** - Upload a photo ID for each applicant, and a copy of each vehicle registration for any vehicle that will be on the property. No vehicles may be on the property unless they are registered to a Lessee.
6. **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. There is no charge (\$0) for an assistance animal reasonable accommodation request, and no charge (\$0) for a No Pet/Animal profile. The cost is \$20 for the first pet, \$15 for each additional.
7. **Deposit:** To secure the property, at application approval, the security deposit and first month's rent must be paid to Florida Property Management & Sales via ACH payment in the renter's portal, or via 'Pay Slip' if move-in is within 14 days of approval. Any deposit received **NSF will be considered a default. CREDIT/DEBIT CARD PAYMENTS WILL NOT BE ACCEPTED FOR DEPOSIT NOR 1ST MONTH'S RENT. DO NOT PAY VIA CREDIT or DEBIT CARD.**
8. **First Month's Rent:** A full month of rent is due 7 days prior to move-in, regardless of move date. If you move mid-month, the 2<sup>nd</sup>

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

**Non-US Citizens, those without a Social Security Number or Tax ID**, and/or if the applicant does **not** have an established U.S address at which they have lived for the past 12 months, they must provide **all** of the following:

1. VALID GOVERNMENT ISSUED PASSPORT (w/English translation) - this replaces the Driver's License and Social Security requirement
2. VALID GOVERNMENT ISSUED VISA (w/English translation) - this replaces the Driver's License and Social Security Card requirement. If the Visa does not give the applicant work authorization, they must submit a clear and legible copy of their DHS WORK AUTHORIZATION permit.
3. 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)
4. 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)