



## Residential Rental Application Checklist and Process

This form is to assist in the application process and answer general/ frequently asked questions.

### **Application**

Please complete the application in it's entirely. Please make sure your correct social security number, birth date, street, city, state, and zip code **are all legible**. Please note, the processing of this application is considered preliminary. This application **does not** obligate the owner, landlord, or land lord's agent to enter into a rental/lease agreement. Only after an approved, fully signed lease agreement has been completed and all required funds have been collected will keys be given to the rental property's premises on the first day of the lease agreement.

A clean, fully legible copy of your driver's license **must** accompany the application. Note: A faxed copy of your driver's license cannot be accepted.

If applicants believe their credit score is below 650 and or have collections or credit blemishes, a letter of hardship and/ or explaining documents explaining such instances should accompany the application. For approval, an additional security deposit or last month's rent may be required.

If you are married, both parties **must** complete the application but only the applicant's credit will be checked. All occupants over the age of 18 **must** complete the application and submit the application fee.

### **Application fees are as follows**

Married couple: \$50; Any non married adults: all adults over the age of 18 occupying the property must submit the \$50 fee. This must be a separate bank check, money order or cash. Note: The application of \$50 is NON REFUNDABLE. This fee is required for any and all rental properties no matter the length of the lease. This is an administrative fee that covers the costs related to processing all facets of your application.

### **Association**

If the rental property is located within a condo or home owners association there may be a separate application and fee required. Some associations do their own background checks and have an approval process/interview process as well.

## **Pet Application**

If the applicant has a pet, a pet application needs to be completed and submitted with the residential application. No fee is due with the pet application; however a non-refundable pet fee is collected upon approval.

## **Approval**

All approved applications can take up to 3 business days but typically can be determined within 24 hours of receiving the application and fees. A credit check done through the National Tenant Network is conducted. A background check, references contacted and verification of employment are all part of the review process.

If the items requested are not turned in properly and timely, this may result in a delay in processing your application.

Once approved, a \$60 lease prep fee must be paid in a separate check along with the agreed upon security deposit. This **must be** placed on account within 2 calendar days. This deposit must be in full and a separate check for each fee is required. **A money order or cashier's check is required.**

The **Security Deposit** is kept in a non-interest bearing Florida Bank. This deposit is refundable within 30 days after the end of your lease period only when:

- ✚ All terms & conditions of the lease have been met.
- ✚ All keys have been returned.
- ✚ All utilities or property related bills are paid.
- ✚ The property has been returned in satisfactory condition; this means at a minimum in the same condition or better than when you took occupancy.
- ✚ Please note, if something is broken and not reported to the property manager, it is considered to be damaged by the tenant.

All monies due for ANY part of the lease for move in (fees, security deposit, first month's rent etc.) **MUST be a bank check, money order or cashier's check.**

**IMPORTANT:** Rental periods that are 6 months or less are subject to an 11% tax on the monthly rent. This is comprised of a 6% state sales tax and a 5% Brevard County resort tax. This is NOT a negotiable fee nor is it included in the base rental rate.

## **Other Fees:**

The rental property will have been professionally cleaned prior to your move in. Note: We do require a departure cleaning fee, which is collected **in advance** of move in for short term leases and is authorized to be deducted from your security deposit on long term leases. This **does not** mean the rental property is to be left in a state of shambles upon your departure, or is to be "let go" during the duration of any tenants' occupancy. It is your responsibility to leave the rental property unit properly maintained and regularly cleaned at a minimum for the professional cleaners to do the deep, move in/out cleaning in between all occupying tenants. We graciously ask, on behalf of our owners and with respect to the property owner's home, for the comfort and enjoyment of all guests, that all tenants please care for rental properties as if they were within their own homes. Thank you.