



RENTAL APPLICATION POLICIES AND RESIDENT QUALIFICATION CRITERIA

HOMEVEST MANAGEMENT, INC. 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. HOMEVEST MANAGEMENT, INC. IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR ASSOCIATION OR OWNER'S 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, pets, 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" and "Rental Application Disclosures and Authorization".
- 2.) A processing fee of \$50.00 payable to Homevest Management 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 Homevest Management has with owners, if more than one application is submitted before approval can be achieved, then the most qualified applicant will be approved for placement. Remaining applicants may consider other properties available from Homevest Management's rental list.
- 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 year's 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 or 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 interruptions. 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 is 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, non-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 \$100.00 non-refundable pet administration fee is required. An additional security deposit of \$150.00 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 (cashier's 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 month's 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 (cashier's 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 pay a security deposit at the time of lease closing in a minimum amount of one month's rent. In owner/landlord's 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 fees 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 owner's agent to execute a lease or deliver possession of the proposed premises.

Applicant's Signature: _____

Date: _____

RENTAL APPLICATION DISCLOSURES AND AUTHORIZATION

STREET ADDRESS OF RENTAL PROPERTY _____ DESIRED MOVE IN DATE _____ HOW LONG OF A LEASE (IF OTHER THAN 1YR, MUST BE APPROVED) _____

REFERRED BY: NEWSPAPER AD SIGN IN YARD HOMEVEST.COM OTHER _____

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 # _____ ST _____ Cell Phone _____ Email Address _____

List the Names (First and Last) of all Prospective Occupants Including Yourself: _____

How Many Smokers Will Be Living In Home? _____ Will You Have a Flotation Bedding System?: Yes _____ No _____

Please Describe All Pets (Include Breed, Weight, Age) _____

RESIDENCE INFORMATION

Current/Present Address _____ City _____ ST _____ ZIP Code _____ Name of Landlord/Mortgage Co _____ Telephone # _____

Date Moved In _____ Date Moved Out _____ Lease Expires When (If Applicable) _____ Monthly Payment _____ Was proper notice given? Yes _____ No _____

Number of Residents Living in Property: _____ Reason For Moving: _____

Former/Previous Address _____ City _____ ST _____ ZIP Code _____ Name of Landlord/Mortgage Co _____ Telephone # _____

Date Moved In _____ Date Moved Out _____ Lease Expires When (If Applicable) _____ Monthly Payment _____ Was proper notice given? Yes _____ No _____

Number of Residents Living in Property: _____ Reason For Moving: _____

ADDITIONAL QUESTIONS

Have You Ever Been Convicted Of Or Pleaded Guilty Or No Contest To A Felony (Whether Or Not Resulting In A Conviction)? Yes _____ No _____
Have You Ever Been Convicted Of Or Pleaded Guilty Or No Contest to A Misdemeanor Involving Sexual Misconduct (Whether Or Not Resulting In A Conviction)? Yes _____ No _____
Have You Ever Been Foreclosed On or In The Process of Being Foreclosed On? Yes _____ No _____
Have You Ever Been Evicted? Yes _____ No _____
Has An Eviction Action Ever Been Filed Against You? Yes _____ No _____
Have You Ever Moved in Order To Avoid An Adverse Action Against You? Yes _____ No _____
Have You Ever Been Denied Renewal of a Rental Agreement? Yes _____ No _____
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 Non-Compliance 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.

Applicant's Signature: _____

Date: _____

PERSONAL REFERENCES AND/OR EMERGENCY CONTACT

_____	_____	_____
Parents	City	Phone#
_____	_____	_____
Relative	City	Phone#
_____	_____	_____
Friend	City	Phone#

INCOME INFORMATION

_____	_____	_____	_____
Current Employment	Hire Date	Your Position	Monthly Gross Income
_____	_____	_____	_____
Contact Person	Phone #		
_____	_____		
Other Employment/Sources of Income		Other Income Amount (Monthly Gross)	

VEHICLE INFORMATION

_____	_____	_____	_____	_____
AUTO MAKE	YEAR	TAG	ST	Any RV, Boat and/or Trailer? (Please List)
_____	_____	_____	_____	_____
AUTO MAKE	YEAR	TAG	ST	

CREDIT INFORMATION

Have You Ever Declared Bankruptcy? Yes _____ When _____ No _____

Are There Any Judgments or Collections Against You? Yes _____ No _____

Explain (If yes): _____

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

WORK REQUESTED PRIOR TO MOVE IN

(If Section left blank, applicant accepts property as shown)

***THIS SECTION MUST BE COMPLETED BY LEASING AGENT/PROPERTY MANAGER AND APPLICANT PRIOR TO PROCESSING ***

	Amount Due	Amount Paid	Begin-End Dates	Rent	Sec. Deposit
App Fee	_____	_____	_____	_____	_____
Sec. Deposit	_____	_____	_____	_____	_____
1 st mo rent	_____	_____	Tenant(s) Name	Property Address	
Pet Admin Fee	_____	_____	_____	_____	_____
Other	_____	_____	Owner(s) Name	# of Occ.	Pet Description
Total	_____	_____	_____	_____	_____

Owner Responsible For: Range Fridge Dishwasher Garage Door Opener Washer Dryer Microwave Water Electric Pool Maint Lawn Maint

Tenant Responsible For: Water Electric Pool Maint. Lawn Maint.

Addendum: # of Garage Remotes Lead Paint Month to Month Pet Pool Key Pool/Spa Pro-Rate \$ _____ Septic W/D as-is

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 Homevest Management Inc., 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 Homevest Management Inc. and/or its principal and/or the owner of any property which I am applying to occupy. I further agree to hold harmless Homevest Management Inc. 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 Homevest Management Inc.. I understand this application is the property of Homevest Management Inc.

Homevest Management, Inc. welcomes all applicants and supports fair housing. 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 Homevest Management, Inc.: Homevest Management Inc. an exclusive agent of the Property Owner and represents the Property Owner's 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 a 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 you 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 Signature: _____ Date: _____



Credit Card Payment Sheet

Type of Credit Card – VISA / MASTERCARD / DISCOVER

Name on Card: _____

Credit Card #: _____

Expiration Date: _____

3 Digit Security Code: _____

Amount of Charge: \$ _____

Reason for Charge: _____

Billing Address of Card: _____

I _____, give authorization to Homevest Management, Inc to charge the above fee to the credit card given. I understand that this fee is non-refundable.

Signature of Card Holder: _____

