



Property Management Short and Long Term Rentals

This RENTAL PROCESS AND APPLICATION DISCLOSURE Is to be submitted prior to or accompany the *Rental Application*.

We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the nation and our community. We encourage and support a program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, military status, familial status, marital status, national origin, or sexual orientation.

We lease single-family homes, condominiums, and townhouses throughout the West Coast of Florida. Simply call our office for an appointment at 1-727-800-9929. You may also preview our properties 24 hours a day online at www.AllenCollinsRealty.com.

Application Processing and Time Frame

Processing an application normally takes 3 or 5 business days. In some cases, applications may take longer due to approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances. You will be contacted upon determination of approval or denial. All adult applicants over the age of 18, or those deemed to be an adult must submit a fully completed, dated, and signed rental application with the application fee.

Cost

If you apply to rent one of our properties, there is a non-refundable \$82.95 application fee per adult, plus up to \$20 per pet, if allowed by the owner at the property. All prospective tenants are subject to a PetScreening including those that have a pet, assistance animal, and/or those that do not have a pet.

This signed disclosure must be received prior to or accompany the completed *Rental Application* form provided to you by our background check company. Incomplete applications or applications submitted without the proper application fees will not be considered, and application fees will not be refunded for incomplete applications.

Some homeowner and condominium associations may require a separate application and fee; if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application and application fee may be required as a prerequisite to our approval of your application.

The Application

You hereby authorize that upon receipt of your rental application and application fee, we will (1) check your credit report; (2) do a criminal background check and sex offender search; (3) check the public records for any past evictions; (4) verify your employment; (5) verify your previous landlord references and payment history.

Once you have been notified of your approval, you have one business day to bring in the security/damage deposit and sign the lease agreement. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee will not be refunded.

All applicants should see the interior of the property prior to submitting an application; however, if one chooses to rent the property "sight unseen," a premises inspection waiver will be required at lease signing. The property must be accepted in "AS IS" condition before an application can be accepted, except where there is written agreement for repair items. Any such repair request must be written at the bottom of this *Rental Process and Application Disclosure*. If your repair request is acceptable to the property owner, then that agreement will be written in the lease or lease addendum. Verbal representations are not binding.

All initial funds (first month's rent and the security/damage deposit) and other fees **must be** paid by cashier's check or money order payable to **Allen Collins Realty, Inc.** Subsequent months may be paid by check, Quickpay, Popmoney, or Zelle; note that cash is not accepted.

Resident Selection Criteria

Valid current photo identification documentation (ID), driver's license, military ID, or other Government issued ID, is required.

Applicant couples or single applicants must have a combined gross income of at least 3 times the monthly rent. Incomes must be verified in writing, which applicant may do by providing recent pay stubs. Rental history must be rated satisfactory or better, with no record of evictions. At times it is necessary to require a co-signer and/or a higher security deposit. Co-signers may be accepted; the co-signers must meet all requirements.

Credit history and/or Civil Court Records must not contain judgments, eviction filings, collections, liens, or bankruptcy within the past 3 years. We are not permitted to give you a copy of the report. However, we can provide you with the name of the credit reporting agency so you may receive a copy from them. All information collected for the approval or denial of this application is considered confidential in nature.

Self-employed applicants may be required to produce 2 years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.

Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.

Current occupancy standards are a maximum of 2 persons per bedroom, except for children under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than 2 unrelated adults to reside in a single family dwelling unit. Additionally, some of the aforementioned entities limit the overall number of persons residing in a property.

Unless medically necessary, no pets of any kind are permitted without specific written permission stated in the lease document by Allen Collins Realty (ACR). Some owners may allow pets. If an owner allows pets, then there is a minimum non-refundable pet fee of \$300 per pet. Some properties may require higher pet fees or higher amounts of rent. If this applies, you will be notified at the time of the application. Pet and/or deed restrictions may apply by the association or owner.

Any exceptions to these criteria will need to be submitted in writing to ACR for consideration by the owner or the association. If approval is then given for such exceptions by the owner or association, an additional security deposit, co-signers and/or additional rent may be required.

Other

Rents quoted are the amounts due on or before the 1st of each month by 5:00 PM. Tenant shall pay a late charge in the amount of 4% of the rent amount for each rent payment made 1 day after it is due. If the tenant makes a payment with a worthless check, the bad check fee is 5% of the rent amount.

Key(s) or door codes(s) will be released on the first day of occupancy as stated in the lease agreement.

Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and may not be used to pay rent under any circumstances.

Repairs Allen Collins Realty, Inc. in conjunction with the owner strives to ensure that all items are in good working order. Please report any repair request during your first 5 days of possession.

Multiple Applications It is entirely possible that ACR may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to which application is deemed to be the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable; however only one will eventually be approved. In order to evaluate the various applications it is necessary for ARC to expend time and cost in credit reports, criminal reports, and other administrative costs. Therefore, the application fee is not refundable. If your application is qualified but not accepted for the property for which you are applying, you may consider applying for one of our other available properties without payment of an additional application fee.

Verbal representations are not binding. Once your application is submitted to ACR, the approval/denial and negotiation process (if any) will be handled by the property manager. All decisions are made without regard to race, color, religion, sex, handicap, military status, familial status, marital status, national origin, or sexual orientation.

This *Rental Process and Application Disclosure* is an integral part of the rental application.

