



## Resident Qualification Criteria

Address applying for: \_\_\_\_\_

- 1. All Adult applicants over the age of 18 must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity and a non-refundable Application Fee of \$75.00 for each adult (in the form of cashier's check or money order). All fields must be filled out or line out fields that do not apply or put N/A.** Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or security or damage fee.
- 2. An Application reservation fee must be paid in the amount of one month's rent (in the form of a cashier's check or money order) to hold a property off the market.** In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this reservation fee. Application reservation fee will be credited towards payment of the first month's rent. In addition all last month's rent if required, security deposit, and non-refundable pet fee must be paid prior to move in by money order or cashier's check. **Only one check per property for the rent unless they are money orders. Rental checks will only be accepted by the actual tenants that are on the lease agreement.**
3. Applicants ideally have a combined gross income of at least three times the monthly rent. A minimum of two years residential history is required.
4. Credit history and or Civil Court Records must not contain **slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.** We will not provide you with the credit report or tell you of its contents but will provide you with the name of the credit reporting agency so you may receive a free copy.
5. For proof of employment applicants **must provide 3 most recent paystubs and/or completed Employment Verification** document provided at time of applying.
6. Self-employed applicants may be required to produce upon request 2 years of tax returns or 1099s and/or two months of bank records.
7. Non-employed individuals must provide proof of income.
8. All sources of "Other" income must be verifiable if needed to qualify for a rental unit.
9. No pet (with the exception of medically necessary pet) of any kind is permitted without specific written permission of landlord in the lease document and **a non-refundable pet fee of \$350.00 per pet acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.** Only small to medium sized, non-violent, common domesticated animals will be allowed on any property that permits animals. Farm animals, snakes, other reptiles, exotic animals, and any large or aggressive animal will not be approved. No pets over 50 lbs. Only two pets are allowed per property. We require a copy of the last veterinarian

bill & also a photo of each pet for our file prior to move in. The following breeds are not allowed: German Shepherd, Doberman, Pit Bull or Pit Bull mix, Staffordshire Terrier, Boxer, Rhodesian Ridgeback, Chow, Rottweiler, Siberian Husky, Akita, Malamute, Presa Canario and Wolf-Hybrid. Fees are waived for medically necessary pets. Canine dogs are not considered service animals. **Tenants who have a dog approved must maintain renters insurance covering dog bites and listing RE/MAX 200 Realty and Owner as coinsured. Proof of insurance must be received prior to move in and maintained during the entire time tenant is leasing property.**

10. Criminal records must contain no convictions for felonies for crimes within the past seven years involving violence against persons, damage or destruction of property, manufacture or distribution of controlled substances and no sexual offenses.
11. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
12. RE/MAX 200 Realty has a no smoking policy for all properties.
13. **Multiple Applications-** Applicant acknowledge it is entirely possible that RE/MAX 200 Realty may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. We will process all applications for consideration as to what we (in our sole discretion) deem 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. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for RE/MAX 200 Realty to expend time and cost in credit reports, criminal reports, and other administrative cost. All application fees are Non-Refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.
14. Applicants will be sent a approval letter stating the start date and funds needed to move forward with the ordering of a lease for the property. **Lease agreements will be provided within 48 hours of approval and must be signed within seven days of approval.**
15. Resident(s) will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
16. RE/MAX 200 Realty follows the United States Department of Housing & Urban Development (HUD), maximum occupancy is two persons per bedroom.
17. Any exceptions to these criteria must be submitted in writing to the rental agent for the landlord's review and consideration. If approval is then granted for such exceptions, additional security, and / or additional advance rent payments may be required.

18. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.
- 19. Stated Rent includes \$13 per month for AC Filters that will be shipped to the tenant every 60 days.**
- 20. Our leases are currently prepared by an Attorney at Law to comply with Florida laws. If you are the successful leasing candidate, the lease closing cost of \$45.00 to cover the cost in preparing your lease will be part of your administration fee. Lease renewals (after one year) have a \$30.00 closing cost that is not part of your administration fee.**
- 21. A non refundable administration fee of \$195 will be deducted from your security deposit at time of move in.**

Applicants Initials (\_\_\_\_\_) (\_\_\_\_\_)

**How did you hear about this property?**

- \_\_\_\_\_ **ORLrent.com**  
\_\_\_\_\_ **FreeRentalSite.com**  
\_\_\_\_\_ **Zillow.com**  
\_\_\_\_\_ **Hotpads.com**  
\_\_\_\_\_ **CraigsList.com**  
\_\_\_\_\_ **Friend Referred**  
\_\_\_\_\_ **Sign**  
\_\_\_\_\_ **MLS**  
\_\_\_\_\_ **Realtor (Name)** \_\_\_\_\_  
\_\_\_\_\_ **Other** \_\_\_\_\_

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*954 South Orlando Avenue, Winter Park FL 32789 / 407-571-3635 / facsimile 407-388-6536*

**REMAX 200 Realty Property Management Division**

Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_  
Last First MI Jr. Sr. Prior

Spouse \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_  
Last First MI Maiden

Drivers License# \_\_\_\_\_ ST \_\_\_\_\_ Spouse's Drivers License# \_\_\_\_\_ ST \_\_\_\_\_

Other Occupant(s) \_\_\_\_\_  
Name Relationship Age SS# Name Relationship Age SS#

\_\_\_\_\_ Name Relationship Age SS# Name Relationship Age SS#

Pets: Number \_\_\_\_\_ #Cats \_\_\_\_\_ #Dogs \_\_\_\_\_ **(Please complete attached Pet Application)**

Home Phone \_\_\_\_\_ Mobile Number \_\_\_\_\_ Email: \_\_\_\_\_

Why Moving? \_\_\_\_\_ Move In Date: \_\_\_\_\_ Email (Spouse): \_\_\_\_\_

Present Address \_\_\_\_\_  
Street Apt# City St Zip Code

Present Landlord or Mortgage Holder \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
(required for Apartment complexes)

Length of Residence: \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_ Mortgage Acct# \_\_\_\_\_  
Month/Year Month/Year (circle one) (if applicable)

Previous Address \_\_\_\_\_  
Street Apt# City St Zip Code

Previous Landlord or Mortgage Holder \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
(required for Apartment complexes)

Length of Residence: \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_ Mortgage Acct# \_\_\_\_\_  
Month/Year Month/Year (circle one) (if applicable)

Present Employer \_\_\_\_\_ City & ST \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_ Mgr. \_\_\_\_\_  
Month/Year Month/Year

Previous Employer \_\_\_\_\_ City & ST \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_ Mgr. \_\_\_\_\_  
Month/Year Month/Year

Spouse Present Employer \_\_\_\_\_ City & ST \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Monthly Gross Income \$ \_\_\_\_\_ Mgr. \_\_\_\_\_  
Month/Year Month/Year

Other Monthly Income \$ \_\_\_\_\_ Source \_\_\_\_\_  
(Please provide proper documentation)

**OTHER INFORMATION**

Vehicle #1 \_\_\_\_\_ Vehicle #2 \_\_\_\_\_  
Year Make Model Tag No. ST Year Make Model Tag No. ST

Bank Name \_\_\_\_\_ Branch, City, ST \_\_\_\_\_

Emergency Contact Person: Contact has permission to enter your rental property in case of death or other emergency:      YES      NO (check one)

Name	Relationship	Address	Phone Number	Email address
Have you ever had an eviction filed or left owing money to an owner or landlord?			Applicant: Yes _____ No _____	Spouse: Yes _____ No _____
Have you applied for residency in the past 2 years, but did not move in?			Applicant: Yes _____ No _____	Spouse: Yes _____ No _____
Have you ever had adjudication withheld or been convicted of a crime?			Applicant: Yes _____ No _____	Spouse: Yes _____ No _____

*If you have answered yes to any of the above questions please explain the circumstances regarding the situation on back of this sheet.*

**AUTHORIZATION OF RELEASE OF INFORMATION** Applicant(s) represents that all of the above information and statements on the application for rental are true and complete, and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before it can be processed by management **Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.**

**NON-REFUNDABLE APPLICATION FEE** – Each Applicant(s) agree to pay **\$75.00** for a non-refundable application-processing fee.  
**APPLICATION RESERVATION FEE AGREEMENT** - Applicant has paid an "application reservation fee" equal to one month advertized rent in consideration of taking the dwelling unit off the market while considering the approval of this application. If applicant(s) is approved and the contemplated lease is entered into, then on the day of move in the application reservation fee will be credited towards payment of the first months rent. If the applicant(s) is approved but fails to promptly enter into the contemplated lease or fails to move in on the agreed upon date, the application reservation fee will be retained by owner as liquidated damages. The application reservation fee will only be refunded if application is not approved; refunds will be sent via mail within 30 days of cancellation. This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises. No oral agreements have been made.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_