



## 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 along with a non-refundable administration fee of \$195.** 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, administration fee 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 and/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. Pet application is required \$20 for the 1st pet and \$15 for the 2nd pet.** 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 60 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 within the past 7 years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.**
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 72 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. 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. **Tenants are required to have and maintain Rental Insurance or tenant liability insurance while leasing our properties. See attached Tenant liability insurance requirements.**
21. 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.**

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*

# TENANT LIABILITY INSURANCE

## Landlord Approved Tenant Liability Insurance

**Required Property Damage Liability Insurance: NOTICE!** All Tenants are required to maintain property damage liability insurance on behalf of the Landlord and Property Manager. Coverage is required in the amount of One Hundred Thousand Dollars (\$100,000.00) for damage to both Landlord's and third parties' property with the provisions covering at least the perils of fire, smoke, explosion, accidental water discharge, and sewer backup.

**Tenants are required to name RE/MAX 200 Realty as an "Interested Party".**

Such a policy shall be written not contributing with and will be in excess from coverage that Landlord may carry, and must waive all rights of subrogation against Landlord and Property Manager. It is agreed that Landlord carries insurance for its protection and that the Tenant is not a beneficiary of such insurance. Tenant shall be responsible to Landlord for all costs of repair for damages as stated in the Lease regardless of existing Landlord insurance.

### **Using an Insurance Provider Outside of Property Manager Preferred Vendor:**

**Tenants may OPT OUT of purchasing this required insurance through landlord's preferred insurance provider at any time by providing written proof of the following three items:**

1. Evidence of Required Insurance levels to show the Policy is in effect, when it will start & end, and who is named on the policy.
1. **RE/MAX 200 Realty** must be named as an **"Additionally Interested"** party to the insurance binder provided by the tenant.
1. The Tenant Liability coverage has to be equal to or greater than \$100,000 in Tenant Liability Coverage to the Property.

**Cost through RE/MAX 200 Realty:** \$9.00 per month plus a reasonable monthly administration fee; for example \$3.00 for a total of **\$12.00 per month**, per lease. Tenants are required to carry Tenant Liability Insurance. Unless a Tenant Opts Out of this insurance by following the steps above, a policy will be automatically provided to the Tenant for \$12.00 per month.

**Failure to Maintain Insurance:** If the tenant's coverage for their independently self-procured tenant liability insurance is lapsed by either non-payment or non-renewal after lease execution, RE/MAX 200 Realty will place that tenant under this program by default for \$12.00 per month. Managers also add a **one-time \$50.00**.

### **Disclosure:**

RE/MAX 200 Realty is not an insurance company

The Tenant Liability Insurance program is provided by Great American Insurance company and brokered through Beecher Carlson Insurance Company

**Coverage Notice:** By electing the Tenant Liability Insurance through Landlord's preferred provider via the automatic program set forth above, Tenant will not be listed as a named insured under the Landlord's policy. The Tenant Liability Insurance policy is not designed to replace a Renter's Personal Insurance Policy. No coverage is provided to insure tenant contents with this policy.

## **Resident Benefits Package Lease Addendum**

This Resident Benefits Package Lease Addendum ("RBP Addendum") is effective as of the commencement date of the Lease and agreed upon between the Tenant and the Landlord. The RBP Addendum provides the terms and conditions of the RE/MAX 200 Realty Property Management Division Resident Benefits Package ("RBP") that delivers savings and convenient, professional services that make taking care of your home second nature at a cost of \$49.95/month ("RBP Fee"), payable with Rent and defined as Additional Rent. The RBP includes all services listed below and no discounts to the RBP Fee will be given if any element(s) of the RBP is discontinued and/or unavailable due to a lack of HVAC, property-specific limitations, availability of services, or any other reasons, unless otherwise specified below.

Tenant and Landlord mutually agree that the RBP is defined based on the listed services below and variations of inclusions may exist due to property specifications and elections requested by Tenant. Tenant acknowledges and agrees that (1) all services listed below are part of the RBP, (2) are made at the Tenant's request and shall be effective for the Term of the Lease, and (3) shall terminate only upon termination of the Lease, or upon the renewal of the Lease without the inclusion of RBP.

◎ **HVAC Filter Delivery:** The RBP shall include the provision and delivery of HVAC filters for the Tenant's home approximately every 60 days, or as required by your HVAC system. Tenant shall be solely responsible for the proper installation of the filter that is provided within two (2) days of receipt. Tenant hereby acknowledges that the filters will be dated and subject to inspection by the Landlord upon reasonable notice to verify replacement has been timely made. If at any time Tenant is unable to properly or timely install a filter, Tenant shall immediately notify the Landlord in writing. Due to potential damage caused to the HVAC system from failure to properly and timely replace the filter, Tenant's failure to properly and timely replace the filters shall be considered a material breach of the Lease and Landlord shall be entitled to exercise all rights and remedies it has against Tenant and Tenant shall be liable to Landlord for all damages to the property or HVAC system caused by Tenant's neglect or misuse. If at any time Tenant is unable to properly or timely install a filter, Tenant may notify Landlord in writing and Landlord shall arrange for installation and may charge a trip fee, or other fee, to Tenant to perform the filter change. Tenant acknowledges that if the property does not have an HVAC system, there will be no filter(s) provided and there is no discount to the overall Tenant cost of the package. Tenant acknowledges and agrees that the delayed receipt of HVAC filters, or inaccuracy of shipment, shall not cause a reduction or modification to the RBP Fee.

◎ **Move-in Concierge Service:** The RBP shall include a concierge service to Tenant to aid in utility, cable, internet, and other relevant service(s) activation (collectively, the "Move-in Services"). Tenant acknowledges that the concierge service provided herein does not guarantee connectivity, account setup, rates, fees, and availability of the Move-in Services, and that all Move-in Services are subject to the approval of the Tenant by the third parties providing such services. Tenant maintains the right at any time to facilitate Tenant's own activations of the Move-in Services, and such action by Tenant shall not reduce or modify the RBP Fee. Tenant agrees to abide by all applicable lease and property restrictions and guidelines applicable to the Move-in Services.

◎ **Resident Rewards:** The RBP shall include access to a resident rewards program ("Rewards") designed for use by the Tenant. Rewards are solely accessible online and are activated, and used, at Tenant's sole discretion through use of a mobile application provided by the Rewards provider. Rewards will provide Tenant with available rewards as a preferred customer of the Landlord. The Rewards shall be subject to Tenant's acceptance of the Rewards provider terms of use. Tenant acknowledges that the Rewards online platform may be inaccessible due to, but not limited to, scheduled outages, force majeure, internet failures, among other reasons. Tenant acknowledges and agrees that the inaccessibility of the Rewards for a period of less than thirty-one (31) days shall not cause a reduction or modification to the RBP Fee.

◎ **Credit Building:** Tenant agrees to, and Landlord shall provide, credit bureau reporting of payment history of Rent payments, excluding payment of Additional Rent or any other services paid by Tenant under the Lease, through a third-party service provider. For any disputes, and/or corrections, Tenant acknowledges and agrees to seek resolution first with the third-party credit data furnisher, and in the

absence of resolution, then from the Landlord. Tenant acknowledges and agrees that the inaccurate reporting, or lack of reporting, shall not cause a reduction or modification to the RBP Fee.

◎ **Liability Insurance Requirements & Program:** The Landlord requires the Tenant obtain liability coverage of at least \$100,000 in property damage and liability coverage from an A-rated carrier and to maintain such coverage throughout the entire term of the Lease. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into the Landlord or Property Manager's Master Policy that satisfies the coverage requirements as part of the RBP; or (2) obtain alternative liability coverage from an insurer of Tenant's choice that meets the requirements set by the Landlord herein. The option Tenant chooses shall not affect whether Tenant's lease application is approved or the terms of Tenant's Lease. Tenant's election shall be determined by the actions of the Tenant as provided below:

◎ **Option 1: Master Policy (Automatic Enrollment)** – If the Tenant does not provide evidence of the required insurance coverage by the Lease commencement date, Tenant has elected to be automatically enrolled into an insurance policy as part of the RBP. Coverage will begin on the effective date of Tenant's lease and continue throughout the term of the Lease. Please refer to the evidence of insurance that is supplied by RE/MAX 200 Realty Property Management Division for additional coverage details. The monthly premium for the elected insurance policy is \$10.95.

◎ **Option 2: Tenant Policy (Policy Verification Required)** - Tenant has elected to find, purchase, and maintain Tenant's policy that satisfies the Landlord's coverage requirements. Tenant must provide evidence of the required insurance coverage by the Lease commencement date. The RBP Fee will be adjusted accordingly. Visit <http://insurance.residentforms.com> and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord.

**Please be sure that your policy meets the following criteria prior to submitting:**

- **Policy is purchased from an A-rated carrier**
- **Policy meets or exceeds the required \$100,000 in property damage and personal liability**
- **RE/MAX 200 Realty Property Management Division is listed as additional interest**
- **RE/MAX 200 Realty Property Management Division address is listed as: PO Box 660121 Dallas, TX 75266**

It is Tenant's sole responsibility to timely pay premiums directly to the Tenant's insurance provider to avoid cancellation of coverage. If the policy is canceled or lapses at any time during the term of the Lease, Tenant shall be subject to a **lease violation fee of \$25** and agrees to be subsequently enrolled into the policy referenced in Option 1 above.

◎ **\$1M Identity Protection:** Tenant has elected to be automatically enrolled in Identity Protection and agrees to Aura's IdentityGuard Terms of Service and Privacy Policy with respect to the identity theft protection service provided as part of the RBP, which can be found at [www.identityguard.com](http://www.identityguard.com).

◎ **Home Buying Assistance:** Tenant acknowledges that Landlord is a Licensed Real Estate Agent and/or Broker and offers buyer representation services and referrals to Tenants enrolled in the RBP for the purchase of real property. Compensation and detail of such services shall be agreed upon in a separate agreement outside of this Lease.

◎ **On Demand Pest Control:** Tenant has elected to be automatically enrolled in the following On Demand Pest Control service, pursuant to the terms and conditions provided under [pest.residentforms.com](http://pest.residentforms.com) and considered as part of the Lease: Pest Assurance Plus

### **Additional Terms and Conditions**

**24-Hour Maintenance Coordination Service:** Landlord shall allow access to Tenant to report maintenance concerns outside of normal business hours via the online Tenant portal, or other such means as made available by Landlord.



