



**FLORIDA PINES REALTY LLC**

2901 E. Irlo Bronson Memorial Highway, Suite A, Kissimmee, Florida 34744

Office: 407-892-0040 Fax: 866-863-4088



**APPLICATION PROCESS AND SELECTION CRITERIA**

APPLICATION PROCEDURES - ALL persons over the age of 18 that will be occupying the residence must complete a rental application. Applicants must view the rental property they are applying for, in person, prior to submitting their application. WE WILL NOT BEGIN PROCESSING YOUR APPLICATION UNTIL WE HAVE RECEIVED A COMPLETED APPLICATION PACKAGE, which includes the following from ALL individuals over the age of 18 who intend to occupy the property:

- Completed application and paid application fee.
- A valid photo ID (example: Driver's License, state issued ID card).
- Income verification documents (example: Paystubs, W-2, or Tax Returns).
- Signed and dated Tenant Verification form (this form is available on our website; it is your responsibility to complete the form and submit it with your application).

APPLICATION FEES - The application fee is \$50 per person over the age of 18. This is due when the application is submitted but will not be processed until we begin processing your application. Once we begin processing your application, the application fee is NON-REFUNDABLE for any reason regardless of whether the application is approved or rejected.

APPROVAL/DENIAL - It could take up to 72 hours or longer for us to process an application and we will notify applicant(s) with the decision as soon as it has been made. You can help the process move quickly by responding to all requests for additional information as quickly as possible. Failure to respond to a request in a timely manner could result in your application being declined due to a lack of information.

HOLDING FEE/DEPOSIT - Once your application has been approved, you will need to pay the holding fee within 24 hours for us to hold the property for you. The holding fee will be equal to one month's rent and will be applied toward your security deposit once the lease is signed and you take possession of the property. If the holding fee is not received within 24 hours of approval, we will move on to the next applicant. Failure to sign the lease or take possession of the property once approved will result in forfeiture of the holding fee.

**RESIDENT SELECTION CRITERIA:**

1. All adult applicants 18 or older must submit a fully completed, dated and signed application and application fee. Applicant(s) must provide proof of identity. A non-refundable application fee will be required for all adult applicants. Applicant(s) may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee, security deposit or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. All sources of income must be verifiable if needed to qualify for a rental unit. Acceptable income verification documents include W-2's, pay stubs, tax returns, official explanation of benefits letter, etc. We



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reserve the right to request additional documentation if needed. Self-employed applicants will be required to submit two years of tax returns.

3. A minimum of two years of verifiable residential rental history is required (renting from family or friends is not a verifiable source of rental history). Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination. A rental application will not be considered complete without accurate phone numbers and email addresses for former and current landlords and current employers.
4. Credit history and/or civil court records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past seven years.
5. Criminal records must contain no sexual related offenses for any time period, no felonies of illegal manufacture or distribution of a controlled substance within the last seven years, and no felonies resulting in bodily harm or intentional damage or destruction of property (for example, "arson") within the last seven years.
6. No pets (with the exception of medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit. Fees and deposits are waived for medically necessary pets.
7. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
8. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. At landlord's discretion, an additional security deposit or payment of advanced rent may be required for qualification if applicant fails to meet any one of the above requirements.