

TENANT INFORMATION PACKET-MUST ACCOMPANY ALL APPLICATIONS!

Application Cost, Processing and Time Frame:

* Processing an application normally takes 24 hours ONCE ALL REQUIRED DOCUMENTATION HAS BEEN RECEIVED. In some cases, required approvals by homeowner associations, condo associations, and Landlord overrides, may require some applications to take slightly longer to process. You will be contacted immediately upon determination of approval or denial.

* Some Homeowner and Condominium Associations may require a separate application and fees and also require their own approval of the tenant. These are their policies and RMH has no control over them. If such is the case, you must also apply to that association and remit the required application fee prior to our final approval.

*All adult applicants over the age of 18 must submit a completed, dated, and signed rental application & application fee. Application fees are \$50 for the first applicant, and \$25 for each subsequent *family* member required to apply. Unrelated roommates do not qualify for the application fee discount.

_____ (initial) **Application fees are "non-refundable" REGARDLESS of whether you are approved, declined or you choose not to move forward.** Approved RMH's applications are good for 90 days. Should the property you apply for have multiple applications, and you do not end up being the accepted application, you may apply for other RMH's properties without having to pay additional fees.

*Within 48 hours of been notified of approval, you must place a holding deposit on the property. Holding deposits are equal to the amount of your required security deposit (based on credit and application strength). Upon occupancy, your holding deposit will automatically convert to your security deposit.

_____ (initial) **Holding deposits must be paid by cashier's check or money order and are non-refundable should you be unable to take occupancy for any reason on the scheduled date.** In the event that you fail to enter into the lease agreement or refuse to take possession of the property, your holding deposit is forfeited to the Landlord for losses sustained while you had the property on hold and unmarketable. Regardless of whether the property is off the market for one day or 29 days, the entire holding deposit is forfeited. Due to the high demand for rental homes, we are only able to hold a property for 48 hours, from approval, without the required holding deposit. If you do not bring in your holding deposit within 48 hours, we may rent the home to the next approved applicant. Although your application fee is still non refundable, you may still use it toward another property for up to 90 days.

*Once a holding deposit is placed on a property, that property may be held, pending move in, for up to 30 days. Longer holding times must be approved by the Property Manager and Landlord.

_____ (initial) **Within 7 days of placing a holding deposit, your lease must be signed.** Failure to do so can result in loss of the home, and loss of your holding deposit.

_____ (initial) **There is a onetime administrative fee of \$150.00 due upon signing of your lease.** This fee is a necessary fee which helps to defer the costs associated with staffing our company to better serve your needs. It allows us to have a licensed agent on call 8 am -10 pm, 7 days per week, including holidays, to address property inquires, coordinate showings, and field emergencies, post move in. This administration fee also includes the cost of your attorney prepared lease.

Approval Criteria:

Upon receipt of your rental application(s) and application fee(s), you can expect us to, and hereby authorize us to:

- (1) check your credit report
- (2) check the public records for any past evictions
- (3) verify your employment
- (4) verify your previous landlord references
- (5) do a criminal background/sexual predator check

Approval criteria is as follows:

****Valid current photo ID documentation (driver's license, military ID, or State ID) is required with all applications for applicants over the age of 18 years old.**

****Credit scores are based on the mean credit score for all applicants over 18 year of age applying to live in the home.**

****Applicants must have a combined gross income of at least two (2) times the monthly rent, after expenses. Incomes must be verified, in writing, via a recent pay stub showing YTD figures or a current year tax return.**

****Previous rental references must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and confirmation that the property was left in the same, or better, condition than it was rented.**

****Applicants with a bankruptcy, short sale or foreclosure are a mandatory 2 month's rent as security deposit regardless of credit score.**

****Approval is not available to applicants with an eviction, sexual offender status, or a felony conviction on their record.**

Credit scores	400-499	2 month's rent = security deposit
	500-599	1.5 month's rent = security deposit
	600-699	1.25 month's rent = security deposit
	700+	1 month's rent = security deposit

We reserve the right to require a guarantor and/or a higher security deposit than listed above if you fall short of more than one of our applicant criteria. For example, your credit score is a 550, but you have a bankruptcy. This would be 2 month's rent as your security deposit due to the bankruptcy.

All applicants must see the interior of the property, in person, before an application can be submitted. CHOOSE ONLY ONE:

_____ (initial) I/We have viewed the property, in person. I/We are aware that the property is being rented in "AS IS" condition & acknowledge that the condition is acceptable to me/us.

OR

_____ (initial) I/We require the following repairs, maintenance or upgrades to be performed, at the landlord's expense, prior to our application being approved-see below.

OR

_____ (initial) I/We request permission to perform the following repairs, maintenance or upgrades, at our expense, prior to our application being approved. We realize that we may use only licensed & insured vendors, and that permits need to be pulled/provided, as necessary.

Requested work:

_____ (initial) Applications requesting repairs, maintenance or upgrades, will not obtain final approval of their application until the landlord has approved or denied their request. In the event that another application comes in on the same property, the applicant understands that the manager has the right to select the applicant accepting the property in "AS IS" condition, over the applicant requesting maintenance or repairs, without obligation to the first applicant. The order in which the applications come is, in irrelevant. Management has the right to choose who they believe to be the best overall Tenant for the Landlord. In all cases, the application fee is Non-Refundable.

*We are unable to provide you with a copy of your credit report or tell you of its contents; however, if denied, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only

_____ (initial) No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Rent Me Homes Property Management and an additional **non-refundable administrative fee**. To have a pet considered for approval, you must bring a **Veterinarian record showing the pet is up to date on all shots**; you must bring the **pet into the office for a photo** (we have treats) and you must agree to **purchase a pet liability insurance policy**. The fee for approved pets under 25 lbs is \$150 per pet for a maximum of 3 pets per household. The fee for approved pets over 26 lbs is \$200 per pet for a maximum of two pets per household. **DOBERMANS, PIT BULLS, CHOWS, AND ROTWEILLERS are not allowed. Some large breeds are with Landlord approval only.**

_____ (initial) **ALL OF OUR HOMES ARE NON SMOKING HOMES. YOU ARE WELCOME TO SMOKE OUT OF DOORS-But pleased don't be a litterbug!** Upon vacating the property, you will be held financially responsible for any damage caused by smoking indoors and by smoking debris left around the exterior of the property. This could be very costly. Please do not smoke in our properties, and make sure you clean up after yourselves, out of doors.

**Current occupancy standards exist based on city ordinances, homeowner's associations and management company policy. If you plan on having more than 2 unrelated adults share housing, please seek management approval prior to applying.

Other Information You Should Know (please initial each):

_____(initial) Rents are due on the first of the month and late on the second of the month. On the 15th of the month, evictions are filed on all properties whose rent has not yet been paid. In order to stop the eviction process, you must pay all incurred expenses, and sign a stipulation. There are no exceptions to the eviction policy. You will be glad to know that we have the best tenants ever, and evictions are extremely rare, but if you don't pay, you won't stay. Sorry!

_____(initial) Keys will be released on the first (1st) day of occupancy, as stated in the lease agreement. Request for keys prior to the beginning of the lease, must be accompanied with additional pro-rated rent, must have an addendum to the lease to grant you possession, and must have Rent Me Homes Property Management's prior approval.

_____(initial) **All initial funds: the holding deposit, first month's rent, and security deposit, must all be paid by certified funds, payable to "Rent Me Homes".** Rent, thereafter, may be paid by cash, personal check or money order. If a tenant's check is returned for any reason, RMH reserves the right to require that all subsequent payments to be made by cash or certified funds. **All late payments are to be made by certified funds.**

Money/ Paperwork time tables:

Application fees due	With application
Holding deposit due	Within 48 hours of approval
Lease Signing done	Within 7 days of placing holding deposit
Administration Fee of \$150 due	Upon signing lease
First month's rent due	Prior to move in

_____(initial) Security deposits are security for faithful performance by tenants of all terms, covenants and conditions of the lease agreement. Tenants may not dictate that the security deposit be used for any other purpose prior to vacancy, including rent due. Unless claimed for unpaid rent, damages or to perform work that was contractually the tenant's responsibility, the security deposit is **fully refundable** upon vacating the property at the expiration of the lease term. Security deposits in which no claim is being made, must be processed, in accordance with FL law, within 15 days from vacating. Security deposits in which a claim is being made, must be processed within 30 days from vacating. **We ALWAYS process security claims within the limits of the law.** Calling to check on your security deposit will only slow your property manager down. *Handing in your Return of Possession forms in a timely manner will speed the return of your security deposit.*

_____(initial) When you rent a home from our company, we strive to ensure that all items are in good working order. Please report, **in writing and during your first 5 days of possession**, any deficiencies you discover at the property. RMH's cannot guarantee that the landlord will correct these issues, as only issues listed on page 3 are automatically approved, but we promise to at least address these issues with the landlord and see what we can do.

_____ (initial) Multiple Applications - It is entirely possible that Rent Me Homes Property Management may receive multiple applications on the same property. *If this happens, we will process all applications for consideration, and, in our sole discretion, choose the applicant we deem best for the property, which may not necessarily be the first application received.* In such cases, more than one applicant may be approvable, however only one will be approved. If your application is approvable, but not approved for the property for which you applied, you may apply for another available RMH's property for up to 90 days without paying another application fee. Once an application has been processed, application fees are NOT REFUNDABLE.

*This "Rental Process and Application Disclosure" is hereby made an integral part of my/our rental application.

*I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein.

*We acknowledge that I/we have received and agree to the terms of the Tenant Handbook and that all terms herein are part of your lease agreement and is legally binding on both parties.

Please sign below and include this form, in its entirety, with your rental application forms, rental reference forms, income verification forms, and any additional requests you may have. Application scan be delivered in person at:

136 N. Orchard Street #3, Ormond Beach, FL 32174

or by fax to (386) 671-2119.

Thank you for applying to Rent Me Homes Property Management

Applicant 1 Signature

Applicant 2 Signature

Date _____

Date _____

Applicant 3 Signature

Applicant 4 Signature

Date _____

Date _____

You may call us with any questions at: (386) 677-5594
OR You may fax us any inquiries to : (386) 671-2119

Thank you for your interest in Rent Me Homes Property Management.

RENT ME HOMES

WWW.RENTMEHOMES.COM

386 677-5594



(386) 671-2119 fax

Application Date:	The Non-Refundable Application Fee is \$50.00 per adult Applicant.
Rental Address:	Monthly Rent: \$
Date Lease is to Begin:	Security Deposit(s)
Initial Term of Lease:	Non-Refundable Pet Deposit: \$

Applicant (Full Name): _____ **SSN#:** _____

Present Address: _____

City/State/Zip: _____

Driver's License#: _____ state _____ Date of Birth: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

Co Applicant Name: _____ **SSN#:** _____

Present Address: _____

Driver's License#: _____ state _____ Date of Birth: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

Applicant Employer's Name & Address: _____

Work Phone: (____) _____

From: _____ To: _____ Position: _____ Monthly Gross Income: \$ _____

Previous Employer Name & Address: _____

Work Phone: (____) _____ Position: _____

From: _____ To: _____ Monthly Gross Income: \$ _____

Co-Applicant Employer's Name & Address: _____

Work Phone: (____) _____

From: _____ To: _____ Position: _____ Monthly Gross Income: \$ _____

Previous Employer Name & Address: _____

Work Phone: (____) _____ Position: _____

From: _____ To: _____ Monthly Gross Income: \$ _____

Current Landlord's Name & Address: _____

Landlord's Phone: (____) _____ Current Rent: \$ _____

Previous Landlord's Name & Address (if less than 2 years): _____

Persons to Occupy Dwelling:	Age	Sex	Social Security # if 18 yrs of age
Name: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Nearest Relative Not Living With You:
Name: _____ Phone: (____) _____
Address: _____

Pets: Yes() No() Type: _____ Breed: _____ Weight: _____
Type: _____ Breed: _____ Weight: _____

Car Tag: _____ State: _____ Make: _____ Model: _____ Year: _____
Car Tag: _____ State: _____ Make: _____ Model: _____ Year: _____

Have you ever been evicted from a tenancy? ___Yes ___No
Have you ever intentionally refused to pay rent when due? ___Yes ___No
Have you ever been arrested for or convicted of a felony? ___Yes ___No

Applicant's Initials (____) (____)

Please let us know how you heard about Rent Me Homes.

How did you find this property?

Were you referred to us from someone?

I (WE) DO HEREBY MAKE APPLICATION FOR OCCUPANCY OF THE FOLLOWING RENTAL UNIT AND UNDER THE FOLLOWING TERMS:

PROPERTY ADDRESS: _____, FLORIDA.

INITIAL TERM: SHALL BE FOR 12 MONTHS, BEGINNING _____, 20____, AND ENDING THE LAST DAY OF _____, 20_____.

RENT: THE RENT (IF PAID ON TIME) SHALL BE \$ _____ PER MONTH. (NOTE: THIS ASSUMES THAT THE RENT IS PAID ON OR BEFORE THE 1ST OF EACH MONTH BY 5:00 PM. OTHERWISE, A LATE FEE WILL APPLY). OTHER ITEMS REQUESTED (IF ANY-MUST BE LISTED) :

ASSOCIATION APPROVAL: Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective Resident(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within 3 days from the effective date of this contract. Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association and/or Rent Me Homes Property Management, this contract will terminate and any rents and/or security deposits paid will be refunded to the prospective Resident(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable application fees paid to the association and to Rent Me Homes Management are not refundable under any circumstance.

AUTHORIZATION: I (we) affirm that the information contained in this rental application to lease to be true and correct. I (we) agree that Rent Me Homes Property Management may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I (we) agree and affirm that Rent Me Homes Property Management may question and seek information from all persons and/or firms named by us in this application and contract to lease, and further authorize Rent Me Homes Property Management to acquire my (Our) credit reports and criminal background check from any authorized credit agency. I (we) agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to Rent Me Homes Property Management.

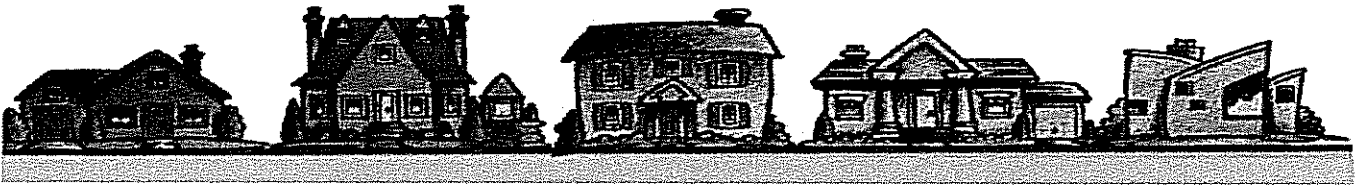
FAILURE TO PERFORM: I (we) agree to enter into a lease for the rental unit upon the terms outlined above. I (we) agree that I (we) have toured, previewed and seen the rental unit being applied for and that I (we) are accepting it in "AS IS" condition, unless otherwise noted above in "Other Items Requested". If I (we) refuse to enter into the managers lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me (us) (on or before the occupancy date indicated), then Rent Me Homes Property Management may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by Rent Me Homes Property Management as liquidated damages.

RENTAL PROCESS AND APPLICATION PROCEEDURE: I/we do hereby acknowledge that I/we were provided the handout entitled "Rental Process and Application Procedures" and that I/we understand and agree to the terms of application and rental process. I/we have read and initialed or signed all eight (8) pages of this application package and have submitted them with this application for consideration by Rent Me Homes Property Management. I have also received a copy of the Resident Handbook and agree to all terms.

Applicant's Signature

Leasing Consultant

Applicant's Signature



RENTAL REFERENCE OF FORMER LANDLORD

Dear Landlord,

A current or former tenant of yours has applied to rent a property from our company. **Please take a moment to complete this reference form and fax it back to us at: 386-671-2119. Thank You!**

Applicants' Names: _____

Former Address: _____

How long have they rented from you? From: _____ To: _____

Rent amount: \$_____ Was their security deposit refunded? Y or N

Did they have any pets? Y or N If yes, what kind of pet? _____

Number of times they were late paying their rent? _____

Any NSF's (bounced checks)? Y or N If yes, how many? _____

Would you re-rent to these tenants? Y or N If no, why? _____

Are you related to these applicants? Y or N If yes, how? _____

Any complaints or positive recommendations about these applicants?

Your Name: _____ - Position: _____

Would you be interested in using our services to lease and manage your rental investment properties?
Y or N

If so, call us at 386-677-5594 or visit our website at www.rentmehomes.com

I authorize Rent Me Homes to obtain a rental reference from my previous landlord.

Prospective Tenant

Prospective Tenant