

FPM PROPERTIES

Rental Process & Application Disclosure:

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin." FPM Properties is the agent for many separate property owners; therefore, policies at each property may vary depending on the particular owner's preference.

Application Processing and Time Frame: Processing an application normally takes between 1-2 business days once the application is submitted and complete with all supporting documents. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial.

No rental property will be held vacant for more than two (2) weeks, unless approved by FPM Properties.

Costs: If you decide to apply to rent one of our properties, there is a \$80.00 per adult (18 yrs. of age or older) process fee that is "non-refundable." Applicant must provide a valid, current, federal ID, government issued photo identification card or a driver's license. We reserve the right to require a co-signer. Incomplete applications or applications submitted without the proper processing fees will not be considered and process fees will not be refunded for incomplete applications.

Our leases are currently prepared by an Attorney at Law to comply with Florida laws. **If you are the successful leasing candidate, there is a one-time lease closing cost of \$70.00 (seventy dollars) as well as a \$150.00 (one hundred and fifty dollar) administrative fee to cover administrative costs and preparation of your lease.** Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium associations and remit application/process fee required.

In the event you owe FPM Properties any NSF fees, late fees, damages, rent, release fees, advertising costs, lock change fees, etc. after distribution of your security deposit, and balance owed is not remitted, we will forward all balances due to a collection agency. The costs associated with the collection efforts are typically 40% of the total amount due and will be charged against your account.

PLEASE READ CAREFULLY

Burden of Proof: It is the applicant's sole responsibility to provide all documentation as stated in this criterion, as well as any further required during the application process. Failure to provide requested documentation will result in the application being declined. We need all phone numbers and email addresses of prior rentals, human resources phone numbers (if your company goes through a company that provides your employment information for a charge, it is up to you, the Applicant, to provide that information to us as FPM Properties does not pay for employment verification).

Other Issues: Rents quoted are the rental amounts due if paid on time; (on or before the 1st of each month by 5:00 p.m.) otherwise the rent is 10% higher.

Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have FPM Properties' prior approval.

Leasing Consultant – FPM Properties provides a leasing consultant to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. The leasing consultant will also submit your application to FPM Properties for processing. The leasing consultant is not authorized to negotiate on behalf of FPM Properties. Verbal representations are non-binding. Once your application is submitted to FPM Properties, the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.

This "Rental Process and Application Disclosure" is hereby made as an integral part of my rental application. I do hereby acknowledge that I understand and agree to the terms of application and rental process as described herein. I further acknowledge that I have seen and previewed the rental property for which I am applying. The applicant agrees that a move in after the 20th of the month will require the prorated rent for that month and the full rent for the next month to be paid prior to gaining possession of the property.

Our company charges a (\$100.00) one hundred dollar mortgage verification processing fee, in the event you should require a mortgage verification form to be filled out during or after your lease term.

Resident Selection Criteria:

Income Requirements

Applicants must have a combined income of at least two and a half (2.5) times the monthly rent, within \$100.00 of the combined income requirement. One month's worth of consecutive paycheck stubs must be included with the application. Self-employed applicants may be required to produce two (2) years of IRS signed tax returns or 1099's as well as three (3) most recent bank statements showing the income deposits. Individuals transferring to a new job must provide a letter from their new employer. Non-employed individuals must provide proof of income. All sources of other income must be written and verifiable to qualify for a rental unit.

Credit Reporting and Requirements

Our company policy is to report all non-compliance's with terms of your rental agreement or failure to pay rent, or any outstanding amounts to the credit bureau. A credit report will be pulled on each applicant, and each applicant must have a good credit rating. Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the past one (1) year. We cannot provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from credit bureau.

All information collected for the approval or denial of this application is considered confidential in nature and for company use only. In the event of a bankruptcy, documentation proving that it has been discharged must be provided with the application. This may require a letter from your bankruptcy attorney indicating your date of final discharge.

If an applicant's credit is frozen, or incorrect information (including, but not limited to incorrect or incomplete social security number or birthdate) was provided on the application which prevents the credit report from being pulled then a \$25.00 fee will apply to re-screen the applicant.

Background Investigation Requirements

Criminal records must contain no convictions for felonies within the past 5 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 and circumstances surrounding the criminal conduct, age at the time of conduct, evidence of good tenancy before and after the conduct, nature and severity of the 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.

Rental/Mortgage Requirements

Previous rental history must be rated satisfactory or better, with no record of evictions within the last 5 (five) years. Previous rental history reports from landlords must reflect timely payment, no more than 3 late 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. Any derogatory information received or inability to procure information from a previous landlord may result in an additional deposit or the application may be declined.

Pet Policy

A separate pet application must be completed for each pet by visiting FPMProperties.PetScreening.Com. This is a 3rd party screening service and the current cost is \$25.00 for the 1st pet, and \$15.00 for each additional pet thereafter. Upon application approval a \$95.00 pet application fee per pet will be due and payable to FPM Properties. Applications are not completed and will not be considered until all required documentation and information is submitted and approved by PetScreening. Additional application fees, fees, pet rent, and deposits are waived for service animals and emotional support animals, however an assistance animal accommodation request must be submitted and approved through PetScreening. No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of FPM Properties in the lease document, and an addendum to the lease. Some

properties may require higher application fees or higher rent amounts. The following pets will not be accepted under any circumstances, GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS, STAFFORDSHIRE TERRIERS, PRESA CANARIOS, AKITAS, BELGIAN MALINOIS, CANE CORSO, DOGO ARGENTINOS, WOLF HYBRIDS, GREAT DANES, TOSA INUS, FILA BRASILIEROS, MASTIFFS, ALASKAN MALAMUTES AND HUSKIES. Mixed breeds of any of the above will not be permitted.

Security Deposit

Security deposits are security for faithful performances by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.

Occupancy Standards

Current occupancy standards are a maximum of two persons per bedroom, except for children under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (w) unrelated adults to reside in a single family dwelling unit. Consequently, FPM Properties, also prohibits the rental of a single family dwelling to more than two (2) unrelated adults.

CRITERIA EXCEPTIONS:

Any exceptions to our company's criteria will need to be submitted in writing to FPM Properties. for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional higher rent payments may be required. No verbal agreements will be executed or honored. Any agreements must be in writing and signed by both parties.

The Application:

We reserve the right to require a co-signer and/or a higher security deposit. Cosigners are accepted at the managers' discretion only, must meet all requirements, and must reside in the State of Florida.

Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will (1) check your credit report; (2) check the public records for any past evictions (including dismissed filings); (3) verify your employment/income and income ratio; (4) verify your current and previous landlord references; (5) do a criminal background check.

Once you have been notified of your approval, you must place (at a minimum) a holding deposit (by cashier's check or money order), equal to at least one months rent, within 24 hours of your approval notification. **Once approved and payment of the holding deposit is paid your holding deposit is non-refundable.** If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable. After lease closing your holding deposit will be transferred as your security deposit, which is \$25 more than the rental amount. A separate \$75 lease closing fee and a \$150.00 non-refundable administrative fee is paid to FPM Properties at lease closing.

All Applicants must preview the interior of the property before making application. The property must be accepted in "AS IS" condition before an applicant can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application by uploading into the documents portion of the application.

If your maintenance and repair request are acceptable to FPM Properties, then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding. In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands the manager may select the applicant desiring the property in "AS IS" condition, over another applicant requesting maintenance or repairs. In all cases the application fee is non-refundable.

All initial funds, the holding deposit – first months rent and security deposit must be paid by cashiers check or money order payable to "FPM Properties"

Subsequent months thereafter may be paid by check. In the event of multiple tenants, all rents must be paid by ONE check.

****PLEASE READ THIS BEFORE STARTING THE ONLINE APPLICATION PROCESS****

Due to the enhanced security features built into this online application, there are a few user limitations you need to be aware of.

1. If you're using a PC or Mac device connected to a corporate server on a network, you will likely experience difficulty submitting the application. Therefore, wait until you're at home to do this.
2. The security settings on this application are far too advanced for old versions of Internet Explorer. Please use one of the following browsers: Internet Explorer 10 or 11, Firefox, Safari, or Chrome.
3. If you're still using Windows XP as your operating system, your web browser will not have the latest and greatest security features, since Microsoft is no longer supporting Windows XP. Please use another computer with a more recent operating system.
4. Cookies must be enabled in your browser.
5. Lastly, while completing the online application process, do NOT press the BACK button on your browser. If you do, you will be locked out, for security reasons.