



Rental Process and 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, LLC is the management 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 days. 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 First Place Management, Inc. Costs:**
- **If you decide to apply to rent one of our properties, there is a \$75.00 per adult (18 yrs. of age or older) application/process fee that is “non-refundable.” This must accompany the completed application form provided to you by our company. Applicant must provide a valid, current, federal ID, 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 application/processing fees will not be considered and application/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), to cover costs for preparation of your lease. There will be a one time administrative fee of \$150.00 paid to FPM Properties at lease closing.**
- **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.

Applicant’s Initials _____

The Application:

- **We reserve the right to require a co-signer and/or a higher security deposit.** Co-signers 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. We would encourage you not to apply if you have bad credit, bad references, have ever been evicted in the past or have a criminal record. Co-signers may be considered on an individual basis.

- **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 month's 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.**
- **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 under "Other Items Requested," in the contract to lease portion of your application. If your maintenance and repair request are acceptable to First Place Management, Inc., 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 month's rent and security deposit must be paid by cashier's check or money order payable to "First Place Management, Inc."** Subsequent months thereafter may be paid by check. **In the event of multiple tenants, all rents must be paid by ONE check. 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. The most recent paycheck stub 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. 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

Applicant's Initials _____

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.**

Background Investigation Requirements

A criminal background check will be pulled on all occupants **18 yrs. of age and older**. If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any sexual related, murder related or arson related crime.

Rental/Mortgage Requirements

Previous rental history must be rated satisfactory or better, with no record of evictions. 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.

Pet Policy (A pet application has to be filled out for each pet.) See Pet Application on page 7 if applicable.)

Additional fees and deposits are waived for service animals. No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of FPM Properties, LLC 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, WOLF HYBRIDS, 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 (2) unrelated adults to reside in a single family dwelling unit. Consequently, First Place Management, Inc., 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, LLC. 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.

Applicant's Initials _____

PLEASE READ CAREFULLY

Burden of Proof:

10365 Hood Rd. S., Ste. 205 Fax: 904-241-9991 Jacksonville, FL 32257
Adminassistant@rentalsinjax.com HYPERLINK "http://www.rentalsinjax.com"
www.rentalsinjax.com Office #: 904-246-1200 Revised: 03.27.2015

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 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, LLC. 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 First Place Management, Inc.'s prior approval.
- Leasing Consultant – FPM Properties, LLC. 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, LLC. for processing. The leasing consultant is not authorized to negotiate on behalf of FPM Properties, LLC. Verbal representations are non-binding. Once your application is submitted to First Place Management, Inc., 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.**
- The following pages, 5, 6 & 7 contain the contract to lease, the home rental application, a Pet Application (if applicable).
- **Our company charges a (\$65.00) sixty-five 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.**

Applicant's Initials _____

CONTRACT TO LEASE: I do hereby make application for occupancy of the following rental unit.

Property Applying for: _____

Move In Date: _____ Rental Amount: _____

Other items requested (if any):

Association approval: Where applicable, this contract is subject to and contingent upon the prospective resident(s) being approved by the condominium/homeowners association. The prospective resident(s) will pay any non-refundable application fee required by the condo association and make application for association approval within three (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 First Place Management, Inc., this contract will terminate and any rents and/or security deposits paid will be refunded to the prospective resident(s). Refunds are

Name Relationship Age

Name Relationship Age

PETS? _____ NO _____ YES (If yes, fill out the Pet Application, one application per pet!)

Current Address: _____
Street Apt. # City State Zip Code

Current Landlord / Mortgage Holder: _____ Phone _____

Length of Residence: ____/____ To ____/____ Rent / Mortgage \$ _____
Mo. Yr. Mo. Yr.

Previous Address: _____
Street Apt. # City State Zip Code

Current Landlord / Mortgage Holder: _____ Phone _____

Length of Residence: ____/____ To ____/____ Rent / Mortgage \$ _____
Mo. Yr. Mo. Yr.

Current Employer: _____ Phone _____
Position: _____ Employed ____/____ To ____/____ Monthly Gross Income \$ _____
Mo. Yr. Mo. Yr.

Have you ever had an eviction filed or left owing money to an owner or landlord? Applicant: Yes ___ No ___

Have you or any occupant ever been arrested, had adjudication withheld or been convicted of a felony? Applicant: Yes ___ No ___

Occupant: Yes ___ No ___

Have you ever filed bankruptcy? Yes ___ No ___ If so, when _____

Applicant's Signature

Date

Pet Application

Tenant(s) Name: _____

Property Address Applying for: _____

Pet Application Fee of \$95.00 (per pet, paid to First Place Management, Inc.) must accompany the completed application form provided to you by our company. All pet application fee(s) are nonrefundable. A photo of the pet must be attached to the Pet Application. We are unable to approve any dogs that are considered a vicious breed, including but not limited to the following: German Shepherds, Dobermans, Pit Bulls, Chows, Rotweillers, Staffordshire Terriers, Presa Canarios, Akitas, Wolf Hybrids or Huskies or any part thereof. **In the event of a large mixed breed dog, a letter of a mix thereof breeds from a veterinarian may be required.**

Some properties may require higher pet fee(s) or Security Deposit along with a minimum monthly pet rent of \$25.00 per pet to be added to the rent. If a pet dies or is removed from the property during the lease period, the monthly pet rent will continue until the next renewal period.

Any false information will be considered grounds for rejection of the application. FPM Properties, LLC. and its agents reserve the right to meet the pet prior to final approval of application.

Pet Information:

Type: _____ Name of pet: _____ Breed: _____
Age: _____ Weight: _____ License #: _____
Crate Trained: Y/N House Broken: Y/N Shots Current: Y/N

I/We the Owner(s) of the above described pet, do hereby certify the following:

- 1) My/our pet is well trained, is not dangerous to others and does not have a propensity to be vicious.
My/our pet has never bitten, clawed or caused harm to another person.
- 2) In the event the pet produces a litter, I/We agree to keep them at the rental premises no longer than one month past weaning.
- 3) I/We shall not engage in any commercial pet-raising activities.
- 4) Should I/We desire additional pets, I/We agree to apply to FPM Properties, LLC. agent for Owner for written approval prior to pet occupancy.
- 5) I/We agree to keep the pet from becoming a nuisance to neighbors. This includes controlling the barking of the pet, if necessary and cleaning up any animal waste in the yard or on public or common areas.
- 6) In the event that my/our pet causes damage or destruction to the property, I/We agree that all costs of said damage or destruction shall come out of my/our security deposit as stipulated in the lease agreement. Should the security deposit be insufficient to cover the cost of any pet damage or destruction, then I/We agree to be financially responsible for damages above and beyond the amount of my/our security deposit.
- 7) If the pet becomes a nuisance or causes damage or destruction to the premises or otherwise violates the terms of this pet application, FPM Properties, LLC. may terminate the pets' right of occupancy as agreed and/or my/our lease agreement.

I/We do hereby agree to the terms and conditions of the Pet Application Form this _____ day of _____, 20__.

Tenant Applicant's Signature

Tenant Applicant's Signature

Printed Name

Printed Name