



RENTAL APPLICATION CRITERIA AND PROCEDURES

St. Augustine Team Realty is committed to supporting Equal Housing Opportunity and Federal Fair Housing Law. It is illegal to discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.

Before a residential lease can be submitted, all applicants must see the interior of the property and accept the property in an **AS IS** condition, except where there is written agreement for repairs with the owner. If so, that agreement will become part of the lease. Verbal representations are non-binding.

APPLICATION PROCESSING / TIME FRAME:

Processing an application normally takes between 1-3 days. Due to unforeseen circumstances, some applications may take longer. You will be contacted immediately upon determination of approval or denial. You will have 72 hours to complete all lease requirements for the property for which the application is submitted.

THE FOLLOWING IS REQUIRED TO SUBMIT AN APPLICATION:

1. All applications must be completely filled out and signed by the applicant on all pages of the application. **NO APPLICATION WILL BE PROCESSED THAT IS NOT FULLY COMPLETED AND SIGNED.**
2. Each applicant must pay an application fee of \$50.00. Every person over the age of 18 must complete the application process and sign the lease as a responsible party. Please note that application fees are **NON-REFUNDABLE.**
3. A "Property Deposit" of \$150.00 must be paid with an application in order to hold property and refuse other applicants while the application is being processed. If applicant is approved and the lease is entered into and possession of the property is taken the "Property Deposit" shall be applied toward the first month's rent. If applicant is approved but fails to enter into the lease within 72 hours of verbal and/or written approval, and/or tries to terminate the lease prior to occupying the property, the full "Property Deposit" shall be forfeited.

4. Valid, current photo identification (driver's license, Military ID, or State ID) is required.
5. A copy of each applicant's social security card is required.
6. **APPLICANT(S) MUST PROVIDE VERIFICATION OF INCOME.** (pay stubs, bank statements, tax returns, letter from CPA, court decree on child support or alimony, etc). If you are in the military, please submit the most current Leave and Earning Statement (LES). For retired persons or persons otherwise without current employment, please submit proof of funds equal to rent term. Attach proof of income to the application.
7. If you have been a resident of the state of Florida for six months or less, we will require your previous out-of-state address to ensure accuracy of screening.
8. Applicants without a social security number must show proof they are permitted stay in the U.S. with a visa. If applicant shows proof and/or approval that they can work in the U.S., then the last three (3) months rent must be paid in advance.
9. **All subsequent funds prior to move-in must be paid in money orders and/or cashiers checks. NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR SECURITY DEPOSIT.**

SCREENING AND EVALUATION

All applicants will be evaluated by a third party screening company.

Applicants are screened by a computer model in three main areas: income/employment, residential history and credit history. Applicants earn points for positive factors and points are deducted for negative factors. If an applicant is strong in two of the areas, it may compensate for being weaker in the third area.

If an applicant does not earn enough points for approval, then additional requirements, (such as an additional security deposit) may be recommended, or the application may be declined.

If there are additional occupants or roommates the income criteria may increase.

The criteria that is typically desired for approval:

- a) A satisfactory credit score from the credit bureau. Generally a score of 610 is the lower threshold.
- b) 24 month's rental history on a lease or mortgage.
- c) Monthly rent amount cannot exceed 35% of gross monthly income.

An applicant will be automatically denied if:

- a) Applicant has lied or otherwise falsified information on the application.
- b) If the applicant has been convicted of any felony within the past ten (10) years. The applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past ten (10) years or a serious misdemeanor record that was adjudicated guilty or had adjudication withheld within the past ten (10) years or applicant was involved in a crime where monies were paid from a Victims Compensation Assistance Program (VCAP) in the past one hundred (100) years.
- c) Convicted of any sexual related offense in the applicant(s) history.
- d) Applicant(s) has been evicted in the past seven (7) years.
- e) Applicant(s) has a tax lien in the last 48 months.

For applicants that are approved with contingencies, we will further verify the information on the application.

CO-SIGNERS

Co-signors on a lease must live in the state of Florida, must be over the age of 18, and must pay a separate application processing fee and be approved without contingencies.

PET POLICIES

1. For properties that allow pets, there is a **NON-REFUNDABLE** Pet Fee of \$250 for each pet.
2. Some properties that allow pets will require an additional pet rent of \$25 per month, per pet.
3. Applicants must fill out pet application for each pet.
4. Properties that we manage do not accept the following dog breeds under any circumstances: Dobermans, Pit Bulls, Rottweillers, Chows, German Shepards, and/or any mixed breed where the predominant breed is mentioned above.
5. **FAILURE TO DISCLOSE ALL PET(S) WILL RESULT IN EVICTION.**

ADDITIONAL PROCEDURES AND POLICIES:

1. If you have water filled furniture, you must supply St. Augustine Team Realty with proof of insurance. (FS. 83.535)
2. No properties are held for more than two (2) weeks unless approved by owner.

3. The applicant must sign the lease and provide a security deposit in certified funds for the premises within seventy-two (72) hours of being notified verbally and/or in writing that the applicant has been approved and the lease has been prepared. If an applicant fails to complete the lease and provide the necessary security deposit within the time limit **the applicant will be rejected and the property returned to the open market. If the applicant submits the security deposit and signs the lease and attempts to terminate the lease prior to occupying the property the security deposit will be forfeited.**
4. Normally applications will be processed on a “first come, first served” basis. However, from time to time, two or more applicants may inadvertently make application and pay the “Property Deposit” simultaneously. Due to our fiduciary relationship with the owner, if more than one (1) application is submitted before approval can be achieved, we are required to select the highest rated application for placement. In these cases, the application that is not approved will have their “Property Deposit” refunded.
5. Keys will be released on the first (1st) day of occupancy and under **NO** circumstances before.
6. If occupancy occurs any day after the first (1st) day of the month, rent will be pro-rated for the remainder of the month.
7. **All information collected for the approval or denial of this application is considered confidential in nature and for Company use only.**
8. **All subsequent funds prior to move-in must be paid in money orders and/or cashiers checks. NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR SECURITY DEPOSIT.**

This Rental Criteria and Procedures handout is provided to everyone seeking an application for a property managed by or where tenant placement is provided by St. Augustine Team Realty. St. Augustine Team Realty has a signed agreement with an Owner to provide these services. Applicants should not proceed with completing and submitting an application unless they have received and read this document. The terms of this document may change at any time without notice.