

Expert Team Property Management, LLC
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Phone/fax: 1- 888-690-2224

Rental Process and Application Disclosure

Please READ CAREFULLY and initial each page.

“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.”

You may preview any of our available rentals for FREE! Our leasing consultants will be happy to show you our available rental homes at no charge to you. You may also preview our properties 24 hours a day on line at www.expert-pm.com

Application Processing and Time Frame:

- Processing an application normally takes between 2-3 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. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee.
- **No rental property will be held vacant for more than two (2) weeks**, unless approved by Expert Team Property Management, LLC.

Cost:

- If you decide to apply to rent one of our properties, there is a \$50.00 per adult application fee that is “non-refundable”. CASH/MONEY Order only. This must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fees will not be considered and application fees will not be refunded for incomplete applications.
- Unless you have excellent credit and long term employment, 1st and last month’s rent, plus a security deposit will be required to move in.
- Our leases are currently prepared by an Attorney at Law to comply with Florida laws.
- Some 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 association and remit whatever other application fee may be required.

The Application:

- Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your employment; and (4) verify your previous landlord references; and (5) do a criminal background check. We would encourage you not to apply if you have extremely 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.

Applicant’s Initials (_____) (_____)

Expert Team Property Management, LLC

- 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. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before you're applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 24 hours unless you provide the required holding deposit. 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.
- All applicants must see the interior of the property before an application can be submitted. The property must be accepted in, "AS IS" condition before an application 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 Expert Team Property Management, LLC, 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 "Expert Team Property Management, LLC". Subsequent months thereafter may be paid by check.

Resident Selection Criteria:

- Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing, applicant may provide recent pay stubs. A minimum of two years residential history is required. Rental history must be rated satisfactory or better, with no record of evictions, late payments or noticed posted. 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.
- Self-employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the past three (3) years. We will not 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 the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- If you have been convicted of a felony within the past ten (10) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past ten (10) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.

Applicant's Initials (_____) (_____)

Expert Team Property Management, LLC

- Applicant cannot have had a foreclosure within the last 2 years or currently behind in mortgage payments.
- Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
- Previous rental history reports from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.
- Current occupancy standards are a maximum of 2 persons per bedroom, except for infants 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, Expert Team Property Management, LLC also prohibits the rental of a single family dwelling to more than two (2) unrelated adults.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Expert Team Property Management, LLC. If permitted, a pet addendum will be added to the lease. Please consult with Expert Team Property Management, LLC regarding pets. Some properties may require higher pet fees or higher rent amounts. Depending on owner. If a higher pet fee or rent amount is required, you will be notified at the time of the application. The following pets will not be accepted under any circumstances, GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS. No more than 2 pets are allowed per unit. PICTURES OF PETS MUST ACCOMPANY THE APPLICATION. Normal additional security deposit is \$250 per dog and \$100 per cat. \$50 per pet is non-refundable.
- Some Homeowner and Condominium Associations may require a separate application. If so, you must also apply separately to such association and approval by the homeowners or condo association is a necessary prerequisite to our approval of your application.
- Security deposits are security for faithful performance 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, except that \$50.00 of the deposit is non-refundable as an administrative fee to Expert Team Property Management, LLC paid upon the closing of the lease agreement.
- Any exceptions to these criteria will need to be submitted in writing to Expert Team Property Management, LLC for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.

Other Issues:

- Rents quoted are the rental amounts due if paid on time, (on or before the 1st of each month by 5:00 PM) otherwise, the rent is at least \$75.00 more that month and higher if rents are severely delinquent.

Applicant's Initials (_____) (_____)

Expert Team Property Management, LLC

- All of our units are “smoke free”. If you are a smoker you will not be allowed to smoke inside the unit. You may however smoke outside on the porch or in the yard. Ash Trays shall be used and the ground must be left cigarette free.
- 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 Expert Team Property Management, LLC’s prior approval.
- Maintenance and Repair – When you rent a home from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair request during your first 5 days of possession. Thereafter, we may require residents to pay up to a \$25.00 administrative fee for each maintenance and repair item requested.
- Multiple Applications - It is entirely possible that Expert Team Property Management, LLC may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Expert Team Property Management, LLC to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence, our policy that the application fee is Non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.
- Leasing Consultants – Expert Team Property Management, LLC provides leasing consultants 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 Expert Team Property Management, LLC for processing. The leasing consultant is not authorized to negotiate on behalf of Expert Team Property Management, LLC. Verbal representations are non-binding. Once your application is submitted to Expert Team Property Management, LLC, 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 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. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.
- The following pages 5, 6 & 7 contain the home rental application, the contract to lease and the disclosure of information on lead based paint and lead based paint hazards.

Applicant’s Initials (_____) (_____)

Expert Team Property Management, LLC

HOME RENTAL APPLICATION

(Please answer ALL QUESTIONS INCLUDING SHADED BOX, incomplete applications will NOT be processed)

APPLICATION DATE:	THE NON-REFUNDABLE APPLICATION FEE IS \$50.00 (CASH/MONEY ORDER) PER ADULT.
*RENTAL ADDRESS:	MONTHLY RENT: \$
*DATE LEASE IS TO BEGIN:	SECURITY DEPOSIT:\$
INITIAL TERM OF LEASE:	Pet Security Deposit: \$250 per dog, \$100 per cat

APPLICANT (FULL NAME): _____ SSN#: _____

PRESENT ADDRESS: _____ ZIP CODE _____

*DRIVER'S LICENSE#: Also Need Copy _____ DATE OF BIRTH: _____

PHONE: (____) _____ E-MAIL ADDRESS: _____

SPOUSE'S NAME: _____ PHONE (____) _____ SSN#: _____

*DRIVER'S LICENSE#: Also Need Copy _____ DATE OF BIRTH: _____

SPOUSE E-MAIL ADDRESS: _____

EMPLOYER'S NAME : _____

EMPLOYER ADDRESS: _____

WORK PHONE:(____) _____ HOW LONG: _____ POSITION: _____

SUPERVISOR: _____ MTHLY GROSS INCOME: \$ _____

SPOUSES EMPLOYER'S NAME : _____

EMPLOYER ADDRESS: _____

WORK PHONE:(____) _____ HOW LONG: _____ POSITION: _____

SUPERVISOR: _____ MTHLY GROSS INCOME: \$ _____

CURRENT LANDLORD'S NAME & ADDRESS: _____

*E-mail _____ HOW LONG AT CURRENT ADDRESS? _____

LANDLORD'S PHONE: (____) _____ CURRENT RENT \$ _____

PREVIOUS LANDLORD (IF AT CURRENT LESS THAN 2 YEARS): NAME & NUMBER:

OTHER PERSONS TO OCCUPY DWELLING:	AGE	SEX	SOCIAL SECURITY #
NAME: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NEAREST RELATIVE NOT LIVING WITH YOU:

NAME: _____ PHONE: _____

ADDRESS: _____

#PET: YES() NO() HOW MANY__ 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

HAVE YOU EVER FILED BANKRUPTCY? ____ YES ____ NO

HAVE YOU GONE OR ARE YOU GOING INTO FORECLOSURE? ____ YES ____ NO

Expert Team Property Management, LLC

****CONTRACT TO LEASE:** 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 _____ 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, THE RENT WILL BE AT LEAST \$50.00 HIGHER THAT MONTH.)

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 association and/or Expert Team Property Management, LLC along with the property owner, do not approve the prospective Resident(s), 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 Expert Team Property Management, LLC 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 Expert Team Property Management, LLC may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I (we) agree and affirm that Expert Team Property Management, LLC may question and seek information from all persons and/or firms named by us in this application and contract to lease, and further authorize Expert Team Property Management, LLC 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 Expert Team Property Management, LLC.

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. 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 Expert Team Property Management, LLC 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 Expert Team Property Management, LLC as liquidated damages.

RENTAL PROCESS AND APPLICATION PROCEDURE: 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 seven (7) pages of this application package and have submitted them with this application for consideration by Expert Team Property Management, LLC.

_____ Signature of Applicant	_____ Date	_____ Leasing Consultant
_____ Signature of Applicant	_____ Date	

Expert Team Property Management, LLC

Disclosure Format for Target Housing Rentals and Leases
Disclosure Information on Lead-Based Paint and Lead-Based Paint Hazards

Lead Warning Statement (Fill out for homes built only before 1978)

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

(a) Presence of lead-based paint or lead-based paint hazards (check one below):

_____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain). _____

_____ **X Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.**

(b) Records and reports available to the lessor (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

_____ **X Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.**

Lessee's Acknowledgement (initial)

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect your family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy Address of Property: _____

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessee Date Lessee Date

Lessor Date Lessor Date

Agent Date Agent Date