

Address Applying for: \_\_\_\_\_

**TENANT INFORMATION PACKET-MUST ACCOMPANY ALL APPLICATIONS!**

**Application Cost, Processing and Time Frame:**

\* Processing an application normally takes 24-48 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 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. Application fees are non refundable regardless of the disposition of your application.

\*All adult applicants over the age of 18 must submit a completed, dated, and signed rental application & application fee-even if you are not using their income to qualify. Application fees are \$50 per person and are non refundable, regardless of the disposition of your application.

\_\_\_\_\_(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 are not the accepted applicant, you may transfer your approval to another RMH's property without having to pay additional fees or reapply (for up to 90 days).

\*Within 24 hours of being notified of approval, you must place a holding deposit on the property. The property will be on temporary hold for 24 hours, pending your deposit. It will not be formally taken off the market until you place your holding deposit. It can only stay on temporary hold for 24 hours. 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 within 7 days 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 **24 hours**, from approval, without the required holding deposit. If you do not bring in your holding deposit within **24 hours**, we may rent the home to the next approved applicant.

\*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 the loss of your holding deposit.

\_\_\_\_\_(initial) **There is a one time administrative fee of \$150.00 due upon signing of your lease.** 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.**

**\*\* Valid Social Security Number for all applicants over the age of 18.**

**\*\*Applicants must have a combined net income of at least two and a half (2.5) times the monthly rent, after all expenses. Incomes must be verified, in writing, via a recent pay stub showing YTD figures or a current year tax return. *We do not accept bank statements or letters from employers as proof of income.***

**\*\*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.**

**\*\*No collections of any kind in the last 12 months.**

**\*\*Approval, by management, is not available to applicants with an eviction, sexual offender status, or a felony conviction on their record, regardless of age or disposition.**

In some rare cases, landlords may override these policies.

We reserve the right to require a higher security deposit on any application, for any reason. Additionally, the Landlord has the right to deny any application, regardless of Rent Me Homes policy, notwithstanding Fair Housing Guidelines.

\*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

**All applicants must see the interior of the property, in person, before an application can be submitted.**

**CHOOSE ONLY ONE-all applicants must initial:**

\_\_\_\_/\_\_\_\_ (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:

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\_\_\_\_\_(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 (while awaiting landlord approval/denial of repairs), the manager has the right to select the applicant he/she deem best for the property, without obligation to the first applicant. **The order in which the applications come in, is irrelevant.** Again, the application fee is Non-Refundable regardless of disposition.

\_\_\_\_\_(initial) **No pets (with the exception of medically necessary pets) of any kind are permitted without the specific permission of Rent Me Homes Property Management and an additional non-refundable administrative fee will be due.** 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**. If you have a medically necessary pet, be prepared to provide documentation. Online certificates will not be accepted as valid documentation. The fee for non medically approved pets under 50 lbs and all cats is \$200 per pet for a maximum of 2 pets per household. The fee for approved dogs over 50 lbs is \$300 per pet for a maximum of 2 pets per household. Insurance will not cover certain breeds of dog, therefore, these breeds (and mixes of these breeds), are not allowed under any circumstances. Please ask management for an up to date list of these breeds. **All pets require Landlord approval. If you take in a pet that was not authorized, you will be required to remove the pet immediately, but you will still be locked into your lease. No one wants to give away their pets, so please don't try this!**

\_\_\_\_\_(initial) **ALL OF OUR HOMES ARE NON SMOKING HOMES-this includes garages and covered/enclosed porches.** YOU ARE WELCOME TO SMOKE OUT OF DOORS-But please 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 and include the cost of a full interior paint and carpet. Please do not smoke in our properties, and make sure you clean up after yourselves, out of doors.

\_\_\_\_\_(initial) **Washers, dryers, or pool heaters (of any kind) when present in the home are not warranted and if in need of repair, are at the tenants' expense.**

\*\*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 15<sup>th</sup> 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) If rent is paid by check, money order, or cashier's check, it **MUST** be paid, in its entirety, via one check, money order, or cashier's check. **Separate checks/ partial rental payments are not accepted.**

\_\_\_\_\_(initial) Keys will be released on the first (1st) day of occupancy, **during business hours, during the work week, as stated in the lease agreement.** Please set this up at least 72 business hours in advance. 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 online or 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 24 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) 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 and, in our sole discretion, choose the applicant we deem best suited for the property, which may not necessarily be the first application received.* 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 additional application fees or filling out new paperwork. 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 are 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. Applications can be delivered in person to: 57 W. Granada Blvd., Ormond Beach, FL 32174 OR 1720 Dunlawton Ave., Ste 1, Port Orange, FL 32127 and by fax to (386) 671-2119 (Ormond) or (386)281-3328 (Port Orange).**

Thank you for applying to Rent Me Homes LLC

Applicant 1 Signature

Applicant 2 Signature

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

How did you hear about us: \_\_\_\_\_

Were you referred to us by someone? Yes No If yes, who? \_\_\_\_\_

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You may call us with any questions at: (386) 677-5594 (Ormond) or (386) 281-3224 (Port Orange)

**APPLICATION FOR RESIDENCY**

PLEASE FILL OUT COMPLETELY – BLANKS SLOW DOWN THE APPROVAL PROCESS

**Please Tell Us about Yourself**

Applicant 1			Last	First	MI	Date of Birth	Social Security #
							Driver's License #
Marital Status	Present Phone No. ( )		Secondary Phone No.: ( )		Ext.		
Have you ever had an eviction filed against you?			YES	NO	PETS (IF APPROVABLE)		
					Breed	Age	Pet Weight
					Breed	Age	Pet Weight
Present Address: (inc city, state & zip)						Own <input type="checkbox"/>	Since
						Rent <input type="checkbox"/>	/ /
MONTHLY COST:							
Landlord Name						Contact info. ( )	
						Email:	
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense?						If yes, please explain:	
Yes No							

**Please Tell Us about Your Job**

Present Employer	Name	Business Address	City	State	Phone
Dates of Employment		Income			
From	/ /	to	/ /	\$_____	weekly monthly annually

**Please Give Us the Following Information**

Emergency Contact	Name	Full Address			
Automobile 1st Car					Automobile 2nd Car
Tag #	Year	Make	Model	Color	Tag #
Children Occupying					AGE
1	NAME				
2					
3					
4					

**APPLICATION FOR RESIDENCY**

PLEASE FILL OUT COMPLETELY – BLANKS SLOW DOWN THE APPROVAL PROCESS

**Please Tell Us about Yourself**

Applicant 2			Last	First	MI	Date of Birth	Social Security #
							Driver's License #
Marital Status	Present Phone No. (    )					Secondary Phone No.: (    )                      Ext.	
Have you ever had an eviction filed against you?			YES	NO	PETS (IF APPROVABLE)		
					Breed	Age	Pet Weight
					Breed	Age	Pet Weight
Present Address: (inc city, state & zip)						Own <input type="checkbox"/>	Since
						Rent <input type="checkbox"/>	/       /
MONTHLY COST:							
Landlord Name						Contact info. (    )	
						Email:	
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense?						If yes, please explain:	
Yes                      No							

**Please Tell Us about Your Job**

Present Employer	Name	Business Address	City	State	Phone
Dates of Employment					
Income					
From    /    /		to        /    /		\$ _____ weekly    monthly    annually	

**Please Give Us the Following Information**

Emergency Contact (    )	Name	Full Address											
Automobile Tag #			Year	Make	Model	Color	Automobile Tag #			Year	Make	Model	Color
1 <sup>st</sup> Car				2 <sup>nd</sup> Car									
Children Occupying	NAME										AGE		
1													
2													
3													
4													

Applicant represents that all of the statements & representations are true & complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement, if any, and/or be grounds for immediate eviction with loss of all deposits, and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management Company.

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**I HAVE READ AND AGREE TO THE PROVISIONS AS STATED**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Applicant email:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Applicant email:

RENT ME HOMES, LLC  
57 W. Granada Blvd.  
Ormond Beach, FL 32174  
Office: 386-677-5594  
Fax: 386-671-2119  
Email: [info@rentmehomes.com](mailto:info@rentmehomes.com)

RENT ME HOMES, LLC  
1720 Dunlawton Ave. Ste 1  
Port Orange, FL 32127  
Office: 386-281-3224  
Fax: 386-281-3328  
Email: [info@rentmehomes.com](mailto:info@rentmehomes.com)

**APPLICANT: DO NOT FILL OUT! YOUR LANDLORD WILL FILL OUT.**

**SIMPLY SIGN AT THE BOTTOM & RETURN TO RMH WITH YOUR APPLICATION PACKET!**

RENTAL REFERENCE 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 RENTAL FORM AND FAX IT BACK TO US AT:  
386-671-2119 (Ormond) or 386-281-3328 (Port Orange).**

Applicant Fill out:

Name(s): \_\_\_\_\_ Former Address: \_\_\_\_\_

Landlord Fill out:

Period Tenant Rented from: From \_\_\_\_\_ to \_\_\_\_\_

Amount of Rent Paid \_\_\_\_\_

Was Security deposit refunded in full Yes No  
If no, what was money retained for \_\_\_\_\_

Did they have pets? Yes No  
If yes, what type of pet? \_\_\_\_\_

Number of late rental payments: \_\_\_\_\_

Number of NSF's : \_\_\_\_\_

Any complaints received regarding these tenants: \_\_\_\_\_

Would you re-rent to these tenants: \_\_\_\_\_

Your name: \_\_\_\_\_ Position: \_\_\_\_\_

For any questions, please call (386) 677-5594 (Ormond) or (386) 281-3224 (Port Orange).

\_\_\_\_\_  
Perspective Tenant

\_\_\_\_\_  
Perspective Tenant

Please call us if you would be interested in using our services to lease and manage your investment property!