



Tenant _____

Tenant _____

Rental Address _____

RESIDENT HANDBOOK
This must accompany the Rental Application

Palm Coast Florida Property Management, Inc. pledges to follow the letter of the law and the spirit of the **U.S. Policy for the Achievement of Equal Housing Opportunity** throughout the Nation. Our company encourages and supports a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin."

Everyone is welcome to preview any of our available rentals. Palm Coast Florida Property Management, Inc. will be happy to show you our available rental properties at no charge. We lease single-family homes, apartments, condos, and duplexes throughout the greater Palm Coast, Flagler County area. Simply call our office for a list of our available rentals at (386) 446-0080. You may also preview our properties 24 hours a day at www.rentinpalmcoast.com

Application Process and Time Frame to be expected:

* Processing an application normally takes between 1-2 business days. In some cases approval from homeowner and condo associations, property owners, or unforeseen circumstances may cause some applications to take longer. You will be contacted immediately upon the determination of approval or denial of your application. 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 four (4) weeks, unless approved by Palm Coast Florida Property Management, Inc.

Costs:

*If you decide to rent one of our properties we require **one month's rent and one 1200.00 Security Deposit**. To apply for a rental with us there is a **\$25.00 per adult application fee that is "non-refundable"**. **If you have a credit report that is less than 30 days old that you can provide to us then Broker will waive the credit check fee**. 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.

*Our leases comply with Florida laws. If you are the successful leasing candidate, there is a **one-time lease closing cost of \$35.00 to cover our administrative costs**.

Applicant's initials _____ Co-Applicant Initials _____ Management _____

*Some homeowner and condominium associations may require a separate application and fees and if such is the case, you must apply separately to such associations and remit whatever 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; (2) check the public records for any past evictions; (3) verify your employment; (4) verify your previous landlord references; and (5) do a criminal background check. If you have bad credit, bad references, have ever been evicted in the past or have a criminal record you may not qualify for a rental at this time in which case a co-signer may be needed and will be considered.

*To **hold a property**, you must place (at a minimum) a holding deposit of at least **\$400.00 to hold a rental for 2 weeks. If you wish to hold a unit for 30 days it will require the first months rent.** Once approved, this payment will be applied toward your first month's rental money. In the event that you fail to enter into the lease agreement or refuse to take possession of the property you shall forfeit these funds as liquidated damages. If for any reason you are not approved for a rental property the holding fee will be refunded to you, less the criminal background and credit report fees. Due to the high demand for rental homes we will not hold the property you applied for off the rental market unless you provide the required holding deposit.

- All applicants should see the interior of the property before the application process is complete. 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 must be written and included with your application. If your maintenance and repair request are acceptable to Palm Coast Florida Property 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 receives two or more unrelated applications for the same property, the applicant understands the manager may select the applicant with the earliest move-in date.

*All initial funds, the holding deposit, first month's rent and applicable security deposit can be paid by personal check if received by rental office no less than 10 days prior to move-in. If paid less than 10 days prior to move -in, all funds must be paid by cash, cashier's check or money order, **(NO EXCEPTIONS!)** payable to Palm Coast Florida Property Management, Inc. Subsequent month's rent may be paid by cash, check or money order. If tenant pays rent by personal check and said check is returned for NSF we will no longer be able to accept personal checks from that tenant. All other forms of payment will still be acceptable.

- Tenant shall be allowed to take possession of property only after seven calendar days have passed. This will allow us ample time to complete all verifications required.

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Applicant's initials () Co-Applicant's initials () Management initials ()

Resident Selection Criteria:

*Incomes will be verified. Applicant maybe asked to provide recent pay stubs. A minimum of two years residential history is preferred. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer and/or a higher security deposit if your credit and rental history are questionable. Co-signers are accepted at the manager's discretion, they must meet the same eligibility requirements, and must reside in the State of Florida.

*It is preferred that credit history and/or Civil Court Records not contain judgments, collections, liens or bankruptcy within the past one (1) year. If your credit history contains any of the above, the manager will deal with this on an individual basis, a co-signer may be necessary or an increased security deposit may be required, at the manager's sole discretion. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.

*Self-employed applicants or newly employed applicants may be required to produce proof of income.

*If you have been convicted of a felony within the past two (2) years, this may be cause for rejection. Applicant with a felony record that was adjudicated guilty or had adjudication withheld within the past two (2) years, or any conviction for any sexual related, murder related or arson related crimes may be rejected.

*Current photo ID documentation (driver's license, passport, military ID or State ID) is required.

- Previous rental history reports 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. Failure to leave the property clean and without damage when you vacated, or any negative instances or an of the above conditions may be cause for rejection. **ANY EVICTION FILING WILL BE CAUSE FOR REJECTION.**

*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, Palm coast Florida Property Management, Inc. may reject 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 Palm Coast Florida Property Management, Inc. and a **mandatory, non-refundable administrative pet fee of \$250.00**. Some properties may require higher fees or higher rent amounts for pets. If a higher 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 and/or ROTWEILLERS due to insurance liability.

*Tenants who will be living within a community run by a homeowner's or condominium association will be required to follow all rules and regulations of said association.

*Any exceptions to the above criteria will need to be submitted in writing to Palm Coast Florida Property Management, Inc. for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional rent may be required.

Tenant Responsibilities:

- *Comply with all building, housing, and health codes.
- *Keep their part of the premises clean and sanitary.
- *Remove their garbage in a sanitary manner.
- *Keep lawn cut on a regular basis to avoid Code Enforcement warning.
- *Keep all plumbing fixtures clean, sanitary and in good repair.
- *Keep walls clean & unmarked and keep carpets free from stains.
- *Keep oil stains off of driveway and garage floor.

Applicant's initials () Co-Applicant's initials () Management Initials ()

Other Issues:

- Rents quoted are the rental amounts due if paid on time, (on or before the 1st day of your lease start date by 11:59pm) and is considered late after this date. If you have not paid your rent by the 6th day of your lease start date, you will be charged an additional \$75.00 late fee. Palm Coast Florida Property Management, Inc. reserves the right to serve such tenants with a 3-day pay or quit notice after the 6th day late. There is a \$35.00 fee charged to the tenant for posting this notice. All fees are due with your rental payment. If you have any outstanding fees due to Palm Coast Florida Property Management, Inc., at the end of your lease term we reserve the right to make a claim against your security deposit to pay any outstanding balances to include unpaid late fees, unpaid promissory notes, outstanding utility bills, unpaid pet deposits, unpaid lawn and/or pool care bills, unpaid rent, damages to the unit, unpaid maintenance request fees, unpaid NSF fees, as well as any other fees or expenses listed in the signed lease agreement.

*Security deposits are held in a separate, non-interest bearing trust account at Wachovia Bank. Further information is available upon request. Security deposits are held to ensure faithful performance by tenants of all terms, covenants and conditions of the lease agreement. **Tenants may NOT use security deposit for the last month's rent due.** Unless a claim is made for breach of lease, damages or unpaid fees, the security deposit is refundable. Security deposits will be returned within 15 days of tenant vacancy unless a claim is filed. Tenant will be notified in writing within 30 days of vacancy if a claim is being made against their security deposit. Tenant may not be present during a final walk through by field representative of Palm Coast Florida Property Management, Inc. A walk-through will not be completed until tenant has fully vacated the premises and returned all keys and garage door openers.

* 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 14 days of residency. Thereafter, a \$50.00 fee will be applied if tenant makes an appointment with a vendor for a repair and fails to be home at the appointed time. In addition, if a quarterly walk through inspection is scheduled and tenant fails to be home or denies access for the appointment, a \$50.00 fee will be applied to the tenants account.

*The Resident Handbook must be sent in with the Rental Application. Please print and initial each page of this section and include with your rental application either in person at our office or by fax to: (386) 951-6634

Our office is conveniently located at 2 Office Park Drive – Suite A14, Palm Coast, Florida 32137
Office hours are Monday through Friday 9:00am to 5:00pm and Saturday 9:00am to 12:00pm.
You may call us at 386-446-0080.

Email- tony@rentinpalmcoast.com

Web site: rentinpalmcoast.com

Thank you for your interest in Palm Coast Florida Property Management Inc.

Applicant's initials () Co-Applicant's initials () Management initials ()

Signature Tenant _____

Signature Tenant _____

Palm Coast Florida Property Management, Inc.

RENTAL APPLICATION

Address of rental applying for _____

Neatly complete all information below. All other applicants over the age of 18 must complete and sign their own application.

Primary Applicant _____ Phone # _____ DOB _____

Social Security # _____ Drivers License # _____ State _____ Exp. _____

Current Address _____ City _____ State _____ Zip _____

Current Landlords Name _____ Phone # _____

How long at this address _____ Reason for leaving _____

Previous Address _____ City _____ State _____ Zip _____

Previous Landlords name _____ Phone # _____

How long at this address _____ Reason for leaving _____

Auto Yr. _____ Make _____ Model _____ State/License plate # _____

Present Employer _____ Position _____ Phone # _____

Employers Address _____ City _____ State _____ Zip _____

Phone # _____ How long at this job _____ Mo Income _____

Other Income/sources _____

(if less than three (3) years previous employer): _____

Have you ever been evicted from any rental property? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever filed bankruptcy? Yes _____ No _____ If so, what date was it discharged? _____

Nearest relative not living with you:

Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Personal reference not living with you:

Name _____ Phone # _____ How long known _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone # _____ How long known _____

Address _____ City _____ State _____ Zip _____

Name of Bank _____ Branch _____ Type of Account _____

Name of Bank _____ Branch _____ Type of Account _____

I have read and understand the rules and regulations in the Palm Coast Florida Property Management, Inc. Handbook.

Signature _____ Date _____

Pets: Yes _____ No _____ Type _____ Breed _____ Weight _____

Rental Application Continued

Address of rental applying for _____

Neatly complete all information below. All other applicants over the age of 18 must complete and sign their own application.

Co-Applicant _____ Phone # _____ DOB _____

Social Security # _____ Drivers License # _____ State _____ Exp. _____

Current Address _____ City _____ State _____ Zip _____

Current Landlords Name _____ Phone # _____

How long at this address _____ Reason for leaving _____

Previous Address _____ City _____ State _____ Zip _____

Previous Landlords name _____ Phone # _____

How long at this address _____ Reason for leaving _____

Auto Yr. _____ Make _____ Model _____ State/License plate # _____

Present Employer _____ Position _____ Phone # _____

Employers Address _____ City _____ State _____ Zip _____

Phone # _____ How long at this job _____ Mo Income _____

Other Income/sources _____

(if less than three (3) years previous employer): _____

Have you ever been evicted from any rental property? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever filed bankruptcy? Yes _____ No _____ If so, what date was it discharged? _____

Nearest relative not living with you:

Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Personal reference not living with you:

Name _____ Phone # _____ How long known _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone # _____ How long known _____

Address _____ City _____ State _____ Zip _____

Name of Bank _____ Branch _____ Type of Account _____

Name of Bank _____ Branch _____ Type of Account _____

I have read and understand the rules and regulations in the Palm Coast Florida Property Management, Inc. Handbook..

Signature _____ Date _____

Pets: Yes _____ No _____ Type _____ Breed _____ Weight _____

Palm Coast Florida Property Management, Inc.
Rental Application Continued

ALL Persons to occupy Dwelling:

	AGE	SEX	Social Security #	D.O.B.
Name _____	_____	_____	_____	_____
Name _____	_____	_____	_____	_____
Name _____	_____	_____	_____	_____
Name _____	_____	_____	_____	_____
Name _____	_____	_____	_____	_____

Vehicles:

Make _____	Model _____	Year _____	Color _____	State _____	Plate # _____
Make _____	Model _____	Year _____	Color _____	State _____	Plate # _____
Make _____	Model _____	Year _____	Color _____	State _____	Plate # _____

I/We CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at a tenant decision, I/We understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

Signature _____ Date _____
Signature _____ Date _____

To apply for a rental with us there is a \$25.00 per adult application fee that is “non-refundable”.

This charge is for a Nationwide credit check .

APPLICANT DISCLOSURE SECTION

Primary Applicants Name _____

I authorize **PALM COAST FLORIDA PROPERTY MANAGEMENT, INC.** to obtain my/our consumer Credit report and public records and to investigate any personal information on me necessary to arrive at an applicant decision.

Name on Credit Card _____ Credit Card # _____ - _____ - _____ - _____ Exp _____

Security Code(3 digest on back of card) _____ Type of Credit Card _____

Signature (primary applicant) _____ Date ____/____/____

APPLICANT DISCLOSURE SECTION

Co-Applicants Name _____

I authorize **PALM COAST FLORIDA PROPERTY MANAGEMENT, INC.** to obtain my/our consumer Credit report and public records and to investigate any personal information on me necessary to arrive at an applicant decision.

Signature (Co-applicant) _____ Date ____/____/____

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