

RENTAL CRITERIA & POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY TAMPA BAY REALTY, INC. WILL BE TREATED EQUALLY

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. An incomplete application will not be considered.

APPLICANTS

- Each person 18 years of age or older and each emancipated minor must complete and sign a separate application.
- Only those persons and the minor children in their care may reside in a property.
- If a co-signer is necessary, the co-signer must also complete an application. The acceptance of a co-signer is not normal policy and is subject to individual approval.
- A non-refundable processing fee of \$50 must accompany each application.
- Unsigned or incomplete applications will not be considered.
- In the case of multiple applications we reserve the right to accept the best application, which may not necessarily be the first application.

RESIDENT SELECTION CRITERIA:

- 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. We do not encourage you to apply if you have poor credit, bad references, have ever been evicted or if you have a criminal record.
- Most Landlords require an applicant's gross monthly income to be three times the amount of the monthly rent. This policy may vary according to Landlord.
- Criminal records must contain no convictions for felonies within the past seven (7) years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.
- Self-employed applicants may be required to produce 2 years of tax returns or 1099's and non-employed individuals must provide verifiable proof of income.
- All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- No pets are allowed on the property at any time without the specific written permission of the Landlord in the lease agreement including a non-refundable pet fee. Not all Landlords accept pets. Photographs of all pets

must accompany the application. The following pets will not be accepted under any circumstances: GERMAN SHEPHERDS, DOBERMANS, ROTWEILLERS, PIT BULLS, OR CHOWS. Medically necessary animals are not considered pets and are permitted with proof of necessity.

IDENTIFICATION

- Each applicant must submit a copy of a government photo I.D at the time of application.

MOVE IN REQUIREMENTS

- All utilities must be transferred into the Tenant's name by the day of occupancy.
- If the keys are obtained prior to the lease date, rent will be charged on a pro-rata basis.
- Certified checks may be required for all funds collected less than 10 days prior to occupancy.
- Property Manager will accompany Tenant on an initial walk through inspection to complete final paperwork and turn over property. Walk throughs are conducted Monday through Friday between 9:00 A.M. and 6:00 P.M. Weekend and after hour walk-throughs may be scheduled in advance for an additional fee of \$50.

Please signify your agreement with all the aforementioned terms by signing below and return this form with your completed rental application.

Thank you for applying,

Applicant's Signature _____

Date: _____