RENTAL APPLICATION CRITERIA AND PROCEDURES

"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."

All applicants must see the interior of the property before a lease can be executed. The property must be accepted in an AS IS condition before an application can be accepted, except where there is written agreement for repairs with the Landlord. If so, that agreement will become part of the lease. Verbal representations are non-binding.

PROCESSING TIME FRAME:
Processing an application normally takes between 2-3 days upon receipt of the application. Due to unforeseen circumstances, some applications may take longer. You will be contacted immediately upon determination of approval or denial. Upon approval, you will have 72 hours to complete all lease requirements for the property for which the application is submitted.

TO APPLY THE FOLLOWING IS REQUIRED:
A. Every line of the application must be completely filled out and the application signed by the applicant. NO APPLICATION WILL BE PROCESSED THAT IS NOT FULLY COMPLETED/SIGNED.
B. The application fee is $35 US Dollars per adult 18 years of age and over. Each person must complete the application process and sign the lease as a responsible party. Dependent(s) 18 years of age and over will not be required to meet income criteria of the application process, but must meet the criminal criteria. Please note that application processing fees are NON-REFUNDABLE, and must be paid with a money order, cash or U.S. certified funds (no personal checks).
C. Valid current photo documentation (driver's license, military ID, etc.) is required with each application.
D. All applicants will be evaluated by a third party screening company's computerized model.
   1. Applicants are scored in three main areas: income/employment, residence 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.
   2. If an applicant does not earn enough points for Approval, then an Additional Requirement may be recommended, or the application may be declined.
   3. Income will be verified by pay stubs, bank statements, tax returns, letter from CPA, and court decree on child support or alimony (attach proof of income to the application).
   4. When there is more than one applicant, if any one applicant meets 100% of the desired income-to-rent ratio, then all applicants will be scored satisfactorily on the income portion. Otherwise, the income from all applicants will be combined and each applicant over two (2) will increase the desired total income by 25%.
   5. Desired criteria for approval: (a) A satisfactory credit score from the credit bureau; (b) 24 month's rental history on a lease or mortgage.; (c) Gross monthly income of three (3) times the monthly rent
E. An applicant will be automatically denied if:
   1. Applicant has falsified information on the application.
   2. Applicant has been convicted of any sexual related offense in the applicant ('s) history.
   3. Applicant has a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years.
   4. Applicant has been evicted in the past seven (7) years.
F. For applicants that are approved with contingencies, we may further verify the information on the application.

G. Co-signors must live in the state of Florida, pay a separate application processing fee and be approved without contingencies.

H. Applicants without a social security number must show proof of a permitted stay in the U.S. with a visa. If applicant shows proof of approval to be able to work in U.S., then the last three (3) months rent must be paid in advance (in addition to Procedures and Policies, Item I below).

**PROCEDURES AND POLICIES:**

A. The Application fee is NON-REFUNDABLE, and must be by money order, cash, or U.S. certified funds.

B. One dog less than twenty pounds (at maturity) OR up to two cats are allowed to reside on the property, but not without prior written consent of the Landlord. No other animals are permitted on the property without prior written consent of the Landlord. A non-refundable $250 pet fee will be required at the time the lease is executed.

C. Water filled furniture, of any kind, is not permitted on any part of the property.

D. If application is approved, you must sign a lease and provide a security deposit in certified funds for the premises within seventy-two (72) hours of approval. If an applicant fails to complete the lease and provide the necessary security deposit within the time limit -- the applicant will be disapproved and the property returned to the open market. This action does not prevent this/these applicant(s) from re-applying for the subject property or other available property. If the applicant deposits the security deposit, and attempts to terminate the lease prior to occupying the property -- the security deposit will be forfeited as liquidated damages for the Landlord.

E. Normally applications will be processed on a "first come-first serve basis"; however, 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 this situation only, those applicants not approved will be refunded their application processing fee.

F. The application must be fully completed and signed. If you are in the military, please submit the most current LES.

G. All information collected for the approval or denial of this application is considered confidential in nature and for Company use only.

H. Keys will be released on the effective start date of the lease.

I. On the effective start date of the lease, a full month's rent is collected, and any prorated rent will be due on the first day of the second month. For example, lease begins on the twelfth (12th) of the month. One (1) full month's rent is collected at move in on the twelfth (12th). Rent paid in excess of the pro-rated amount due will be applied to the rent due for the second month of the lease.

J. All funds prior to move-in must be paid in separate money orders and/or cashier checks. No personal checks or cash can be accepted.

This Rental Criteria and Procedures handout is provided to everyone seeking an application for a property managed by Starr King Properties, LLC, or the property owner; and is subject to change.