



Cape Coral office
 1104 SE 46th Lane, #2
 Cape Coral, FL 33904
 (239) 443-1091 phone
 (239) 333-0081 fax

Lehigh Acres office
 4922 Lee Boulevard
 Ft. Myers, FL 33971
 (239) 443-1344 phone
 (239) 443-1338 fax

The Landings office
 4420 Flagship Dr.
 Ft. Myers, FL 33919
 (239) 443-1313 phone
 (239) 443-1353 fax

How did you hear about us? _____

Applicant First Name: _____ **Middle Initial:** _____ **Last:** _____

SSN# _____ Email: _____

Present Address: _____

City, State, Zip: _____

Driver's License #: (copy required) _____ Date of Birth: _____

Home Phone (____) _____ Cell (____) _____

Applicant Employer's Name & Address: _____

_____ Work Phone (____) _____

Hire Date: _____ to _____ Position: _____ Supervisor: _____

Monthly Gross Income: \$ _____

Previous Employer Name & Address: _____

Hire Date: _____ to _____ Position: _____ Monthly Gross Income \$ _____

Other Source of income: _____ \$ _____

Co- Applicant First Name: _____ **Middle Initial:** _____ **Last:** _____

SSN # _____ Email: _____

Relation to applicant: _____ Present Address: _____

City, State, Zip: _____

Driver's License #: (copy required) _____ Date of Birth: _____

Home Phone (____) _____ Cell (____) _____

Initials (____) (____)

Co- Applicant Employer's Name & Address: _____

_____ Work Phone (_____) _____

Hire Date: _____ to _____ Position: _____ Supervisor: _____

Monthly Gross Income \$: _____

Previous Employer Name & Address: _____

How long: _____ Position: _____ Monthly Gross Income: \$ _____

Other source of income: _____ \$ _____

Current Landlord's Name & Address: _____

Current Landlord's Phone #: (_____) _____ Reason for moving: _____

Move in date: _____ Move out date: _____ Amount of rental \$ _____

Co-Applicant's Current Landlord's Name & Address: _____

Current Landlord's Phone #: (_____) _____ Reason for moving: _____

Move in date: _____ Move out date: _____ Amount of rental \$ _____

Please list ALL persons to occupy dwelling:

Name	Date of Birth	Sex	Social Security Number

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

Additional Pets: Type: _____ Breed: _____ Weight: _____

Include caged pets

*** Per OWNERS request please be able to provide a picture and current vaccination records of ALL pets**

Initials (_____) (_____)

Car Tag: _____ State: _____ Make: _____ Model: _____ Year: _____

Car Tag: _____ State: _____ Make: _____ Model: _____ Year: _____

Emergency Contacts:

Name: _____ Phone: (____) _____ Relationship: _____

Name: _____ Phone: (____) _____ Relationship: _____

Have you ever intentionally refused to pay rent when due? _____ Yes _____ No

If yes, please explain: _____

Have you ever had an eviction filed? _____ Yes _____ No

If yes, please explain: _____

Have you ever been arrested? _____ Yes _____ No

If yes, please explain: _____

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

If yes, please explain: _____

Do you currently have any Bankruptcy filed? Or planning on filing in the next 6 months? _____ Yes _____ No

If yes, please explain: _____

Applicant(s) Signature (_____) (_____)

Date: _____, _____ 20 _____

****** PLEASE NOTE- INCOMPLETE OR INACCURATE INFORMATION PROVIDED ABOVE WILL SLOW DOWN OR POSSIBLY DENY YOUR APPLICATION**

Initials (____) (____)

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 3-5 days from the effective date of this contract. In some cases, **Association Approval may take up to 30 days – and in some cases up to 45 days. Please inquire with your property manager for your specific unit.** Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association and/or Rossman Realty Property Management, LLC, 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 Rossman Realty 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 Rossman Realty 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 Rossman Realty 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 if applicable further authorize Rossman Realty Property Management, LLC to acquire my (our) credit reports and criminal background check and Public Record Search 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 Rossman Realty 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. If I (we) refuse to enter into the manager's 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 Rossman Realty 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 Rossman Realty Property Management, LLC as liquidated damages.

RENTAL PROCESS AND APPLICATION PROCEEDURE: I/we do hereby acknowledge that I/we were provided the handout entitled "Resident Handbook" and that I/we understand and agree to the terms of application and rental process. I/we have read and initialed or signed all three (3) pages of this application package and have submitted them with this application for consideration by Rossman Realty Property Management, LLC.

Signature of Applicant Date

Leasing Consultant

Signature of Applicant Date

Initials (_____) (_____)



Cape Coral office
 1104 SE 46th Lane, #2
 Cape Coral, FL 33904
 (239) 443-1091 phone
 (239) 333-0081 fax

Lehigh Acres office
 4922 Lee Boulevard
 Ft. Myers, FL 33971
 (239) 443-1344 phone
 (239) 443-1338 fax

The Landings office
 4420 Flagship Dr.
 Ft. Myers, FL 33919
 (239) 443-1313 phone
 (239) 443-1353 fax

RESIDENT HANDBOOK

*****This must accompany the Rental Application.*****

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 during regular business hours! We lease SINGLE FAMILY HOMES, CONDOS AND APARTMENTS throughout the greater Lee and Collier County area. Simply call our office for a showing appointment at (239) 443-1091. You may also preview our properties 24 hours a day online at www.rossmanrealty.com.

Application Processing and Time Frame:

- Processing an application normally takes 5 business days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer, up to approximately 45 days. 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 with application fee.
- No rental property will be held vacant for more than two (2) weeks, unless approved by Rossman Realty Property Management.

Cost:

- If you decide to apply to rent one of our properties, there is a \$35.00 per adult / \$50 per married couple (with the same last name), application fee that is non-refundable. 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 are prepared by an Attorney at Law to comply with Florida laws.
- Please Note: Some Homeowner and Condominium Associations may require a separate application and application fees. If this is the case with the property you are applying for, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.
- An additional \$150.00 administrative fee is required for all property applications processed to rental lease agreement at Rossman Realty Property Management.

Tenant Initials (____) (____)

The Application:

- Upon receipt of your rental application and application fee, you can expect and hereby authorize that we may (1) check your credit report; (2) check public records for any past evictions; (3) verify your employment; (4) verify your previous landlord references; and (5) perform a criminal background check. We would encourage you not to apply if you have bad references, have ever been evicted in the past or have a criminal record. Co-signers may be considered on an individual basis.
- 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 month's rent, within 48 hours of your approval notification. Once approved and payment of the holding deposit is paid, your holding deposit is then 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 the beginning rental date, you shall forfeit these funds as liquidated damages.
- All initial funds, i.e., the holding deposit, first month's rent and security deposit, must be paid by cashier's check or money order payable to "Rossman Realty Property Management". Subsequent months thereafter may be paid by personal check.
- 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. If your maintenance and repair requests are acceptable to Rossman Realty Property Management, then the request(s) 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 that the final decision is based on the best interest of the owner of the property. In all cases, the application fee is Non-Refundable.

Resident Selection Criteria:

- Applicants should have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing. Applicant may be requested to provide recent pay stubs/proof of income. A minimum of two years residential history is required. 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. Co-signers are accepted at the manager's discretion only, must meet all requirements, and must reside in the State of Florida.
- Credit history and/or Civil Court Records should not contain 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.
- Self-employed applicants may be required to produce the most recent two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- If you have been arrested or convicted of a felony within the past seven (7) years, this may be cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.
- Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
- Previous rental history reports from former 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, Rossman Realty 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 *Rossman Realty Property Management, LLC* and an additional **non-refundable fee of \$250.00 per pet**. Some properties may require higher fees or higher rent amounts. If a higher fee or rent amount is required; you will be notified at the time of the application. **The following pets may not be accepted without owner's approval: Akita, Chow Chow, Doberman Pinscher, German Shepherd, Pit Bulls, Presa Canario, Rhodesian Ridgeback, Rottweiler, Staffordshire Terrier, Wolf Hybrids, Any mixed breed dog containing any of the above breeds, no matter what the percentage.**
- No trampolines or other large yard storage or equipment is allowed on the property unless specifically pre-approved by Rossman Realty Property Management, LLC in writing.
- Any exceptions to these criteria will need to be submitted in writing to Rossman Realty Property Management, LLC for consideration. If approval is then given for such exceptions, additional security deposit, and 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 day of your lease start date by 5:00 PM) otherwise; A late fee of \$75.00 thereafter shall be due as additional rent if TENANT fails to make the rent payment on or before the 3rd day of each month. After the 6th day of your lease start date, Rossman Realty Property Management, LLC will serve you with a delinquency 3-day notice at your residence and you will incur a \$35.00 fee for this notice posting. All fees will be due with your rent payment. If you have any outstanding fees due to Rossman Realty Property Management, LLC at the end of your lease term, we will make a claim against your security deposit to pay any outstanding balances.
- 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 Rossman Realty Property Management, LLC's prior written approval.
- 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 of damages, the security deposit is refundable under the legal timeframe allowed when the tenants move out of the property with proper required notice.
- Well/Septic/City Water – Please note if you are on Well/Septic and your unit converts to City Water you will be responsible to set up your own account and be responsible for your own water utility bill with the City.
- 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 require residents to pay a \$10.00 service call for each maintenance and repair item requested.
- Property Inspections – It is the policy of Rossman Realty Property Management, LLC to perform semi-annual inspections to all rental units.

- Multiple Applications – Rossman Realty Property Management, LLC may receive multiple applications for the same property at approximately the same time. Please understand that we will process all applications for consideration to select 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 owner. In order to evaluate the various applications, it is necessary for Rossman Realty Property Management, LLC to spend time and costs for credit reports, criminal reports, and other administrative costs. Therefore, our policy is that the **application fee is non-refundable**. If your application is approvable, but not approved for first the property for which you are applying, you may consider applying for another available property, without payment of an additional application fee.
- Leasing Consultants - Rossman Realty 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 Rossman Realty Property Management Inc. for processing. The leasing consultant is not authorized to negotiate on behalf of Rossman Realty Property Management, LLC Verbal representations are non-binding.
- Once your application is submitted to Rossman Realty 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.

RESIDENT & OCCUPANT ACKNOWLEDGMENT OF SECURITY POLICY

1. No Representations. Residents and Occupants acknowledge that neither Owner nor Management has made any representations, written or real, concerning the safety of the community or the effectiveness or operability of any security devices or security measures.
 2. No Warranty or Guarantee. Residents and Occupants acknowledge that neither Owner nor Management warrants or guarantees the safety or security of Residents, Occupants, or their guests or invitees against the criminal or wrongful acts of third parties. Each Resident, Occupant, guest and invitee is responsible for protecting his or her own person and property.
 3. No Reliance on Security Devices or Measures. Residents and Occupants acknowledge that security devices or measures may fail or be thwarted by criminals or by electrical or mechanical malfunction. Therefore, Residents and Occupants acknowledge that they should not rely on such devices or measures and should protect themselves and their property as if these devices or measures did not exist.
- 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.
 - This must be sent in with "Rental Application", the contract to lease and the disclosure of information on lead based paint and lead based paint hazards. Please print and initial this document and include with your rental application either in person or by fax to: Cape office (239) 333-0081; Lehigh office (239) 443-1338, or The Landings office (239) 443-1313. If you have any questions, you can contact us at (239) 443-1091.

Tenant Initials (____) (____)



Tenant Responsibilities

Tenant understands that the tenant's responsibilities for maintenance of the rental property are as follows:

Air Conditioning System/Heater:

Change the filter every 30-60 days. Most systems require one (1) filter. Keep ants away from the outside unit, as they can cause the system to shut down and damage expensive components.

Water System

Keep saltbox ½ full of salt at all times. Clean out the aerator tank every 60-90 days.

Septic/Drain Field

DO NOT pour bleach, drain cleaner or grease down the drains at any time. You are required to report running toilets to the office immediately. Never flush any type of feminine products, (including tampons), baby wipes, condoms, toilet bowl deodorizer hangers down the toilet. Be mindful of the amount of water discharged at any given time; i.e., don't run the dishwasher, washing machine and take showers at the same time.

Hurricane shutters

It is tenant's responsibility to install/take down hurricane shutters to protect your personal belongings as well as the owner's property in the event of an approaching hurricane.

If you have any questions about or do not understand the above instructions it is your responsibility to call the office for more details. If any of the above systems fail due to the tenants not following these rules they will be held fully responsible for repair.

Please note if you are on Well/Septic and your unit converts to City water you will be responsible to set up your own account and be responsible for your water utility bill.

Tenant Signature _____

Date _____

Tenant Signature _____

Date _____



Pet Application

This application is made as a part of my/our rental application for the property located at: _____, Florida. I/We do hereby request that my/our pet be approved to reside with me/us during the term of my/our lease agreement.

The following pets will not be accepted under any circumstances, Akita, Chow Chow, Doberman Pinscher, German Sheperd, Pit Bull, Presa Canario, Rhodesian Ridgeback, Rottweiler, Staffordshire Terrier, Wolf Hybrids, Any mixed breed dog containing any of the above breeds, no matter what the percentage.

In consideration of having my/our pet approved, we agree to pay a nonrefundable pet application fee of \$_____ to Rossman Realty Property Management. This fee is paid as I/we understand that a pet occupied property oftentimes cause more work, closer inspections and occasional complaints from neighboring properties. I further understand that the nonrefundable application fee is strictly an administrative fee paid to the Lessor and is not considered a security deposit or pet deposit. Lessor requests a photo of the pet to be approved for Lessor's files

Description of Pet: _____ Pet's Name: _____
Pet's Weight: _____ lbs. Pet's Age: _____

I/we the owners of the above described pet do hereby certify the following:

1. My/our pet is well trained, is not dangerous to others and does not have a propensity to be vicious. My/our pet has never bitten, clawed or caused harm to another person.
2. In the event the pet produces a litter, we agree to keep them at the rental premises no longer then one month past weaning.
3. I/We shall not engage in any commercial pet raising activities.
4. There shall be no other pets, other then listed above on the premises without the express written approval of Rossman Realty Property Management. Should I/we desire additional pets, I/we agree to apply to Rossman Realty Property Management for approval, prior to pet occupancy.
5. I/We agree to keep the pet from becoming a nuisance to neighbors. This includes controlling the barking of the pet, if necessary and cleaning any animal waste on and about the premises.
6. In the event that my/our pet causes damage or destruction to the property, I/we agree that all cost of said damage or destruction shall come out of our security deposit as stipulated in the lease agreement. Should the security deposit be insufficient to cover the cost of any pet damage or destruction, then I/we agree to be financially responsible for damages above and beyond the amount of my/our security deposit.
7. If the pet becomes a nuisance or causes damage or destruction to the premises or otherwise violates the terms of this pet application, Rossman Realty Property Management may terminate the pet's right of occupancy and/or my/our lease agreement.

I/We do hereby agree to the terms and conditions of this Pet Application form this ___ day of _____, 20__.

Applicant Signature

Applicant Signature

Multiple Applications

Rossman Realty Property Management, LLC may receive multiple applications for the same property at approximately the same time. Please understand that we will process all applications for consideration to select 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 owner. In order to evaluate the various applications, it is necessary for Rossman Realty Property Management, LLC to spend time and costs for credit reports, criminal reports, and other administrative costs. Therefore, our policy is that the **application fee is non-refundable**. If your application is approvable, but not approved for the first property for which you are applying, you may consider applying for another available property, without payment of an additional application fee.

PLEASE READ CAREFULLY
APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that Rossman Property Management LLC may now, or at any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Rossman Property Management LLC's tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Rossman Property Management LLC.

I have read and understand this release and consent and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and agencies to provide Background Info USA with all information that may be requested. I hereby release all of the persons and agencies providing such information of and from any and all claims and damages connected with their release of any requested information. I agree that a copy of this document is as valid as the original.

I do hereby agree to forever release and discharge Rossman Property Management LLC, Background Info USA and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agent arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenancy was denied based on information obtained by my prospective employer and to receive a disclose of the public record information and of the nature and scope of the investigative report.

Applicant Signature

Print name clearly

Co-Applicant Signature

Print name clearly

Date: _____

Brokerage Relationship Disclosure

FLORIDA ASSOCIATION OF REALTORS®



TRANSACTION BROKER NOTICE

As a transaction broker, Rossman Realty Property Mgmt, LLC - 1104 SE 46th Lane # 2, Cape Coral, FL 33904 and its associates, provides to you a limited form of representation that includes the following duties:

1. Dealing honestly and fairly;
2. Accounting for all funds;
3. Using skill, care, and diligence in the transaction;
4. Disclosing all known facts that materially affect the value of residential real property and are not readily observable to the buyer;
5. Presenting all offers and counteroffers in a timely manner, unless a party has previously directed the licensee otherwise in writing;
6. Limited confidentiality, unless waived in writing by a party. This limited confidentiality will prevent disclosure that the seller will accept a price less than the asking or listed price, that the buyer will pay a price greater than the price submitted in a written offer, of the motivation of any party for selling or buying property, that a seller or buyer will agree to financing terms other than those offered, or of any other information requested by a party to remain confidential; and
7. Any additional duties that are entered into by this or by separate written agreement.

Limited representation means that a buyer or seller is not responsible for the acts of the licensee. Additionally, parties are giving up their rights to the undivided loyalty of the licensee. This aspect of limited representation allows a licensee to facilitate a real estate transaction by assisting both the buyer and the seller, but a licensee will not work to represent one party to the detriment of the other party when acting as a transaction broker to both parties.

_____ **Date**

_____ **Signature**

_____ **Signature**

Copy returned to **Customer** on the ____ day of _____, _____ by: personal delivery mail E-mail facsimile.

This form is available for use by the entire real estate industry and is not intended to identify the user as a REALTOR. REALTOR is a registered collective membership mark which may be used only by real estate licensees who are members of the National Association of REALTORS and who subscribe to its Code of Ethics. The copyright laws of the United States (17 U.S. Code) forbid the unauthorized reproduction of blank forms by any means including facsimile or computerized forms.