



## RENTAL APPLICATION POLICIES AND RESIDENT QUALIFICATION CRITERIA

HOMEVEST MANAGEMENT, INC. DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED BASIS. HOMEVEST MANAGEMENT, INC. IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR ASSOCIATION OR OWNER'S PREFERENCE.

- 1.) A separate application is required for each adult, eighteen years of age or older, intending to occupy the property. Each application must be filled out completely and signed by the applicant. Full name of all occupants, pets, all vehicles and any water-filled furniture must be on application. A credit report from a national credit reporting agency will be obtained on all applicants. Incomplete applications will not be processed. Complete applications include: "Rental Application Policies and Resident Qualification Criteria" and "Rental Application Disclosures and Authorization".
- 2.) A processing fee of \$50.00 payable to Homevest Management must accompany each application. If paid in cash the exact amount is required. The processing fee is non-refundable. No application will be processed without a processing fee. Deposits or holding fees must be separate from the rent or application fees. If the applicant is applying to rent a unit governed by a condominium or homeowners association, the applicant may be required to submit a separate application and/or fee to the association for processing and approval.
- 3.) Applications from other applicants are accepted until an application is approved. If more than one application is submitted before approval can be achieved, then the most qualified applicant will be approved for placement. Remaining applicants may consider other properties available from Homevest Management's rental list.
- 4.) Applicants must have a combined gross income of at least three times the monthly rent or comparable amount if income is tax-free.
- 5.) Reliable documentation and telephone numbers for all income sources must be provided. Employment will be verified on all applicants. Self-employed applicants may be required to produce upon request the previous year's Tax Return or 1099. Non-employed applicants must provide proof of income. A history of any of the following by any household member is cause for rejection of a rental application: Any conviction or adjudication other than acquittal of a sex offense or any conviction or adjudication other than acquittal of a felony within the past seven years. Residency must be verified for a minimum of the last twenty-four months with no interruptions. Rental history references must reflect timely payment, appropriate notice of intent to vacate, no complaints regarding disturbances or illegal activities, no NSF checks, no damage to previous rental units and no failure to leave the premises clean and without damage at the time of lease termination. Any history of eviction actions is cause for rejection of a rental application
- 6.) As per guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy is two persons per bedroom.
- 7.) Pets are permitted only on certain properties at the sole discretion and approval of the owner/landlord. Only small to medium sized, non-violent, common domesticated animals will be allowed on any property that permits pets. Rottweilers, American Staffordshire Terriers (pit bulls), Dobermans, German Shepherds, Chows, Huskies, Alaskan Malamutes, Great Danes, St. Bernards, Mastiffs, and mixed breeds including any of the above mentioned will not be approved. If a pet is approved, a \$100.00 non-refundable pet administration fee is required. An additional security deposit of \$150.00 per pet will be required at the sole discretion of the owner.
- 8.) Proof of insurance (FS 83.535) must be provided for any water-filled furniture.
- 9.) If approved the applicant must do one of the following:
  - a.) Sign a Lease Agreement within two business days of approval and all monies due—rent, security deposit, pet fees etc. must be paid in full with certified funds (cashier's check, bank check or money order) at the time of lease closing and prior to taking possession of the premises. Rent and Security Deposit must be paid with separate funds;
  - b.) This application will also serve as a Holding Agreement. This Holding Agreement is binding when applicant pays a Holding fee equivalent to at least one month's rent to hold a property until a lease is signed on or before the lease start date stipulated on this application. No property will be held for longer than two weeks without owner approval. Holding fees must be paid with certified funds (cashier's check, bank check or money order). In the event the applicant fails to enter into a Lease Agreement by the date stipulated on this application, the applicant shall forfeit the Holding fee. In the event an applicant fails to sign a Lease Agreement or submit a Holding Agreement within two business days after approval, it will be assumed that the applicant has withdrawn and the property will be offered to others.
- 10.) Applicant is required to pay a security deposit at the time of lease closing in a minimum amount of one month's rent. In owner/landlord's sole discretion, a higher security deposit, additional pre-paid rent and/or guarantors may be accepted in lieu of acceptable credit or landlord history. A guarantor must complete an application packet and be qualified in order to be a guarantor. When lease is fully executed and all monies paid, all Holding fees become security deposit per the Lease Agreement.
- 11.) Our company policy is to report any amounts owed at the end of your tenancy to a collection agency and/or national credit-reporting agency.
- 12.) Applicant acknowledges that the Landlord is not obligated by receipt of a deposit or holding fee to lease to applicant, but that a decision will be made within 2 business days based on the verification of the information given and to which applicant so agrees. The application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RENTAL APPLICATION DISCLOSURES AND AUTHORIZATION

STREET ADDRESS OF RENTAL PROPERTY \_\_\_\_\_  
APPROVED)

DESIRED MOVE IN DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

HOW LONG OF A LEASE (IF OTHER THAN 1YR, MUST BE \_\_\_\_\_)

REFERRED BY:  SIGN IN YARD  HOMEVEST.COM  OTHER \_\_\_\_\_

WHO SHOWED YOU THE INSIDE OF THE PROPERTY? \_\_\_\_\_

First Name \_\_\_\_\_ M/I \_\_\_\_\_ Last Name \_\_\_\_\_ Email Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone# (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone #

List the Full Names of all Prospective Occupants Including Yourself: \_\_\_\_\_

How Many Smokers Will Be Living In Home? \_\_\_\_\_ Will You Have a Flotation Bedding System?: Yes  No

Will you be acquiring renters insurance? Yes  No

Please Describe All Pets (Include Breed, Weight, Age) \_\_\_\_\_

**RESIDENCE INFORMATION**

Current Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP Code \_\_\_\_\_ Name of Landlord/Mortgage Co \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date Moved In \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Moved Out \_\_\_\_\_ Lease Expires When (If Applicable) \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Was proper notice given? Yes  No

Number of Residents Living in Property: \_\_\_\_\_ Reason For Moving: \_\_\_\_\_

Former/Previous Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP Code \_\_\_\_\_ Name of Landlord/Mortgage Co \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date Moved In \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Moved Out \_\_\_\_\_ Lease Expires When (If Applicable) \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Was proper notice given? Yes  No

Number of Residents Living in Property: \_\_\_\_\_ Reason For Moving: \_\_\_\_\_

**ADDITIONAL QUESTIONS**

- Have You Ever Been Convicted Of Or Pleaded Guilty Or No Contest To A Felony (Whether Or Not Resulting In A Conviction)? Yes  No
- Have You Ever Been Convicted Of Or Pleaded Guilty Or No Contest to A Misdemeanor Involving Sexual Misconduct (Whether Or Not Resulting In A Conviction)? Yes  No
- Have You Ever Been Foreclosed On or In The Process of Being Foreclosed On? Yes  No
- Have You Ever Been Evicted? Yes  No
- Has An Eviction Action Ever Been Filed Against You? Yes  No
- Have You Ever Moved in Order To Avoid An Adverse Action Against You? Yes  No
- Have You Ever Been Denied Renewal of a Rental Agreement? Yes  No
- Have You Ever Refused to Pay Rent? Yes  No
- Have You Ever Paid Rent Late or Beyond Your Grace Period? Yes  No
- Have You Ever Moved Before Your Rental Agreement Was Complete? Yes  No
- Have You Ever Defaulted on a Rental Agreement? Yes  No
- Have You Ever Been Given Notice That You Were in Non-Compliance With Your Rental Agreement? Yes  No
- Have There Been Complaints Against You For Disturbances or Illegal Activities? Yes  No
- Do You Have Any Outstanding Balances With a Current or Prior Landlord? Yes  No

If You Answered "Yes" To Any Of The Above Questions, You May Write-In Or Attach A Written Explanation.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL REFERENCES AND/OR EMERGENCY CONTACT**

Reference #1 Relationship Phone# ( ) -  
Reference #1 Relationship Phone# ( ) -

**INCOME INFORMATION**

Current Employment Hire Date Your Position Monthly Gross Income  
Contact Person Phone # Other Employment/Sources of Income Monthly Gross Income

**VEHICLE INFORMATION**

Auto Make & Model Year Tag # ST Any RV, Boat and/or Trailer? (Please List)

**CREDIT INFORMATION**

(If Section left blank, applicant accepts property as shown)

Have You Ever Declared Bankruptcy? Yes:  When: \_\_\_\_\_ No:

Are There Any Judgments or Collections Against You? Yes:  No:

Explain (If yes): \_\_\_\_\_

On a 1-10 scale (10 being the best) how would you rate your credit? \_\_\_\_\_

**WORK REQUESTED PRIOR TO MOVE IN**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant(s) Initials: \_\_\_\_\_

\*\*\*THIS SECTION MUST BE COMPLETED BY PROPERTY MANAGER/LEASING AGENT AND APPLICANT PRIOR TO PROCESSING \*\*\*

Amount Due: App Fee \$ \_\_\_\_\_ Sec Deposit \$ \_\_\_\_\_ 1st month rent \$ \_\_\_\_\_ Pet Admin Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Amount Paid: App Fee \$ \_\_\_\_\_ Sec Deposit \$ \_\_\_\_\_ 1st month rent \$ \_\_\_\_\_ Pet Admin Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Lease Begin / / - End Dates / / Rent Sec Deposit # of Occupants Pet Description

Tenant Name(s) Property Address Owner Name(s)  
Owner Responsible:  Range  Fridge  Dishwasher  Garage Door Opener  Washer  Dryer  Microwave  Water  Electric  
 Pool Maint.  Lawn Maint.  
Tenant Responsible:  Water  Electric  Pool Maint.  Lawn Maint.  
Addendum: # of Garage Remotes  Lead Paint  Month to Month  Pet  Pool Key  Pool/Spa  Pro-Rate \$  
 Septic  W/D as-is

Additional Addendum: \_\_\_\_\_

Online Payment Account Number: \_\_\_\_\_

I, \_\_\_\_\_, affirm that the information contained in this application is true and correct. I understand that misstatements, either false or incorrect, may result in rejection of this and any future application for housing managed by Homevest Management Inc., and/or my lease may be held in default and I may be subject to eviction. I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit report, rental information, employment verification (including salary), and all public records to Homevest Management Inc. and/or its principal and/or the owner of any property which I am applying to occupy. I further agree to hold harmless Homevest Management Inc. and all providers of information on the applicant listed above. I understand that due to the Fair Credit Reporting Act, I will not be furnished with a copy of my credit report from Homevest Management Inc.. I understand this application is the property of Homevest Management Inc.

Homevest Management, Inc. welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, sexual orientation, marital status, race, creed, religion, age, familial status, disability, color, national origin, or any other protected basis.

Notice of the contractual relationship between the Property Owner and Homevest Management, Inc.: Homevest Management Inc. an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

You are further advised as follows: "Radon Gas: Radon is a naturally occurring radioactive gas that when it has accumulated in a building in sufficient quantities, may present health risk to persons who are exposed to it over time. Levels of radon that exceed Federal and State guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from you county public health unit. Section 404.056(6), Florida Statutes.

Please govern yourself accordingly: The undersigned acknowledges receipt of a copy of this information and disclosure notice and acknowledges that it was received prior to entering into or signing any contractual offer, contract or lease agreement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Homevest Management**  
Credit Card Payment Form

**Electronic Payment Details**

I \_\_\_\_\_ give authorization to Homevest Management, Inc to charge the below fee to the credit card given. I understand that this fee is non-refundable.

Please Print or Type

*Rental Property Address															
City						State				Zip					
Name on Card															
Credit Card Number										3 Digit Security Code					
Amount of Charge		\$		.		Expiration Date				Type of Card					
										<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Billing Address															
City						State				Zip					
Signature										Date					
X															



HOMEVEST MANAGEMENT  
1300 E. Michigan St  
Orlando FL 32806

For office use only.	
Process Date	Initials



# **APPLICANT SHOULD KEEP THIS PAGE!**

## **GENERAL INFORMATION**

Thank you for applying with Homevest Management.

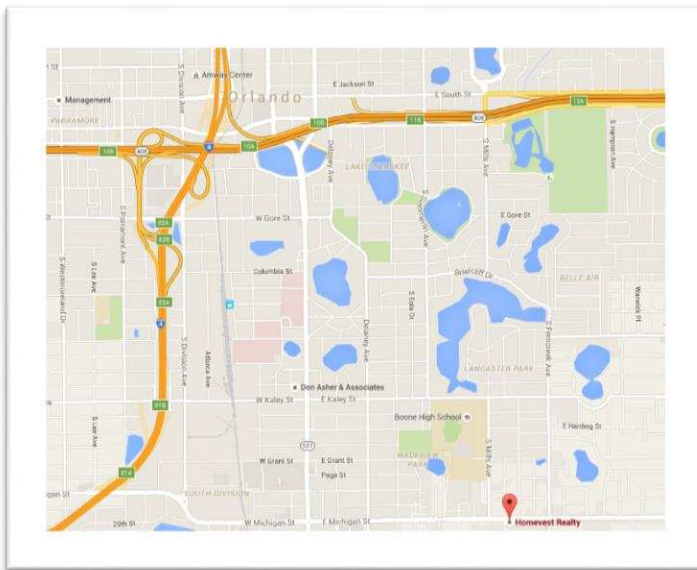
If your application is approved, you will need to submit a holding fee within (2) business days. This holding fee must be in the form of a **cashier's check or money order** and made payable to Homevest Management. Please contact your property manager for the specific amount of the holding fee that is required. Please note that if you are approved and fail to enter into your lease, your holding fee will be forfeited to the owner.

After the property has been properly held, you will need to schedule an appointment with the property manager to sign a lease. On the day of the lease signing you will need the following:

- 1.) All people named on the lease must be present to sign the lease.
- 2.) All move-in funds required including 1st month's rent, security deposit, pet fee, etc. These monies must be in **separate cashier's checks or money orders.**
- 3.) Copy of a valid picture I.D. (driver's license preferably) for each tenant.
- 4.) For your convenience Lease is sent via email for digital E-sign.

## **DIRECTIONS TO THE OFFICE**

**Homevest Management  
1300 E. Michigan Street, Orlando, FL 32806**



**From the south:** Take I-4 east to exit 80B (Orange Blossom Trail/441). Go north on Orange Blossom Trail, then turn right on Michigan St. Continue on Michigan St for approximately 3 miles. We're just past Mills Ave. on the right.

**From the north:** Take I-4 west to the Kaley Ave East exit. Go east on Kaley Ave, then turn right on Orange Ave, then turn left on Michigan Street. Continue on Michigan Street for approximately 2 miles. We're just past Mills Ave. on the right.

**Please call our office at 407-897-5400 if you have any questions.**

## **SCHOOL ZONING**

Orange County Schools	407-317-3233 ocps.net
Seminole County Schools	407-320-0000 www.scps.k12.fl.us/
Osceola County Schools	407-870-4897 osceola.k12.fl.us

## **UTILITIES LIST**

### **Electric & Water**

City of Altamonte	(407) 571-8044
City of Apopka	(407) 703-1727
City of Casselberry	(407) 262-7700
City of Deltona	(386) 575-6800
City of Lake Mary	(407) 585-1448
City of Longwood	(407) 260-3470
City of Maitland	(407) 539-6200
City of Ocoee	(407) 905-3191
City of Oviedo	(407) 971-5530
City of Saint Cloud	(407) 957-7373
City of Sanford	(407) 330-5630
City of Winter Garden	(407) 656-4111
City of Winter Springs	(407) 327-5996
Duke Energy	(407) 629-1010
Florida Power & Light	(800) 226-3545
Kissimmee Utility Authority	(407) 933-7777
Orange County	(407) 836-5515
Orlando Utilities Commission	(407) 423-9018
Seminole County	(407) 665-2010
Utilities Inc.	(407) 869-1919
Winter Park Utilities	(407) 599-3220

### **Gas**

Florida Public Utilities	(386) 668-2600
Lake Apopka Gas Co.	(407) 886-1177
TECO People's Gas Co.	(407) 425-4662

### **Telephone, Cable & Internet**

AT&T	(888) 757-6500
Bright House Networks	(407) 291-2500
Comcast	(866) 928-9135
Embarq	(800) 304-6820

## **POST OFFICE**

U.S. Postal Service	(800) ASK-USPS www.usps.com
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## **MOVING COMPANY**

Meachie Bell Moving	(352) 321-9013
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## **PROPERTY MANAGERS**

Corey Van Dyke	(407) 897-5400 ext. 208
Elizabeth Fels	(407) 897-5400 ext. 232
Jaclyn Cox	(407) 897-5400 ext. 861
Joanne Bracero	(407) 897-5400 ext. 311
Justin V. LaManna	(407) 897-5400 ext. 226