



RENTAL POLICIES

"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."

If you would like to view our available rentals please contact one of our property managers for an appointment. You may preview our available properties 24 hours a day online at: **www.ViewHomesForRent.com** or **www.ViewHomes4Rent.com**.

Income Qualification Standards:

To qualify for the rental property you must have good credit, receive acceptable references from former landlords and meet our Regular Income Standard or one of our Alternative Income Standards.

Our Regular Income Standard requires that a single occupant have at least three times the monthly rent in gross income. If two people will occupy the rental property then the combined income must be four times the monthly rent (and if three people will occupy the rental property the combined income must be five times the monthly rent, etc.). All income must be lawful, verifiable and must have been stable for six months or more. In the event you have long-term debt, you may be required to show additional income. Our standard rental term is one year. Shorter rental terms will increase the monthly rent. The application will take at least two business days to process. If you advise us at the time you make the application that you need to answer sooner, we will do our best, but cannot guarantee to get a response to you more quickly.

Credit Report & Background Check Standards:

Please be advised that Northeast Florida Realty, Inc., its affiliates and/or the property owner will obtain a credit report and background check for each named adult applicant. Applicants hereby authorize Northeast Florida Realty, Inc. to obtain a credit report, background report, contact your present employer, bank, personal reference and your present and previous landlords. If there is anything negative on your credit report, background report, or if your employer and previous landlords would not recommend you as a resident then we would advise you not to apply for a rental property.

Application Processing and Time Frame:

- Processing an application normally takes between 2-3 days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. 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 the application fee.
- No rental property will be held vacant for more than two (2) weeks, unless approved by Northeast Florida Realty, Inc.

Application Fees:

- If you decide to apply to rent one of our properties, every person that is 18 years of age or older must complete the application and will be listed on the lease agreement. There is a **non-refundable \$60.00** application fee per adult. 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 rental agreements are currently prepared by an Attorney at Law to comply with Florida laws. If you are the successful rental candidate, there is a **one-time rental signing fee of \$99.00** to cover our administrative cost and the cost of preparing your rental agreement.
- Some Homeowner and Condominium Associations may require a separate application and separate fees and if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.

We require a completed rental application and a non-refundable application fee of \$50.00 per adult that will occupy the rental property. The application fee is to be payable to: Northeast Florida Realty, Inc.. For the protection of our staff, cash cannot be accepted. These payments must be made by bank check or money order. You should note that the property owner and management company participate in a national credit reporting service and if accepted, information about your tenancy may, from time to time, be reported.

If your application is rejected for any reason the application fee will not be refunded. If you choose not to move into the property after submitting the application, but before you sign the rental agreement, any deposit money that may have been collected to hold the rental property will be forfeited to the property owner to cover costs and expenses for processing the application and lost rents. Therefore, please do not submit an application unless you are sure you want the rental property.

The Application Process:

- 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 would encourage you not to apply if you have bad credit, bad references, have ever been evicted in the past or have a criminal record.** Cosigners or Co-Guarantors 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 non-refundable.** In the event that you fail to enter into the rental agreement or refuse to take possession of the property on or before the beginning rental date you applied for, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 48 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee, rental signing fee and holding deposit is non-refundable.
- 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. Any such maintenance or repair request (if any) must be written and included with your application under "Other Items Requested", in the contract to rent portion of your application. If your maintenance and repair request are acceptable to Northeast Florida Realty, Inc., then that agreement will be written in the rental or rental 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 desiring the property in "AS IS" condition, over another applicant requesting maintenance or repairs. In all cases, the application fee is non-refundable.

All initial funds, the holding deposit, the first month's rent, and security deposit — must be paid by cashier's check or money order payable to "Northeast Florida Realty, Inc." Subsequent months thereafter may be paid by check or money order.

Resident Selection Criteria:

- Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing, applicant may provide recent pay stubs. 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 cosigner and/or a higher security deposit. Cosigners are accepted at the managers discretion only, must meet all requirements, and must reside in the State of Florida.

- Self-Employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- Credit history and/or Civil Court records must not contain slow pays, 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.
- Criminal records must contain no convictions for felonies for crimes within the past 7 years involving violence against persons, damage or destruction of property, manufacture or distribution of controlled substances and no sexual offenses ever.
- Valid current photo ID documentation (driver's license, military ID, or state ID) is required.
- Previous rental history reports from previous 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, Northeast Florida Realty, Inc. also prohibits the rental of a single family dwelling to more than two (2) unrelated adults.
- Some Homeowner and Condominium Associations may require a separate application for pets. If so, you must also apply separately to such association and approval by the homeowners or condo association is a necessary prerequisite to our approval of your application.
- Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the rental agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of rental agreement or damages, the security deposit is refundable when the Tenants move out of the property at the expiration of the rental term.
- Any exceptions to these criteria will need to be submitted in writing to Northeast Florida Realty, Inc. for consideration. If approval is then given for such exceptions, an additional security deposit, cosigners and/or additional "higher" rent may be required.

Other Issues:

- **Keys** — will be released on the first (1st) day of occupancy as stated in the rental agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Northeast Florida Realty, Inc. prior approval.
- **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) five days of possession. Thereafter, we require Tenants/Residents to pay a \$50.00 administrative fee for each repair or any maintenance items requested that were caused by any person in the home, in addition to the repair cost.
- **Multiple Applications** — It is entirely possible that Northeast Florida Realty, Inc. may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem 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 rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Northeast Florida Realty, Inc. to expend time and cost in credit reports, criminal reports, and other administrative costs. Hence, it is our policy



that the application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.

- **Rental Consultants** — Northeast Florida Realty, Inc. provides rental consultants to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to rent our properties. The rental consultants will also submit your application to Northeast Florida Realty, Inc. for processing. The rental consultants are not authorized to negotiate on behalf of Northeast Florida Realty, Inc.. Verbal representations are non-binding. Once your application is submitted to Northeast Florida Realty, Inc., 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.
- **This “Rental Policies 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.
- **Smoking Policy** — Smoking within premises (including garage and/or enclosed patio/porch) is not allowed and all tenant(s) and any guest(s) of the tenant(s) agree not to smoke within the premises. The tenant(s) will be financially responsible for all remediation of nicotine presence, including but not limited to within the HVAC ducting, window fixtures, carpeting, and the cleaning and repairing of interior walls and ceilings. Please note: that removing the presence of tobacco smoking or similar combustible like products is a costly endeavor that is in the hundreds to thousands of dollars.
- **Liquid Furniture** — Liquid furniture is not acceptable in most cases. Some exceptions may be provided in writing by the Landlord if the entire dwelling is on the ground floor and the applicant(s) provides proof of liability and loss insurance naming the owner and property manager as beneficiary of any claims paid. Furthermore, the applicant(s) is responsible for any loss not covered by insurance in addition to any insurance deductible associated with said insurance coverage. The applicant(s) will be responsible for 100% of any repairs and or replacements that are caused by liquid furniture malfunctions or abuse.
- **Outdoor Recreational Devices** — Due to the perceived and real liability associated with recreational devices such as trampolines and slides, most insurance companies are excluding coverage to policy holders with said devices. Therefore, as a condition of your application acceptance and lease terms, trampolines or slides are not allowed on any property leased through our office – at any point in time. Any violation will be strictly enforced, including removal at the Lessee’s expense.

Payments / Late Payments / Eviction:

Rent quoted is the rental amount due if paid on time (on or before the 1st of each month by 5:00 PM) otherwise, there is an additional late fee of \$50.00, plus an additional rent rate of \$10 per day in addition to the base rent amount due. The additional rent amounts DO NOT apply to any future monthly rents due.

- If rent is not paid in full by the (5) fifth day of the each month - a “3 Day Notice” will be sent to the Tenant(s) at a fee of \$50.00 per notice.
- If the “3 Day Notice” is not cured by paying total rents due in full within the three days, Eviction proceedings will commence and additional fees, such as: attorney’s charges, legal fees, etc. - will be due by the Tenant(s).
- Tenant(s) are responsible for any and all costs of the eviction. If total costs are not paid by Tenant(s) at time of costs occur, the costs may be deducted from Tenant(s) security deposit. Please note if costs are more than the security deposit, the Tenant(s) are fully responsible for any and all costs of eviction and may be pursued for such costs in any manner available.



- Tenant(s) hereby agree that any fees, additional rents, and any other cost/fees that are due by the Tenant(s) if not paid by Tenant(s) at time of occurrence may be deducted from the Tenant(s) security deposit at end of rental period.

Security Deposits:

Our standard security deposit in Florida is equal to one month's rental rate (including the rent for a garage space and/or other monthly charges). These funds must be paid in full by money order or cashier's check within three business days of your accepted application. You will be required to sign the rental agreement when you pay your security deposit. **The security deposit is not for the Tenant(s) to use as the last month's rent.**

Pet Policy:

Our standard pet policy is that **we do not allow pets**. However, the owners of some rental properties may allow pets, so please inquire. Please note that working or service animals, such as Seeing Eye Dogs or Dogs for the hearing impaired are not subject to these pet rules. Please ask the rental representative for details.

- **In the event a rental property owner will accept pets, then you will need to provide a current picture of each pet.** If pet is approved you will be required to sign a pet addendum and monthly rental amounts maybe higher than without a pet. There may also be an additional non-refundable pet fee, for each pet (fee may vary by properties).
- **Please note that if your pet(s) or any pet(s) you allow in the property does any damage** to the rental property or to the common areas of the property, you will be financially responsible for all repairs, even if the cost of the repairs exceeds the amount of your total security deposit and the non-refundable pet fee.
- **Please note that if property manager becomes aware of Tenant(s) having or allowing pet(s)** on the property, including visiting pet(s), without permission and has not paid a non-refundable pet fee for each pet, the Tenant(s) will be subject to a \$500 non-refundable pet fee for each pet found, plus any damages pet(s) have caused.
- If pets are allowed by the owners of some rental properties, as our company policy we do not allow the following pet types for our rental properties: **GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS, OTHER AGGRESSIVE BREEDS, MIX OF THESE BREEDS, OR LARGER DOGS.**

Policy Updates:

Policies may be changed, modified or withdrawn without advance notice to Tenants/Residents or prospective Tenants/Residents and may not be in effect at all of the properties managed by Northeast Florida Realty, Inc.. This policy is not legally binding on Northeast Florida Realty, Inc., its affiliates, clients or the property ownership and is not intended to supersede or modify any rental agreement, contract or other binding agreement. Tenants/Residents or interested parties should check with the main office or the property manager, to confirm what policy is currently in place at the rental property in question.



RENTAL REFERENCE OF FORMER LANDLORD

Dear Landlord,

A current or former tenant of yours has applied to rent a property from our company. **Please take a moment to complete this reference form and fax it back to us at: 877-715-7910. Thank You!**

Applicants' Names: _____

Former Address: _____

How long have they rented from you? From: _____ To: _____

Rent amount: \$ _____ Was their security deposit refunded? Y or N

Did they have any pets? Y or N If yes, what kind of pet? _____

Number of times they were late paying their rent? _____

Any NSF's (bounced checks)? Y or N If yes, how many? _____

Would you re-rent to these tenants? Y or N If no, why? _____

Are you related to these applicants? Y or N If yes, how? _____

Any complaints or positive recommendations about these applicants? _____

From: _____ - Former Landlord

Would you be interested in using our services to lease and manage your rental investment properties? Y or N

If so, call us at **904-386-7877** or visit our website at www.NEFRealty.com

-----Above Section to be Filled out by Former Landlord-----

Signature

Printed Name

Last 4 of SSN

Signature

Printed Name

Last 4 of SSN



LEAD-BASED PAINT DISCLOSURE FOR RESIDENTIAL RENTALS

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS (Homes built prior to 1978)

This disclosure is referenced in the Lease and pertains to the following Property:

LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead -poisoning prevention.

Lessor's Disclosure (initial)

_____ (a) Presence of lead-based paint or lead-based paint hazards (check one below):

- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
-

• Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the Housing.

_____ (b) Records and reports available to the lessor (check one below):

- Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
-

• • Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Licensee's Acknowledgment (initial)

_____ (e) Licensee has informed the lessor of the lessor's obligations under 42 U.S.C. 4582(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

LESSOR	DATE	LESSEE	DATE
LESSOR	DATE	LESSEE	DATE
LICENSEE	DATE	LICENSEE	DATE

Any person or persons who knowingly violate the provisions of the Residential Lead-Based Paint Hazard Reduction Act of 1992 may be subject to civil and criminal penalties and potential triple damages in a private civil lawsuit.