



FLORIDA F•E•D•E•R•A•T•E•D

Management, Inc.

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RESIDENT SELECTION CRITERIA

(please read the following, in its entirety, prior to applying)

1. **18 YEARS OLD OR OLDER**

All persons 18 years or older must individually submit a fully-completed, signed & dated Rental Application, along with a **\$100 non-refundable application fee (each person)**. Applications are processed following the receipt of the application fee(s). For the condos & townhomes FFM manages, the condo & townhome associations will require a separate application to be filled-out, along with a separate application fee, in order to rent the property. Applicants may be required to be approved by the condo or townhome association, in addition to the Florida Federated Management, Inc. (FFM) approval process.

2. **BEST QUALIFIED**

In the event FFM receives more than 1 application on a property, **the approved application will be based on "BEST QUALIFIED" criteria, NOT on a first come, first served basis. Approval of applications is approximately a 2-3 day process, following receipt of application fees. More time may be required to approve an application, if the owner is not readily available and/or the applicant(s) needs to supply further information. Upon application approval, FFM requires a good faith holding deposit (equal to 1 month's rent) to be collected as soon as possible (in certified funds only: cashier's check or money order), to take the property off the market. The property is still available to other applicants, until a good faith holding deposit is received.** In the event the application is approved and a good faith holding deposit is received, but applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this good faith holding deposit shall become security deposit funds, upon lease signing.

FFM DOES NOT USE CREDIT SCORES TO QUALIFY APPLICANTS.

FOR QUESTIONABLE CREDIT OR BACKGROUND, FFM MAY REQUIRE, AT LEAST, A DOUBLE SECURITY DEPOSIT (EQUAL TO 2 MONTH'S RENT).

3. **BANKRUPTCY**

If you have had a bankruptcy, it must have been "**DISCHARGED**" in order to apply for one of our properties & official, written proof of the discharge will be required & will need to be readily available. We cannot approve persons with a bankruptcy indicated as "DISMISSED." **Please DO NOT APPLY, if you have a "DISMISSED" bankruptcy, it MUST BE "DISCHARGED."**

4. **BEGIN LEASE IN 2 WEEKS**

All approved applicants, who will be listed on the lease, must be at our office for the lease signing. Applicants must be able to begin a lease within 2 weeks of application approval.

5. **INCOME**

Applicants must have a combined gross income of at least three times the monthly rent. FFM reserves the right to require a co-signer. All sources of income must be verifiable if needed to qualify for a rental unit.

5. **RENTAL HISTORY**

Rental history must not contain any Delinquent Tenant and/or Eviction Action. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination. A minimum of two years residential rental history is required.

6. **CREDIT HISTORY**

Credit history and/or Civil Court Records must not contain slow pays, judgments, collections, liens or bankruptcy within the past 2 years. **For bankruptcies, please see #3 BANKRUPTCY above.** Credit history and/or Civil Court records must not contain eviction filings within the past 5 years. For eviction filings over 5 years old, FFM reserves the right to require a double security deposit (equal to 2 month's rent). **Additionally, if an applicant's credit report contains questionable account history (including several late pay designations), FFM may require a double security deposit (equal to 2 month's rent).**

7. **SELF EMPLOYED**

Self employed applicants will be required to produce 2 years of tax returns or 1099s and non employed Individuals must provide verifiable proof of income.

8. **PETS**

No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document and, once approved, will be stated in a pet addendum to the lease. **Once approved, a \$350.00 non-refundable pet application fee will be due at lease signing, along with a picture of the pet(s) to be kept on file. The non-refundable \$350.00 pet administration fee is an administrative fee allowing pets on the property & it does not cover damages to the property. (Note: 2 pet maximum on any property.)**

9. **CERTIFIED FUNDS AT LEASE SIGNING**

At the lease signing, FFM requires all monies required (\$150 lease coordination fee, rent amount due & \$350 pet fee (if pets included) to be in certified funds only (cashier's check or money orders).

10. **"AS IS" LEASE CONDITION**

It is agreed that an approved applicant has seen the property and **AGREES TO TAKE POSSESSION OF THE RENTAL PROPERTY IN "AS IS" CONDITION** at the time of viewing/showing of the property. No further maintenance, including, but not limited to, cleaning, carpet cleaning, pest control, washer/dryer service (not warranted) will be provided by FFM at the time of move in, or thereafter.

11. **2 PERSONS PER ROOM MAXIMUM**

The number of occupants must be in compliance with HUD standards/guidelines for the property (2 persons per room).

12. **UTILITIES**

Approved applicants must contact utilities (electric & water) and place the utilities in their name, prior to the lease signing. Utility services, in the tenant's name, start on the day of the lease signing.

13. **DRIVER'S LICENSE**

Applicants must provide proof of identity with a **current pictured driver's license at lease signing**, which FFM will copy to have on file.

14. **LEASE COORDINATION FEE**

A **lease coordination fee of \$150.00** will be due at lease signing (\$100 for each annual lease renewal).

15. **SMOKING**

Smoking is only permitted outside of all properties managed by Florida Federated Management, Inc.

APPLICANT

DATE