



Our Tenant Placement Package Includes:

- **Marketing & Showings:** We create a compelling listing and market your property across high-traffic platforms to attract quality renters. We'll get your listing in front of the right people and show the property to interested qualified renters. We pre-screen before showing your home. We never provide a code to prospects for self-tours. **Fair Housing Compliance** – All marketing, screenings, and placements are conducted in accordance with federal and state Fair Housing laws to ensure equal opportunity and legal protection.
- **Application Processing – Tenant Screening:** Our rental application process is designed to ensure a smooth and fair experience for all prospective tenants. Once an application is submitted, we conduct a thorough screening that includes:
 - **Credit and Background Check:** We verify credit history, criminal background, and eviction records.
 - **Income and Employment Verification:** Applicants must provide proof of income (typically 3x the monthly rent) and stable employment.
 - **Rental History Verification:** We contact past landlords to confirm rental history, payment habits, and any lease violations.
 - **Identification Verification:** A government-issued photo ID is required for all applicants.
 - **County Court Records:** We research County records in the Counties listed by address on the application

Each application is reviewed in the order received. Once the screening is complete, qualified applicants will be contacted to proceed with lease signing and move-in arrangements.

Once finalized, an outline will be sent to the landlord for final approval. We offer our recommendation, but the final approval will be the landlords. The denial cannot be any

reason that falls under Fair housing laws. We are an equal housing opportunity and Fair housing brokerage. We do not discriminate against protected classes based on race, color, religion, sex, handicap, familial status, and national origin.

If the **Condo Association or Homeowners Association** requires an application approval process, we will obtain the application, rules, regulations and any other required documents from the association management company and follow their guidelines before allowing the tenant to move into your home. The lease is required to be signed and sent along with the association application for final approval. For this reason, the lease has an approval contingency from the HOA or COA in the event the applicant is not approved.

While the application process is taking place, your home will remain on the market, and we will continue to show the home until final approvals and the security deposit is paid.

- **Comprehensive Lease Agreement:** A legally compliant lease is custom-tailored to your property and rental terms in compliance with Florida landlord-tenant law. We'll handle the lease and any addendums, so everything is clear and in writing. The lease is sent to the tenants and landlord via electronic signature. It will be sent to all parties for their records.
- **Addendums & Disclosures:** All required and optional addendums, including pet agreements, maintenance responsibilities, and more. Includes HOA rules, and any required state or local disclosures.
- **Tenant Handbook:** A clear helpful guide for your new tenants outlining expectations, how to submit maintenance requests, and general property guidelines. Including how to troubleshoot maintenance issues. The handbook will be provided at the time of lease signing along with utility contact information. The tenant will not be allowed to take possession without proof of account numbers.

Property Inspection – Property Details – Property Conditions Reports

- **Pre-Listing Inspection:** Prior to signing a tenant placement agreement, we will visit the property to determine what needs to be done to ensure getting the maximum rent possible. You'll receive an outline with recommendations along with photos. This will also allow us to do a thorough rental comp versus the initial preliminary rental comp. If the property is not show ready and move in ready, we will not list it until it is. There are several reasons for this which is covered in our FAQ section. Everything we do has specific reasons and have your best interests in mind.
- **Property Detail Form:** Upon receiving an executed tenant placement agreement, we will complete a property detail form that includes every detail of your home. From paint code colors to serial and model numbers and everything else in between. This important document will leave you with no questions unanswered and serves as a tool to ensure a smooth and easy management process during the lease term and beyond.
- **Move-In Condition Report:** A detailed inspection with photos to document the property's condition at the time of move-in will be conducted with the tenant. This report will be referred back to at the time of move out. We'll document the property's condition at move-in with notes and photos to protect both sides.
- **Move-Out Condition Report:** A final walkthrough inspection at the end of the lease to fairly assess any damage or cleaning needs at the end of the lease term to compare and help with security deposit decisions. It also serves as a checklist of what's needed for the property turn. This report corresponds with the move in condition report.

Both the move in and move out report along with the initial inspection and property detail form will assist in completing a notice to impose a claim against a security deposit in the event the tenant doesn't return the property in its condition at the time of move in. We cannot stress enough how important these documents are. They can save you several hundreds if not thousands of dollars if a lawsuit must be filed.