



Annual Resident Selection Criteria

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant(s) must provide proof of identity. A \$75.00 non-refundable application fee for each applicant. Applicant(s) may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit to the association.
2. Applicants must have a combined gross income of at least three times the monthly rent. Two months of the most recent pay stubs must be submitted with the application(s) for each applicant. A minimum of two years residential rental history is required.
3. Self-employed applicants will be required to produce two years tax returns or 1099s. Non-employed and retired individuals must provide verifiable proof of income or provide documentation that funds are available to pay the rent for the rental term. (ie: bank account(s) showing funds for a one year lease.)
4. All sources of income/monies must be verifiable to be considered to qualify for a rental unit.
5. Credit history and Civil Court Records must *NOT* contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past five years.
6. Criminal records must *not* contain felony convictions within the last 7 years for:
 - (a) Illegal manufacture or distribution of a controlled substance
 - (b) Violent crimes resulting in bodily harm or intentional damage or destruction of property
 - (c) No sexual offenses ever.
7. 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 the time of lease termination.
8. In the event application(s) are submitted without all of the required documentation, applicants will be given 24 hours to produce the missing items.
9. In order to hold a property off the market we must have:
 - (a) approved application
 - (b) good faith deposit paid (equal to 1 months rent)
 - (c) signed lease returned to Management immediately but not more than 48 hours after presentation to tenant. Failure to sign and return lease promptly could result in forfeiture of the deposit and the property will be placed back in the rental market.

Annual Resident Selection Criteria Continued

ALL FEES, DEPOSITS, AND MOVE-IN MONIES ARE TO BE PAID IN THE FORM OF A CASHIERS CHECK OR MONEY ORDER

We reserve the right to require additional security deposit and/or additional prepaid rent or a co-signer.

10. No pets of any kind are permitted without: a pet application, specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to the landlord and/or an additional security deposit. Landlord may require tenant to purchase renters insurance with pet liability coverage in the amount of \$300,000.00. We welcome valid service dogs/support animals for our disabled residents and guests.
11. **Any exceptions to our company's criteria** will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is given for such exceptions, additional security, co-signers, and/or additional rent payments may be required.
12. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent or any amounts owed to the credit bureau.
13. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
14. HOME RENTALS OF MANATEE strictly complies with the Federal Fair Housing Act.

_____ **I HAVE READ THE ANNUAL RESIDENT SELECTION CRITERIA.**
Initials

_____ **I HAVE RECEIVED "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT".**
Initials