

RENTAL POLICY AND PROCEDURES DISCLOSURE

NOTE: Tenant information sheet will be included as part of the application package.

- **Application Processing and Time Frame**

Processing an application normally takes between 2-3 days. In some cases, approval of homeowner's association, 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 and application fee.

- **Cost**

If you decide to rent one of our properties, there is a \$50.00 per adult application fee that is non-refundable. This must accompany the completed application form provided to you online or 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 or denied applications.

Administrative Fee: There is a one-time administrative fee of \$150.00 charged to the tenant upon lease signing. This fee is a necessary fee which helps to defer the costs associated with documenting the condition of the home prior to your move in, during your tenancy and after move out. This helps us to staff our company to better serve your needs before, during and after you move in.

Some homeowner and condominium associations may require a separate application and, if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fees may be required.

- **The Application**

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. Co-signers may be considered on an individual basis. Additional security deposits may be required if you do not meet our credit criteria.

Once you have been notified of your approval, you must place (at a minimum,) a holding deposit equal to at least one month's rent within 24 hours of your approval notification. Once approved and payment of the holding deposit has been made, your holding deposit is considered as non-refundable as it is considered liquidated damages in case you should change your mind. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before you applied for beginning rental date, you shall forfeit these funds. Due to the high demand for rental home, we will not hold the property you applied for off the rental market for more than 48 hours without the required holding deposit. If you do not comply with this requirement, we may rent the home that you applied for to someone else, and your application fee 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 requests (if any,) must be written and included with your application under "Other Items Requested," in the contract to lease portion of your application. If your maintenance and repair requests are acceptable to Sunshine Management, then a separate agreement addressing such will be written. Verbal

representations are non-binding. In the event that the manager shall receive 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.

If a tenant's check is returned NSF, Sunshine Management reserves the right to require that all subsequent payments to be made by cashier's check, cash or credit card. All late payments are to be made by certified funds.

- **Resident Selection Criteria**

A minimum of two year's residential history is required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer and/or a larger security deposit. Co-signers are accepted at the manager's discretion only, must meet all requirements and must reside in the state of Florida.

Credit history and/or civil court records: We will not provide you with these documents or tell you of their contents. 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. A minimum 600 credit score is required to meet base move-in criteria.

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.

If you have been convicted of a felony within the past seven (7) years, this is a cause for denial. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.

Valid current photo ID (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 vacated.

Current occupancy standards exist based on city ordinance, homeowner's associations and management company policy. If you plan on having more than 2 unrelated adults share housing, please seek management approval first.

No pets (with the exception of medically necessary pets,) of any kind are permitted without specific written permission of Sunshine Management and an additional pet fee of \$250.00 per pet. Some properties may require higher fees or higher rent amounts. If a higher fee or rent amount is required, you will be notified at the time of application.

ALL OF OUR HOMES ARE NON-SMOKING HOMES. YOU ARE WELCOME TO SMOKE OUT OF DOORS. Upon vacating the property, you will be held responsible for any damage caused by smoking indoors, including work done to the home to remove odor or discoloration due to smoking.

Any exceptions to these criteria will need to be submitted in writing to Sunshine Management for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional “higher” rent may be required.

- **Other Issues**

Rents quoted are the rental amounts due if paid on time (on or before the first of each month by 5:00pm.) After the 5th of the month, additional rent or a late fee will be due. All late payments must be made by certified funds. On the 6th of the month, you will receive a three-day letter, which states “PAY OR SURRENDER POSSESSION.” If a three-day notice is served, an additional \$100.00 fee will be charged. On the 8th of each month, evictions begin on properties whose rent has not been paid.

Move In/Walk-Through Process: All tenants must schedule a walk-through with the assigned property manager. All walk-through appointments must be scheduled at least 72 hours prior to the move-in date. All tenants on the lease must be present at the time the walk-through is completed (no exceptions.) Once your rental application is approved and your deposit has been paid to Sunshine Management, please schedule the walk-through of your property with your assigned property manager.

Keys will be released on the first day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied by additional pro-rated rent funds and must have Sunshine Management’s prior approval.

Security deposits are security for faithful performance by tenants of all terms, covenants and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is fully refundable when the tenant moves out of the property at the expiration of the lease term. When a claim is made on the security deposit, a \$150 administration fee to Sunshine Management will be deducted from your security deposit to offset the time and expense of processing your claim.

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 days of possession. Thereafter, we require tenants to pay up to \$100.00 for every service call to a vendor. We encourage maintenance requests online and if an emergency case, use of our vendor emergency lines.

Multiple Applications: It is entirely possible that Sunshine Management may receive multiple applications from unrelated individuals 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 first application received. In order to evaluate the various applications it is necessary for Sunshine Management to expend time and cost in credit reports, criminal reports and other administrative cost. Hence, 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 available, without payment of an additional application fee.

This Rental Process and Application 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 the application and rental process as described herein. I/We further acknowledge I/we have seen and previewed the rental property (both inside and outside,) for which we are applying. Lastly, I/we acknowledge that I/we have received and agree to the terms of the Tenant Handbook and that all terms herein are part of your lease agreement and is legally binding on both parties.

This tenant information must be sent in with your rental application. Please sign below and include with your rental application either in person, via email to Deneen@SunshineManagers.com or via fax to (321) 255-1459.

Thank you for applying to Sunshine Management.

Applicant Signature:

Date:

Applicant Signature:

Date:
