



REALTY WORLD®

Executive Group

Property Management Division

3521-B Highway 17

Fleming Island, FL 32003

Ph. (904) 215-5714

Fax (904) 215-5711

rentals@rwjax.com

RENTAL APPLICATION CRITERIA AND PROCEDURES

Realty World Executive Group will perform its duty by following the Equal Housing Opportunity Act. We will not discriminate against any person who is obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

Applicants must view the interior of the property before any lease will be accepted. The property must be accepted in an **AS IS** condition before an application can be accepted, except where there is written agreement for repairs with the owner. If the property owner is making repairs or improvements then that agreement will become part of the lease. Verbal representations are non-binding on all parties.

Application Processing:

Processing of your application will normally take one (1) day. Due to unforeseen circumstances, some applications may take longer. You will be contacted immediately upon approval or denial of your application or if we need any questions answered. Upon approval, you will have three (3) days to complete all lease requirements for the property for which your application has been submitted.

Application Link:

<https://jacksonville.managebuilding.com/Resident/apps/rentalapp/>

Application Requirements:

A. The application must be **completely** filled out and the application signed by the applicant and or applicants.

NO APPLICATION WILL BE PROCESSED THAT IS NOT FULLY COMPLETED AND SIGNED.

B. The application fee is \$50.00* per adult and each adult must complete the Application process and sign the lease as a responsible party. Application

fees are **NON-REFUNDABLE**, and must be paid online with credit card, debit card or e-check.

C. Valid current photo documentation (driver's license, military or state ID) is required with each application, use the upload link in the application.

D. Your credit history will be checked through a third party and you will receive instruction via email once we start the process.

E. A criminal background check will be processed. If you have ever been evicted, pleaded no contest, pleaded guilty, or been convicted of a felony, you could be denied acceptance. Final decisions will be made by the property owner.

F. Residency will be verified for a minimum of twenty four (24) months. Rental history must be rated satisfactory or better.

G. Individual applicants must meet all requirements of criteria; if there is more than one (1) applicant, then at least one (1) of the applicants must individually meet one hundred percent (100%) of the requirements as listed below:

- Gross monthly income must be three (3) times the monthly rent (within a \$100 range). Upload your income verification where indicated on the application.
- Debt to income ratio may not exceed thirty-five percent (35%)
- Income may be verified by pay stubs, bank statement or court statements. Persons using 1099 income must have two years of work history in the same or similar job or industry and be employed in the local job market and furnish two (2) years of financial history. Co-signors are accepted at the only with a completed application and fee.

Procedures and Policies:

A. There is a \$300.00 pet fee per pet on all properties that allow pets. Some owners, PUD's and condo associations may require higher pet rent and or impose other restrictions, including a non-refundable security pet fee and/or increase in the security deposit, which will be disclosed at the time of rental application.

B. If you have water-filled furniture, you must provide proof of insurance (FS.83.535).

C. No properties will be held more that two (2) weeks unless approved by the owner of the property.

D. Once your application has been approved, you must provide a security deposit in certified funds, for the property within two (2) days. If an applicant fails to complete the lease and provide the necessary security deposit within the time limit – the applicant will be denied and the property returned to the

market. This will not prevent the applicant(s) from reapplying for the subject property or other available properties. If the applicant provides the security deposit and signs the lease and then attempts to terminate the lease prior to occupying the property, the security deposit will be forfeited as liquidated damages.

E. Applications will be processed on a first come, first served basis, however, due to our fiduciary relationship with the owner, we are required to submit all applications to the owner for approval. ALL leases are approved by the property owners; we process the applications and provide recommendations to the owners.

F. The application must be complete and signed; no incomplete applications will be accepted. If you are military, please submit the most current LES.

G. All information collected for the approval or denial of this application is considered confidential in nature and for company use only. Owners will NOT be provided your credit scores.

H. Keys will be released on the first (1st) day of occupancy.

All funds prior to move-in, including first month's rent must be paid in certified funds, money order or by cashiers check. No cash accepted.

An administration fee of \$45.00 is due and collected at the signing of the lease and when the Security Deposit is collected.

This Rental Criteria and Procedures handout is provided to everyone seeking an application for a property managed or a tenant placement where REALTY WORLD Executive Group, Inc. has a signed rental listing or management agreement with an owner to provide these services to the public.