

RENTAL APPLICATION: Apecs Holdings, LLC

Resident Selection Criteria: Terms and Conditions

(This page to be retained by applicant)

Application Requirements: All adult applicants aged 21 and older must submit a fully completed, dated and signed, residency application, and fee. Applicant must provide a state issued photo identification card or a driver's license. Any false information will constitute grounds for rejection of application. Application fees are as follows: 1st application is \$75.00 to be paid online at the time of application; each additional application will be \$75.00 to be paid online at the time of application. A spouse or roommate who will be occupying the home must complete an application. Do NOT list someone who will be living in the home as a co-signer. If you need a co-signer, it must be someone who will not live at the property and has the financial means to pay rent if you are unable to. These fees are non-refundable. Personal checks are not accepted. **Bankruptcies must be discharged for two (2) years.**

All applicants ages 18 - 20 must provide name and birth date, but are not required to complete an application or pay an application fee if they will be occupying the property with their adult parents or guardians. If an applicant is between the ages of 18-20 and are applying for the home, they must complete an application and pay the application fee.

Completed Application: An application will not be considered "completed" and will not be processed until all of the following have been provided to us: an application fee has been paid to us; pay stubs have been received for proof of income; and a signed request form to verify rental/employment. All are necessary for the application to be considered completed.

What Does It Cost To Move In?: Along with the **Application Fee (\$75 per adult applicant)** the Rental Deposit and the Pet Fee (if applicable), you would need to **pay an administration fee for a New Lease signing of \$150.00 in addition to the first month's rent** (or pro-rated rent amount depending on which day of the month you choose to move in). The Administrative fee can be paid when you sign your Lease and get the keys to your new home. PERSONAL CHECKS ARE NOT ACCEPTED FOR APPLICATION FEES, SECURITY DEPOSIT AND THE FIRST MONTH'S RENT AND MUST BE PAID IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER. **Lease renewals will have an administrative fee of \$50 due at the time of lease renewal.**

Resident Benefit Package: When your application is approved, **you agree to enroll in our Resident Benefit Package which is \$30 per month in additional rent to be paid on the 1st of each month along with your monthly lease payment.** A copy of the Resident Benefit Package is included in the lease package and will be signed at the time of lease signing. **THIS IS NOT OPTIONAL. IT IS A REQUIREMENT OF RENTING THE PROPERTY AND BY SUBMITTING AN APPLICATION YOU AGREE TO THE TERMS OF THE RESIDENT BENEFIT PACKAGE.**

Income Requirements: Applicants must have a combined income of at least three times the monthly rent. We reserve the right to require a co-signer or additional Security Deposit. A minimum of two years residential history is required. Self-employed applicants are required to produce, upon request, two years of tax returns or 1099's. Employed and Non employed individuals must provide proof of income. All sources of other income must be verifiable if needed to qualify for a rental unit.

Credit Reporting: Our company policy is to report all non-compliances with the terms of your rental agreement or failure to pay rent as agreed, or any amounts owed to any or all of the various credit reporting agencies and to list your name in the Jacksonville landlord tenant database. You can sign up for a fee based service through the Buildium Resident Center for monthly rent reporting to the 3 major credit bureaus (Equifax, Experian and TransUnion) to create a record of credit history. This is an opt-in option available to all tenants for an additional fee charged by the software company.

Background Investigation Requirements: Criminal records must contain no convictions for felonies within the past seven years and no sexual offenses ever. In the event a record comes back “adjudication withheld” further documentation may be required an applicant may be denied on this basis.

Retail/Mortgage Requirements: Previous rental history from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbance 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.

Smoking Policy: All of our properties are strictly NON-SMOKING properties.

Pet Policy: No pets (with the exception of service animals- physician’s note accompanied) of any kind are permitted without specific written permission of landlord by or through an addendum to the lease, a non-refundable pet fee acceptable to landlord and/or additional pet fee. Pet fee is waived for service animals. Pet fees are established on a per property basis. **Absolutely no** aggressive breeds, including Akitas, Alaskan Malamutes, Chow Chows, Doberman Pinschers, German Shepherds, Pitbulls, Presa Canarios, Rottweilers, Siberian Huskies, Staffordshire Bull Terriers, Wolf hybrids or a mix of any of these breeds, will be accepted. Pictures of dogs must accompany the pet application. PERSONAL CHECKS ARE NOT ACCEPTED FOR THE PET FEE. THIS FEE MUST BE PAID IN THE FORM OF A CASHIER’S CHECK OR MONEY ORDER. **RENTERS INSURANCE WITH THE PET LISTED MUST BE ON THE TENANTS RENTERS INSURANCE AND APECS HOLDINGS MUST BE LISTED AS ADDITIONALLY INSURED.**

Deposit Requirements: Applicants are required to pay a deposit while your application is being processed, or the dwelling will not be reserved. If our company does not receive all necessary paperwork within 72 hours of application, the deposit will be returned and the property will be placed back on the rental market. **WE RESERVE THE RIGHT TO REQUIRE AN ADDITIONAL DEPOSIT AND/OR ADDITIONAL PREPAID RENT. THE DEPOSIT MUST BE IN THE FORM OF CASHIER’S CHECK OR MONEY ORDER. PERSONAL CHECKS ARE NOT ACCEPTED FOR THE SECURITY DEPOSIT.**

Applicants will NOT be accepted on “a first come first served basis” and based on the terms of PMA agreement with the Owner, Broker shall screen applicants based on qualifications and owner needs.

*****By completing and submitting this application along with a deposit, the applicant is making a commitment to rent a particular property. If the applicant chooses to retract this application FOR ANY REASON, the said deposit is forfeited and is not eligible to be refunded.*****

If the application is approved and applicant is notified of same and the applicant fails to enter into a lease agreement, the applicant shall forfeit the submitted deposit.

Liquid Furniture: Liquid furniture is acceptable provided that the home is structurally safe for the weight and the applicant provides proof of insurance naming the owner and the property administrator, if any, as beneficiary of any claim paid. The applicant will be responsible for 100% of any repairs and or replacements that are caused by liquid furniture malfunctions or abuse.

Occupancy Requirements: the number of occupants must be in compliance with HUD standards and guidelines for the applied for unit. The standards are as follows:

No more than 2 persons may occupy a 1-bedroom dwelling.

No more than 4 persons may occupy a 2-bedroom dwelling.

No more than 6 persons may occupy a 3-bedroom dwelling.

No more than 8 persons may occupy a 4-bedroom dwelling.

No Verbal Agreements: Any exceptions to our criteria must be submitted in writing to the landlord for consideration. If approval is then given for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required. No verbal agreements will be executed or honored. Any agreements must be in writing and signed by both parties.

If You Fail To Sign Lease Contract After Approval: Unless we authorize otherwise in writing, you and all co-applicants must sign the lease contract **within 15 days** after we give you our approval in person or by email or telephone. If you or any co applicant fails to sign as required, we may keep the security deposit as liquidated damages, and terminate all further obligations under this Agreement.

Non-Approval: We will notify you whether you've been approved within three (3) business days after the date we receive a completed Application. Notification may be in person, by email or telephone unless you have requested notification by mail. You must not assume approval until you receive actual notice of approval.

Refund After Non-Approval: If you or any co-applicant is disapproved or deemed disapproved, Apecs Holdings will refund the security deposit. Refund checks may be made payable to all co-applicants and mailed to one applicant.

Notice To Or From Co-Applicants: Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

Maintenance Policy: ALL MAINTENANCE REQUEST MUST BE REPORTED TO THE 24/7 MAINTENANCE CALL CENTER BY CALLING (904) 736-2157. No maintenance calls will be processed outside of the 24/7 Maintenance Call Center. In the event an Emergency, the tenant agrees to get to safety, call 911, call the 24/7 call center then call the business phone number (904) 778-6925.

What IS AN Emergency: Fire, Flood or Any act of God or any other occurrence that poses an immediate risk of harm to life or property. Get to safety, call 911, call 24/7 maintenance center then office.

What is NOT an Emergency: AC not working, appliance not working (we never pay or reimburse for lost food), Administrative tasks, etc per the Lease Agreement.

NOTICE OF RECEIPT AND ACCEPTANCE OF THE RENTAL APPLICATION: RESIDENT SELECTION CRITERIA TERMS AND CONDITIONS

Applicant Signature: _____ Date _____

Applicant Printed Name _____

Applicant Signature: _____ Date _____

Applicant Printed Name _____

Applicant Signature: _____ Date _____

Applicant Printed Name _____

Applicant Signature: _____ Date _____

Applicant Printed Name _____

Landlord Signature: _____ Date _____

Chanda Kuehn

**Licensed Real Estate Broker, Florida
Apecs Holdings, LLC
12220 Atlantic Blvd, Suite 130 #1190
Jacksonville, FL 32225
(904) 778-6915
APECSPROPERTYMANAGEMENT@GMAIL.COM**