



905 Truman Avenue, Key West Florida 33040
305-296-7975 Fax: 305-294-5411

Rental Process and Application Disclosure

You may preview any of our available rentals for FREE! Our leasing consultants will be happy to show you our available rental homes at no charge to you. You may also preview our properties 24 hours a day at <http://www.athomekeywest.com/long-term-rentals/>.

Application Processing and Time Frame

- Processing an application normally takes between 2-3 days. In some cases approval of homeowners associations, 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.
- No rental property will be held vacant (without payment of rent) for more than two (2) weeks, unless approved by At Home in Key West.

Cost

- If you decide to apply to rent one of our properties, there is a \$75.00 per adult application fee that is non-refundable. This must accompany the completed application form provided to you 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 applications.
- Our leases are currently prepared by an Attorney-at-Law to comply with Florida laws.
- Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to the homeowners or condominium association and remit whatever other application fee may be required.

The Application

- Upon receipt of your rental application and application fee, you can expect and hereby authorize us to (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your employment; and (4) verify your previous landlord references; and (5) do a criminal background check. **We would encourage you not to apply if you have bad credit, bad references have ever been evicted in the past or have a criminal record.** Co-signers may be considered on an individual basis.
- Once you have been notified of your approval, you must place (at a minimum) a \$500.00 Property Deposit (by cashier's check, money order or cash), within 48 hours of your approval notification.

This deposit goes towards your first month's rent upon move in. Once approved and payment of the property deposit is paid your property deposit is non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on your applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market more than 48 hours unless you provide the required property deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee will not be refunded.

- 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 request (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 request is acceptable to At Home In Key West, then that agreement will be written in the lease or lease addendum. 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.
- All initial funds, Application Fee, Pet Application Fee, Property Deposit, First Months Rent, Security Deposit and Last Months Rent must be paid by cashiers check, money order or cash. **Security deposit and Last Month's Rent must be submitted separate from other funds.** Subsequent months thereafter may be paid by check.

Resident Selection Criteria

- All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A non-refundable application fee will be required for all adult applicants. Applicant 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.
- Applicants must have a combined gross income of at least two times the monthly rent OR verifiable proof of housing assistance. We reserve the right to require a co-signer. A minimum of two years residential rental history is required.
- Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
- Self employed applicants may be required to produce (upon request) 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
- All sources of other income must be verifiable if needed to qualify for a rental unit.
- 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 and applicant may be denied on this basis.
- 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 time of lease termination.
- No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document, a pet addendum to the lease, and an additional non-refundable pet application fee of \$250.00 per pet. Some properties may require higher pet fees or higher rent amounts. If a higher pet fee or rent amount is required, you will be

notified at the time of the application. The following pets will not be accepted under any circumstances: **German Shepherds, Dobermans, Pit Bulls, Chows or Rotweillers.**

- Applicants will be required to pay a security deposit, at the time of lease execution, in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
- The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
- 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 refundable when tenants move out of the property at the expiration of the lease term. If there has been a breach of lease or damages at the expiration of the lease then a security deposit claim processing fee of \$200.00 will be deducted from the security deposit as an administrative fee to At Home In Key West.
- 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 any exceptions, additional security, co-signers, and/or additional advance rent payments may be required.
- 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.

Other Issues

- Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have At Home In Key West's prior approval.
- Multiple Applications – It is entirely possible that At Home In Key West may receive multiple applications from unrelated individual applicants 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 the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application. In order to evaluate the various applications it is necessary for At Home in Key West to expend time and cost in credit reports, criminal reports and other administrative costs. 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, without payment of an additional application fee.
- Rent is due on or before the first (1st) day of each month. If rent is received on or before 5 p.m. on the first day of each month, no late fees will apply. However, if rent is received after the first (1st) day of the month an additional 5% of the monthly lease amount is due as additional rent. If rent is received after the third (3rd) day of the month an additional \$35.00 is due as additional rent. If rent is received after the fifth (5th) day of the month an additional \$75.00 is due as additional rent.
- This *Rental Process and Application Disclosure* is hereby made an integral part of my rental application I do hereby acknowledge that I understand and agree to the terms of application and rental process as described herein. I further acknowledge that I have seen and previewed the rental property (both inside and outside) for which I am applying.

RENTAL APPLICATION

Please complete all information requested below.
Incomplete information will delay the processing of your application

PLEASE PRINT CLEARLY

Applicant First Name	Last Name	Middle Initial	Date of Birth
Driver's License #	State Issued	Social Security #	Marital Status
Mobile/Other Number	Work Number	E-Mail Address	

Current Address Street	Apt. Number	City	State	Zip Code
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Present Landlord Name and Phone Number	Rent or Own	Current Monthly Payment	How long have you lived here?
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Current Employer	Supervisor's Name	Supervisor's Phone
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Address	City	State	Zip	Work Phone
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Your Position/Title	Time worked here	Gross Monthly Income	Additional income – child support, alimony or other maintenance income you want included for qualification
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Pets Yes No

What kind?	Weight	Breed	Age	Name
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Other Occupants (list names of all persons under 18 who will occupy the unit. **All occupants over 18 must complete a separate application**)

First Name	Last Name	Relationship	Date of Birth	Social Security Number
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First Name	Last Name	Relationship	Date of Birth	Social Security Number
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Emergency Information (Emergency contact person over 18 not living with you)

First Name	Last Name	Relationship to You	Home Phone
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Street	City	State	Zip	Email
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Other Information

How did you first learn of this property? _____

Vehicle Information (List all vehicles to be parked by you, your spouse, or other occupant)

Year	Make/Model of Vehicle	Color	License #	State
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Year	Make/Model of Vehicle	Color	License #	State
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CONTRACT TO LEASE: I do hereby make application for occupancy of the following rental property and under the following terms:

Property Address: _____ Key West, FL

Initial Term: Shall be for _____ months, beginning _____, 20____, and ending the last day of _____, 20____.

Rent: The rent (if paid on time) shall be \$_____ per month.

Other items requested (if any): _____

Association Approval: Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective resident(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within 3 days from the effective date of this contract. Occupancy shall not be permitted prior to association approval. In the event that the prospective resident(s) are not approved by the association and/or At Home In Key West, this contract will terminate and any rents and/or security deposit paid will be refunded to the prospective resident(s). The non-refundable applications fees paid to the association and to At Home In Key West are not refundable under any circumstance.

Authorization: I affirm that the information contained in the rental application to lease to be true and correct. I agree that At Home In Key West may terminate any agreement entered into (including the lease) in reliance on any misstatement made in the application. I agree and affirm that At Home In Key West may question and seek information from all persons and/or firms named by me in the application and contract to lease, and further authorize At Home In Key West to acquire my credit report and criminal background check from any authorized credit agency. I agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to At Home In Key West.

Failure To Perform: I agree to enter into a lease for the rental unit upon the terms outlined above. I agree that I have toured, previewed and seen the rental property being applied for and that I am accepting it in "AS IS" condition, unless otherwise noted above in "Other Items Requested". If I refuse to enter into the lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me (on the occupancy date indicated). Then At Home In Key West may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective resident(s) and retained by At Home In Key West as liquidated damages.

Rental Process and Application Procedure: I do hereby acknowledge that I was provided the handout entitled "Rental Process and Application Procedures" and that I understand and agree to the terms of application and rental process. I have read and initialed or signed all five (5) pages of this application package and have submitted them with the application for consideration by At Home In Key West.

Signature of Applicant: Date

Property Manager Date

Lead-based Paint Warning Statement For Rental Housing

Concerning the residential Property built before 1978

“Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre- 1978 housing, Lessors must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.” For purposes of this addendum, lead-based paint will be referred to as “LBP” and lead-based paint hazards will be referred to as “LBPH.”

LBP/LBPH in Housing: **Landlord** has no knowledge of LBP/LBPH in the housing and no available LBP/LBPH records or reports, except as indicated: (describe all known LBP/LBPH information and list all available documents pertaining to LBP/LBPH and provide documents to **Tenant** before obligating the **Tenant's** to the lease)

(1) Certification of Accuracy: **Tenant** has received the pamphlet entitled “Protect your Family From Lead in Your Home” and all of the information specified in paragraph (1) above. Licensee has notified **Landlord** of **Landlord's** obligations to provide and disclose information regarding lead-based paint and lead-based paint hazards in the property as required by federal law (42 U.S.C. 4852d) and is aware of his or her obligation to ensure compliance with federal lead-based paint law. **Tenant, Landlord** and each licensee has reviewed the information above and certifies, to the best of his or her knowledge, that the information he or she has provided is true and accurate.

Date