

THOMAS RYAN REAL ESTATE MANAGEMENT, INC.

Property Management Resident Selection Criteria

Thomas Ryan Real Estate Management, Inc. does business in accordance with the Fair Housing Law, and does not discriminate against any person because of race, color, sex, handicap, familial status or national origin

APPLICATION REQUIREMENTS

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 non-refundable application fee will be required for all adult applicants. Applicant(s) may be require to be approved by a condo/homeowner's association and may have to pay an additional fee or an additional security or damage deposit.
2. The number of occupants must be in compliance with HUD standards/guidelines for the unit.
3. All pets, vehicles, and water filled furniture must be disclosed.
4. No pet listed on the pet application as an aggressive breed (or any mix thereof) will be permitted
5. No property will be held for more than thirty (30) days.
6. All Fees, Rents and Deposits collected prior to move-in will be forfeited unless credit application has been denied.

BASIC TENANT QUALIFYING GUIDELINES

1. No judgments, evictions, felony convictions, or open bankruptcies, or slow pays within the past five years. If any of these items are included in the reporting service's report, the application may be denied.
2. 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.
3. 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 termination.
4. Verifiable, stable employment history for the previous two years (if employed). Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co signer. 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.

MOVE IN REQUIREMENTS(Please Note: WE DO NOT ACCEPT CASH)

1. Application fee of \$30.00 first applicant and \$30.00 each additional applicant must be paid in certified funds and submitted with application(s).
2. Lease Preparation Fee of \$35.00 – Prior to move-in.
3. First month's rent – Cashier's Check or Money Order – Prior to move-in.
4. Security Deposit - Due Prior to move-in - Must be SEPARATE Money Order or Cashier's Check. The security deposit is a minimum of one month's rent which is refundable at the end of the lease term according to the lease.
5. Pro-rated rent if the move-in date is on or before the 15th of the month, the pro-rated amount (based on the number of days in the month) will be added to the first full month's rent due.
6. Sales Tax – If the rental period is for six months or less, 12% sales tax is due each month. If applicable, the sales tax due must be added to the first month's rent.
7. Beginning the second month, rent may be paid by personal check.
8. Any exceptions to our company's criteria will need to be submitted in writing to the Property Manager for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.
9. A water deposit of \$200 will be collected for Charlotte County Utilities

**THOMAS RYAN REAL ESTATE MANAGEMENT, INC.
APPLICATION TO RENT**

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Applicant's Name	Social Security #	Date of Birth	
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Driver's License#	Day Time Phone	Night Time Phone	
Present Address	City	State	Zip
Current Landlord/Owner			Phone #
Rent Amt.\$ _____	Rented from _____	to _____	
Reason for leaving:	30 day notice given	YES	NO
Former Address	City	State	Zip
Landlord/Owner			Phone#
Rent Amt.\$ _____	Rented from _____	to _____	
Reason for leaving:	30 day notice given	YES	NO
Current Employer			Phone#
Supervisor	Your Position		
Employed from – to	Full-Time	Part-Time	Salary
Previous Employer (if at current position less than 2 years)			Phone#
Supervisor	Your Position		
Employed from – to	Full-Time	Part-Time	Salary

RV's/Trailers? _____ Boats? _____ (for deed restricted communities)
 Vehicle Type? _____

Have you ever declared Bankruptcy? ____ Yes ____ No If so, When? _____

Have your ever been evicted? ____ Yes ____ No If so, when and why? _____

Have you ever been convicted of a felony? ____ Yes ____ No Please specify _____

Have your ever been convicted of a misdemeanor? ____ Yes ____ No Pls specify _____

Have you ever refused to pay rent? ___ Yes ___ No Why? _____

Number of Occupants _____ ATTACH COPY OF DRIVERS LICENSES

AUTHORIZATION FOR VERIFICATION OF INFORMATION FOR CREDIT REPORT, PUBLIC RECORDS, RENTAL OR LEASE HISTORY AND EMPLOYMENT

VERIFICATION: I agree to hold harmless, Thomas Ryan Real Estate Management, Inc., Credit Application Services, and all providers of information on the prospective Tenant(s). I hereby authorize the above to verify all information contained on this application and conduct a full background check, including, but not limited to, credit, bank account, employment, eviction, and criminal background checks, and to contact any persons or companies listed on this application.

CORRECT INFORMATION: I affirm that all information on this application is true, accurate, complete and correct. I agree that if this is not so, my application may be denied and/or my lease will be held in default and I may be subject to eviction.

I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from Thomas Ryan Real Estate Management, Inc.

APPLICATION FEE: I hereby agree to pay a non-refundable application fee of \$30.00 for the first applicant and \$30.00 for each additional applicant, THIS IS PAYABLE BY MONEY ORDER AT APPLICATION. All applicants over the age of 18 must complete an application to rent and pay the fee.

RENTER'S INSURANCE: Renters insurance is recommended to be secured prior to moving in.

I also affirm the following will be the residents of the property: (Please list first and last names of all prospective occupants, including yourself:

_____ Date of Birth _____
_____ Date of Birth _____
_____ Date of Birth _____
_____ Date of Birth _____
_____ Date of Birth _____

PROPERTY APPLIED FOR: _____

Will you have pets? _____ Yes _____ No

I (we) also give permission for credit report(s) to be viewed by appropriate Thomas Ryan Real Estate Management, Inc. staff for purposes of evaluation and clarification.

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____

Emergency Contact: _____ Phone: _____