



## **Resident Selection Criteria & Leasing Process Disclosure**

### **General Information**

*Each adult applicant (18 or older) must submit a fully completed, dated, and signed application for residency along with a non-refundable application fee of \$75.00. Each applicant must also present current, valid, government-issued photo identification.*

*Your application will not be considered without the required application fees and deposits. This form must accompany the rental application.*

**Application fees, deposits, and all move-in fees must be remitted in the form of money orders or certified funds (cash is not accepted).**

*You may be required to submit a separate application to a condo/homeowner's association and may be required to pay an additional application fee or an additional security- or damage-deposit to the association.*

An investigative consumer report, including but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records, will be conducted as a part of the application process. If your application is denied, you will be provided with a notice of adverse action which will give you instructions on how to contact the consumer credit-reporting agency and obtain a free copy of your consumer credit report. A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" is attached to this document.

In accordance with federal, state, and local Fair-Housing laws, Mount Vernon Property Management, Inc. (MVPM) does not discriminate against anyone on the basis of race, creed, color, sex, familial status, national origin, disability, or sexual orientation.

### **To ensure high-quality residents, we require that applicants meet the following criteria:**

1. Applicants must demonstrate a combined gross income of at least three (3) times the monthly rent. Applicants must present the past two (2) months of consecutive pay stubs. We reserve the right to verify employment. Self-employed and non-employed applicants are required to produce two (2) years of personal tax returns or 1099s and three (3) months' personal bank statements.
2. All sources of other income including pension, alimony, child support, Social Security, or disability-assistance payments must be verifiable if needed to qualify for a rental unit.
3. A minimum credit score of 600 is required. Applicants with credit scores below 600 may be considered with an additional deposit.
4. Credit history and or Civil Court Records must not contain any open bankruptcy or an eviction ever. Applicants with up to two (2) initial eviction filings may be considered with an additional deposit.
5. Applicants without a Social Security number must pay the last three (3) months' rent in advance and must show proof of U.S. citizenship or of permitted stay in the U.S. and meet all other income documentation requirements.
6. We reserve the right to require additional deposits from applicants who have no credit history.
7. Criminal records must contain no felony convictions for crimes involving the illegal manufacture or distribution of a controlled substance within the last 7 years, felonies resulting in bodily harm or intentional damage or destruction of property for example, "arson", within the last 7 years, and no sexual offenses ever.
8. Previous residential rental history is required. 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 the unit or failure to leave the property clean and without damage at time of lease termination. Applicants without rental history must document home ownership through our credit screening or other documentation from the mortgage.
9. No pets (except documented medically-necessary animals) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to the lease, a pet-application and \$100.00 pet-application fee per pet, and an additional pet fee, deposit, or monthly pet rent as determined by the landlord. Fees and deposits are waived for medically-necessary animals. The following pets will not be accepted: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS (STAFFORDSHIRE TERRIERS), CHOWS, ROTTWEILERS, SIBERIAN HUSKIES, AKITAS, MALAMUTES, PRESA CANARIOS, AND WOLF-HYBRIDS.
10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to collect additional prepaid rent.
11. Applicants with tax liens or other judgments within the past 12 months may be considered with an additional deposit.

12. Applicants with landlord debt within the past 7 years or utility debt within the past 12 months will be required to provide proof of payment in full.
13. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit which is currently 2 persons per bedroom.

**Roommates**

Roommates will be held equally responsible for rental agreements and must qualify separately on all criteria. Unmarried domestic partners and family members over the age of 18 are considered "roommates" for the purpose of the application for residency.

**Exceptions to the Resident Selection Criteria**

Any exceptions to our company's criteria will need to be submitted in writing for presentation to the landlord for consideration. If approval is given for such exceptions, additional security deposit, a guarantor, and/or additional advance-rent payments may be required.

**Multiple Applications**

Normally, applications will be processed on a first-come, first-served basis; however, MVPM may receive multiple applications from unrelated parties on the same property at approximately the same time. Due to our fiduciary responsibility to the property owner, if more than one (1) application is submitted before approval can be achieved, 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. If your application is approvable, but not approved for the property for which you are applying (or the property for which you applied becomes unavailable for any other reason), you may consider applying for other properties MVPM has available within 15 days of payment of your application fee without payment of an additional application fee.

**Good-Faith Deposit**

MVPM requires a "Good-Faith Deposit" in certified funds in the amount of one month's rent to hold the property pending approval of this application and, when approved, your execution of a lease. The Good-Faith Deposit is non-refundable except when you cancel this application with written notice within 48 hours of MVPM's receipt of the Good-Faith Deposit, or if the application is not approved. If your application cannot be approved within 48 hours of receipt of the Good-Faith Deposit because you have not submitted a complete application (including all supporting materials), you will have waived your right to a refund of the Good-Faith Deposit if your application is ultimately declined. Please do not submit an incomplete application. Once your application is approved, the property will remain on the market for backup offers until which time a lease has been signed. If you are approved but fail to enter into the contemplated lease within 48 hours of receipt of the lease, MVPM's approval offer will be considered withdrawn without further notice, and the Good-Faith Deposit will be retained by MVPM as liquidated damages. If you are due a refund, it will be sent via mail to the address listed on the application within 30 days of your timely written notice of cancellation or our formal disqualification of your application. Upon lease-signing, a \$150.00 fee for videotaped inspections and administrative costs will be deducted from the Good-Faith Deposit, with the remainder applied toward the security deposit. Should you seek to terminate the lease prior to the agreed-upon move-in date, MVPM shall retain the security deposit as liquidated damages. The \$150.00 fee for videotaped inspections and administrative costs is required of each tenancy, is non-refundable, and will be due upon lease-signing, regardless of whether a Good-Faith Deposit has been paid.

**Notice of Adverse Action**

If your application is denied, you will be provided with a Notice of Adverse Action which entitles you to a copy of the credit report upon request within 60 days.

**Application Processing Time**

We will make every effort to process your application quickly; this will usually occur within 2 business days, provided we have received all requisite supporting documentation from you. Circumstances that may delay a decision on your application may include: additionally-required application materials or difficulty contacting references.

**Representation**

Mount Vernon Property Management, Inc., as a Licensed Florida Real Estate Broker, is acting as the Owner's agent and representative. You are advised that MOUNT VERNON PROPERTY MANAGEMENT, INC., as Owner's agent, is being paid a commission by the owner for renting these premises. Should you desire, you are entitled to your own representation.

**I hereby acknowledge I have been advised of Mount Vernon Property Management's resident selection criteria and leasing process, that I have received a copy of "A Summary of Your Rights under the Fair Credit Reporting Act," and that I agree to the terms of application and the leasing process as described in this document.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS DISCLOSURE IS AN INTEGRAL PART OF THE APPLICATION FOR RESIDENCY AND MUST BE SIGNED AND RETURNED BEFORE YOUR APPLICATION WILL BE PROCESSED.**

**How did you hear about this property?**  mountvernonpm.com  Trulia.com  HeraldTribune.com  Realtor.com  
 Zillow.com  Sign  Other: \_\_\_\_\_

# RENTAL APPLICATION: Mount Vernon Property Management, Inc.

Tel: (941) 957-4663

Annual Leases

Fax: (941) 364-9932

*Each prospective tenant age 18 & over must submit a non-refundable application fee of \$75.00 payable by cashier's check or money order to MVPM, a state-issued photo ID, and a fully-completed application form.*

This application pertains to the property located at:

For the monthly rent of:

Desired Occupancy Date:

**Applicant Name:** \_\_\_\_\_ **Maiden Name:** \_\_\_\_\_  
(Last, First, Middle)

**Nickname:** \_\_\_\_\_

**Title (Mr./Mrs./Ms./Dr./Other):** \_\_\_\_\_ **Jr/Sr/Etc.:** \_\_\_\_\_ **Social-Security #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Marital Status:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**E-mail 1:** \_\_\_\_\_ **E-mail 2:** \_\_\_\_\_

**Current Landlord/Agent/Mortgage Holder:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Length of Residence:** \_\_\_\_\_ to \_\_\_\_\_ **Monthly Rent/Mortgage:** \_\_\_\_\_ **Acct#:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Previous Landlord/Agent/Mortgage Holder:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Length of Residence:** \_\_\_\_\_ to \_\_\_\_\_ **Monthly Rent/Mortgage:** \_\_\_\_\_ **Acct#:** \_\_\_\_\_

**Present Employer** \_\_\_\_\_ **City, State, ZIP** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_ to \_\_\_\_\_ **Income** \_\_\_\_\_ **Per** \_\_\_\_\_ **Mgr:** \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ **City, State, ZIP** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_ to \_\_\_\_\_ **Income** \_\_\_\_\_ **Per** \_\_\_\_\_ **Mgr:** \_\_\_\_\_

Have you ever had an eviction filed or left owing money to an owner or landlord? Yes No (circle one)

Have you applied for residency in the past 2 years, but not moved in? Yes No (circle one)

Have you ever been convicted of a crime? Yes No (circle one)

Do you operate a home-based business? Yes No (circle one) Describe: \_\_\_\_\_

**Occupants:** \_\_\_\_\_  
(Under 18) Name Relationship Age Name Relationship Age

**Occupants:** \_\_\_\_\_  
(Under 18) Name Relationship Age Name Relationship Age

**Pets:** \_\_\_\_\_  
Type Breed Weight Age Type Breed Weight Age

**Applicants with pets will be required to submit a separate pet application and pet application fee of \$100.00 per pet in addition to a pet fee.**



*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306 Activities subject to the Packers and Stockyards Act, 1921 Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051



## Rental History Verification

To: \_\_\_\_\_

We are requesting verification of rental history for the individual named below, who states they are a present or former tenant.

**I HEREBY AUTHORIZE THE RELEASE OF INFORMATION REGARDING MY RENTAL HISTORY.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

Please complete and e-mail to: [admin@mountvernonpm.com](mailto:admin@mountvernonpm.com). Thank you for your cooperation.

Best regards,

Mount Vernon Property Management, Inc.  
(941) 957-4663

Tenant Name: \_\_\_\_\_

Dates of occupancy: \_\_\_\_\_ to \_\_\_\_\_ Monthly rent \$ \_\_\_\_\_

Was rent paid on time?  Yes  No Number of late payments \_\_\_\_\_ Number of NSF checks \_\_\_\_\_

Any unpaid?  Yes  No

Were there any complaints of noise, disturbance, or illegal activities?  Yes  No (If yes, please explain): \_\_\_\_\_

Care of rental unit:  Good  Fair  Poor Please explain: \_\_\_\_\_

Overall rating as a tenant:  Good  Fair  Poor Please explain: \_\_\_\_\_

Were you given adequate notice to vacate?  Yes  No Would you rent to this person again?  Yes  No

If former tenant, did you return the full security deposit?  Yes  No

If not, why? \_\_\_\_\_

Name of person providing information: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

THANK YOU!



## Pet Application

This Pet Application is made as a part of the rental application for the property located at: \_\_\_\_\_

\_\_\_\_\_. I hereby request that my pet be approved to reside with me during the term of my lease agreement. If my pet is a service animal or a medically-necessary pet, I will notify Management in writing, and this Pet Application will not be applicable.

**NOTE: This is a Pet Application only and not approval for a pet unless approved by Management, a Pet Addendum is executed by all parties, and all sums and fees are paid according to the Pet Addendum.** In order for the pet to be permitted on the premises for any length of time, the pet must be fully approved by Management, a Pet Addendum signed by Tenant(s) and Management, and all fees paid which may include an additional security deposit, pet deposit, pet fee, or additional rent as required by Management. In addition, Owner may require Tenant to obtain renter's insurance including pet liability coverage in the minimum amount of \$300,000.00 and provide a copy to Management prior to lease commencement.

I understand that Management is under no obligation to approve my pet for occupancy. The following pets will not be accepted under any circumstances: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS (STAFFORDSHIRE TERRIERS), CHOWS, ROTTWEILERS, SIBERIAN HUSKIES, AKITAS, MALAMUTES, PRESA CANARIOS, WOLF-HYBRIDS, any mix of the aforementioned, or any other breed or mixture thereof that Management decides not to approve.

In consideration of having a pet go through this application process, I agree to pay a non-refundable Pet Application Fee of **\$100.00** to Management for each pet I wish to bring onto the premises. I further understand that the Pet Application Fee is strictly an administrative fee paid to Management and is not considered a security deposit, pet deposit, or pet fee. Management requires a photo of the pet for Management's files and a copy of the pet's vaccination information from the veterinarian. If approved, a pet addendum, and pet rent of \$25.00/mo. per pet is generally required. Certain properties may require other pet fees or monthly pet rent.

### Pet Information

Pet's Name	Type/Breed	Gender	Age	Current Weight	Weight at Maturity	Spayed/Neutered	License No.	Date of last Rabies shot

### Veterinary Reference

Current Veterinarian's Name	Address	Telephone

### Emergency Caretaker

Notify	
Relationship	
Telephone	

My pet is well-trained, is not dangerous to others, and does not have a propensity to be vicious. My pet has never bitten, clawed, or caused harm to another person or other pet, and it does not bark excessively when I am home or not home. No other landlord or person has ever complained about my pet or its behavior.

My pet is not pregnant and will not become pregnant while we are residing on the premises. If my pet becomes pregnant, I will be in violation of this agreement and the pet and any offspring must be immediately removed from the premises.



I agree that there shall be no other pets, other than that listed above on the premises without the express written approval of Management. Should I desire additional pets, I agree to apply to Management for approval, submit another Pet Application, and obtain approval prior to pet occupancy.

I agree that I will obey all local leash laws (which may also apply to cats) and that my pet will be on a leash at all times if allowed outside.

In the event that my pet causes damage or destruction to persons or property, I agree that all costs of said damage or destruction shall come out of my security deposit. Should the security deposit be insufficient to cover the cost of any pet damage or destruction, then I agree to be financially responsible for damages above and beyond the amount of my security deposit.

If the pet becomes a nuisance or causes damage or destruction to the premises or otherwise violates the terms of this pet application, Management may terminate the pet's right of occupancy and/or my lease agreement, subjecting me to eviction.

I hereby agree to the terms and conditions of this Pet Application this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

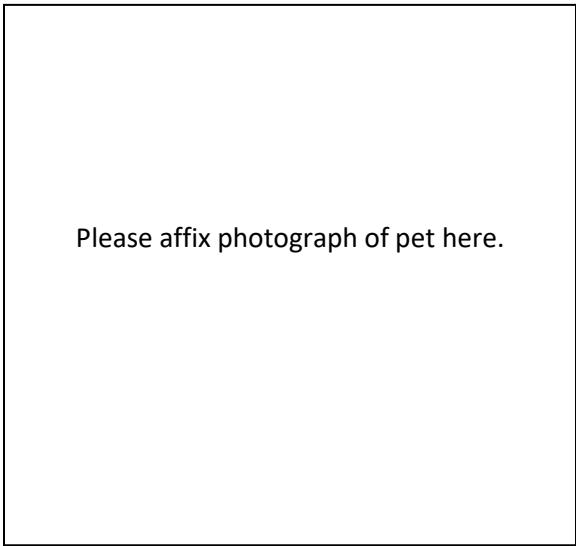
\_\_\_\_\_  
Pet Owner

\_\_\_\_\_  
Pet Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**\*\*\*This application form will not be considered until it is completed in full and accompanied by a \$100.00 check or money order made out to Mount Vernon Property Management, Inc. along with a recent color photograph of the pet described in this application.\*\*\***



**For Office Use Only:**

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved?: Yes \_\_\_\_\_ No \_\_\_\_\_

Fee Received?    Date \_\_\_\_\_    Ref # \_\_\_\_\_



## Letter of Exception

Mount Vernon Property Management is authorized by the property owner to approve applicants according to our ***Resident Selection Criteria and Leasing Process Disclosure***. Any deviation from those criteria or process must be appealed to the property owner. **Please complete the following to submit your request for an exception.**

**Property Address:** \_\_\_\_\_

**Proposed date of occupancy:** \_\_\_\_\_      **Rental rate:** \_\_\_\_\_

**I/we do not meet standard criteria for the following reason(s):**

**I/we have the following special circumstances:**

**I/we can offer the following as substantiation of our ability to perform on a lease (guarantor or additional deposit recommended):**

I/we the undersigned request permission from the property owner for an exception to Mount Vernon Property Management's Resident Selection Criteria and/or Leasing Process as described above. I/we grant Mount Vernon Property Management permission to discuss my/our personal circumstances, as well as all the information provided as a part of my/our application(s) with the property owner, who will make the ultimate decision to approve or disapprove my/our application(s).

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date