



## RENTAL QUALIFYING CRITERIA

**Romans Pro Realty**, (hereinafter referred to as Property mgr. does business in accordance with the Fair Housing Act, and does not discriminate on the basis of Race, Creed, Color, Sex, Religion, Nation Origin, Age, Disability, Marital Status, Sexual Orientation, or any other Protected Basis.

Roman's Pro Realty is the Managing Agent for many separate owners, therefore, policies at each property may vary depending on the particular owner's preference.

### **What is needed for Applications?**

- Each person 18 years of age or older will be considered a leaseholder and must complete a rental application. We must have payment before we can process the application. A **\$70.00** non-refundable application fee is required for each applicant 18 years of age or older for processing criminal background and credit check. Payment should be made in cash, cashier's check or money order. **Personal checks are not accepted.** If paid in cash, the exact amount is required. No Rental Application will be processed without a processing fee. Rent, deposits or other fees are not accepted without an approved Rental Application.

Once an application is processed, there is no refunding of the application fee(s) under any circumstances

- If the applicant is applying to rent a unit governed by a Condominium or Homeowners Association, the applicant may be required to submit a separate Rental Application and/or fee to the Association for processing and approval

- Rental Applications from other applicants are accepted until a Rental Application is approved. Property Manager cannot guarantee that any unit viewed will still be available by the time the Rental Application is processed. Because of the fiduciary relationship the property manager has with Property Owners, if more than one Rental Application is submitted before approval can be achieved, then the first qualified applicant will be approved for placement. Remaining qualified applicants may consider other properties available.

- If applicants are moving from out of state I will need a Verification of Employment letter stating- salary and start date from your employer with a phone number to contact them.

- ***DON'T FORGET TO PUT YOUR MOVE IN DATE AND RENT RATE AT THE TOP WHERE ASKED. IF YOUR MOVE IN DATE AND RENT RATE IS NOT INCLUDED, YOUR APPLICATION WILL NOT BE CONSIDERED***

### **Legal Status**

- Upon submitting an application, applicants must provide a valid, clear and readable photo identification (driver's license, military ID, State ID, passport ID) government issued photo I.D or proof of legal residence status with a visa. Each Rental Application must be filled out completely and signed by the applicant.

### **Occupancy Standard**

- As per guidance from the United States Department of Housing and Urban Development (HUD), maximum occupancy is two persons per bedroom. Persons under two (2) years of age are not included in the count.



## **Income Requirement**

- The gross monthly income of all applicant must be at least 3 times the rental amount of the property.
- Income will be verified by obtaining one of the following: copy of one month's payroll check stubs, previous year W-2 or 1099 and copies of last three consecutive bank statements demonstrating monthly deposits equal to 3 times the rental amount. If employed for less than 30 days, offer letters on company letterhead that are verbally verified will be accepted.
- If self-employed, the applicant must provide the previous year's personal income tax return and two months of personal bank statements as evidence of sufficient income.
- If moving in after the beginning of the month, move in money includes 1st month pro-rated rent and the following full month rent along with Security deposit and any applicable pet fees.

## **Rental History Requirement**

- Previous rental history of at least 2 years will be verified for each applicant. Any debt owed to a property owner must be paid before an application will be approved.

## **Credit History Requirement**

- A credit report will be completed on all applicants to verify credit worthiness. Foreclosures and discharged bankruptcies within the past 7 years will be ignored. Medical and student debt will be ignored. Open bankruptcies will be evaluate. If an applicant's credit report shows past due negative accounts greater than 25% of all accounts, the application may be denied or an additional deposit may be required. If the applicant has no established credit history, a qualified Guarantor/Co-signer will be required and applicant must pay an additional deposit.

## **Criminal Background Check**

- A nationwide criminal background and sex offender database search will be completed on all applicants. Any applicant with a felony conviction will be denied. Any applicant with more than 2 misdemeanor convictions or 1 misdemeanor conviction related to a violent crime against a person or property, or a sex or weapons charge will be denied.
- If you have evictions or felonies on your background please call me before applying

## **Declined Applications may include one or more the following:**

- No verifiable income or salary (except with Guarantor/Co-signer)
- Falsification of the application
- Eviction record
- Criminal history

## **Deposit Requirements**

- Security Deposit is equal to 1 month total rent
- A deposit may be required to be paid in full upon submittal of application.
- If applicant is not approved the application fees are non-refundable.



- All rent, deposits, and fees must be paid money order or cashier's check. No personal check or cash will be accepted.
- Earnest Deposits paid prior to move in are not refundable if applicant is approved and fail to take possession.

**Pet Requirements**

- No more than 2 pets are allowed per property.
- A non-refundable pet fee of \$ 350.00 is required for each pets 1-45 lbs.
- Exotic and poisonous animals and ferrets are not allowed.
- Pets that are designated as service animals to accompany a resident with a verifiable disability for specific purpose of aiding that person will not be charged pet fees and other limitations may be waived.

**Co-signers/Guarantors**

- Co-signers or guarantors of leases must have notarized signature on the lease agreement if not present at lease signing.
- The co-signer must fill out an application and will be subject to rental/mortgage verification and credit checks. The Co-signer will be required to provide proof of monthly income of at least 4x the effective rental payment.

I/WE UNDERSTAND AND ACCEPT THESE QUALIFYING STANDARDS, AND HAVE TRUTHFULLY ANSWERED ALL QUESTIONS. FURTHER, I/WE UNDERSTAND THAT FALSIFICATION OF RENTAL APPLICATION INFORMATION WILL LEAD TO A DENIAL OF THE APPLICATION. THE **ROMAN'S PRO REALTY** RENTAL CRITERIA ARE GUIDELINES, WHICH ENABLE US TO ACCEPT AS PROSPECTIVE RESIDENTS THOSE INDIVIDUALS WHO ARE CREDIT WORTHY AND DO NOT HAVE A CRIMINALBACKGROUND. THE **ROMAN'S PRO REALTY** HAS THE SOLE DISCRETION TO DETERMINE IF THE INFORMATION SUBMITTED BY APPLICANT IS SUFFICIENT TO APPROVE THE APPLICATION.

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(Applicant) \_\_\_\_\_ Date \_\_\_\_\_ (Co-Applicant) \_\_\_\_\_ Date \_\_\_\_\_



## Roman's Pro Realty Rental application

Property Address Application: \_\_\_\_\_

Expected Monthly Rent: \_\_\_\_\_

<u>➤ APPLICANT'S INFORMATION:</u>	<u>➤ CO-APPLICANT'S INFORMATION:</u>
Name: _____ Middle Name _____	Name: _____ Middle Name _____
Last Name _____ SSN: _____	Last Name _____ SSN: _____
DOB: _____ DL# _____	DOB: _____ DL# _____
Marital Status: <input type="radio"/> Single, <input type="radio"/> Married, <input type="radio"/> Divorced, <input type="radio"/> Widowed	Marital Status: <input type="radio"/> Single, <input type="radio"/> Married, <input type="radio"/> Divorced, <input type="radio"/> Widowed
Contact number: _____	Contact number: _____
Email _____	Email: _____

<u>Full Names of All Other Residents:</u>	<u>Relationship to You:</u>	<u>SSN:</u>	<u>Date of Birth:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Pets? Kind of Pet, Breed, Weight and Age: \_\_\_\_\_

### ➤ PLEASE GIVE YOUR RESIDENCE HISTORY:

*Applicant's Present Address:* \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Landlord or Mortgage Co: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Present Landlord or Mortgage Co: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Present Landlord or Mortgage Co: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_



➤ **PLEASE GIVE YOUR RESIDENCE HISTORY:**

**Co-Applicant's Present Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Landlord or Mortgage Co: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Present Landlord or Mortgage Co: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Present Landlord or Mortgage Co: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

➤ **PLEASE GIVE YOUR EMPLOYMENT INFORMATION:**

	<b>Applicant's Occupation</b>	<b>Co-Applicant's Occupation</b>
<b>Employer</b>		
<b>Occupation</b>		
<b>Phone Number</b>		
<b>How Long There</b>		
<b>Name of Supervisor</b>		
<b>Business Address</b>		
<b>Monthly Gross Income</b>		

\* **Additional income:** \_\_\_\_\_

**Combined monthly gross income - \$** \_\_\_\_\_



➤ **Other Information:**

Total number of vehicles (Including Company Vehicles) that will be park at this address: \_\_\_\_\_

Make / Model \_\_\_\_\_ Year: \_\_\_\_ Color: \_\_\_\_\_ Tag No. / State: \_\_\_\_\_

Make / Model \_\_\_\_\_ Year: \_\_\_\_ Color: \_\_\_\_\_ Tag No. / State: \_\_\_\_\_

Make / Model \_\_\_\_\_ Year: \_\_\_\_ Color: \_\_\_\_\_ Tag No. / State: \_\_\_\_\_

Make / Model \_\_\_\_\_ Year: \_\_\_\_ Color: \_\_\_\_\_ Tag No. / State: \_\_\_\_\_

➤ **PERSONAL REFERENCES:**

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**HAVE YOU OR CO-APPLICANT EVER:**

\* Been sued for non-payment of rent?  
 YES  NO

\* Been sued for damage to rental property?  
 YES  NO

\* Been evicted or asked to move out?  
 YES  NO

\* Declared Bankruptcy?  
 YES  NO

\* Broken a rental agreement or lease?  
 YES  NO

\* Felony?  
 YES  NO

\_\_\_\_\_  
(Applicant) Date

\_\_\_\_\_  
(Co-Applicant) Date



## **Roman's Pro Realty Pet Policy**

### **Fees**

- Pet Deposit: \$350 non-refundable pet fee must be paid per pet

### **Breed / Type of Pet(s)**

- Roman's Pro Realty at owners consent may allow all breeds of dogs and cats into our homes. Tenant must obtain renter's insurance with \$500,000 liability naming the pet(s) in the policy. Aggressive Breeds include, but are not limited to:
  - Akita
  - American Bulldog
  - Chow Chow
  - Doberman Pincher
  - German Shepard
  - Mastiff
  - Pit Bull / Amstaff
  - Rottweiler
  - Shar Pei
- All pets must be up to date on vaccinations
- Tenants must provide information on all pets, including a photo of the pet to be named in the Lease Agreement
- Roman's Pro Realty does not charge pet rent or deposits for rodents, birds, reptiles
- Restricted animals include, but are not limited to, farm animals, wild animals, etc. Pets will be considered on a case by case basis
- Tenants with Assisted Animals must provide proper documentation. No restrictions or fees apply with Assisted Animals

### **Violations**

- Tenant will be fined \$100 for any pet not named in Lease Agreement and living in the home. In addition, Tenant will be fined \$50 per day the pet is in the home until pet is added to Lease, a Pet Addendum signed and Pet Deposit(s) and pet rent paid.
- Tenant will be responsible for any and all violations assessed by association, if applicable
- Tenant will be responsible for any and all damage to the home caused by pet(s)

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



➤ **DISCLOSURE**

- The purpose of this application is to determine whether I qualify as a tenant. If my application is approved, the owner and I shall sign a written lease or rental agreement. The owner and I have no rental agreement until the time the lease or rental agreement is signed and the first month's rent and any additional deposits are collected in person by a Roman's Pro Realty representative.
- I am paying the following fees:  
1) Credit / Background Report: \$ 70 (Report fee per person 18 and over, on the lease)
- I understand that the fee for my credit check is **NOT** refundable under any circumstances and will be retained by Roman's Pro Realty.
- My performance under any lease or rental agreement that I may enter into with the Landlord may be reported to a consumer credit reporting agency.
- State and Federal law prohibit discrimination by any person engaging in real estate transactions on the basis of religion, race, color, national origin, age, sex, familial status, or marital status.
- I expressly authorize the Landlord to obtain a credit report. I understand that if the Landlord denies my application based in whole or in part on the information contained in my credit report, that I am entitled to receive a copy of my credit report, free of charge, from the credit--reporting agency supplying the report to the landlord.
- I expressly authorize the Landlord to obtain written or verbal verification from my current & prior employer regarding my employment history. I understand that the Landlord will contact my prior Landlords to obtain written or verbal verification of my history with those Landlords.
- I authorize all parties contacted to give the Landlord, or their representative, my information.
- I agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above, and my deposit will be forfeited.

**I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CONSUMER CREDIT REPORT.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date





# Utility companies and initial pre-occupancy information!

As a service to you from Roman's Pro Realty, a list of some area utility providers can be found below

## WATER

Orlando Utilities Commission (OUC)	407-423-9018
Orange County Utilities (OCU)	407-836-5515
City of St Cloud	407-957-7344
Toho Water Authority Kissimmee	407-518-2160
Commercial Water & Energy Kissimmee	1-888-776-3837

## CABLE

AT&T	800-288-2020
Bright house	407-847-8001
Comcast	800-934-6489
DirecTV Satellite	888-338-4801
Dish Network	800-333-DISH

## EMERGENCY

Poison Control	800-222-1222
St Cloud Regional Medical Center	407-892-2135
Osceola Regional Medical Center	407-846-2266
Florida Hospital Kissimmee	407-846-4343
Poinciana Medical Center	407- 530-2000

## ELECTRIC

Progress Energy / Duke Energy	407-629-1010
OUC - St Cloud	407-957-7373
KUA – Kissimmee	407-933-7777

## TELEPHONE

AT&T (Bell South)	888-755-6500
CenturyLink	877-787-3987
Embarq	866-298-1512
Sprint	800-339-1811

## LAW ENFORCEMENT

Police Department Orlando	407-246-4141
Police Department St Cloud	407-891-6700
Police Department Kissimmee	407-847-0176

## SANITATION

City of Orlando	407-246-2121
City of St Cloud	407-957-7344
City of Kissimmee	407-518-2600

## SCHOOLS

Orange County Public Schools	407-317-3233
Osceola County School District	407-870-4897

## GAS

Teco	877-832-6747
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## DMV/TAX COLLECTOR

Osceola County DMV/Tax Collector	407-742-4000
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## ANIMAL CONTROL

Animal Services	407-742-8000
Florida Wildlife Trapper	407-617-1193
Nuisance Alligator Removal	866-392-4286

## EMERGENCY

Poison Control	800-222-1222
St Cloud Regional Medical Center	407-892-2135
Osceola Regional Medical Center	407-846-2266
Florida Hospital Kissimmee	407-846-4343
Poinciana Medical Center	407-530-2000

## OTHERS

Moving company (Tony)	407-301-4904
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NOTE: In order to get a mailbox key, you must take your lease to the nearest Post Office. They will assign you a box and get you a key. If it's a condo, you may need to go to the Home owner association (HOA) Tenant understands and agrees that Tenant will initiate in Tenant's name any and all necessary utility services that are appropriate for the property (electric, water, gas, etc.). Further, the Tenant shall pay all necessary deposits. Applicant(s) understands it is required the utilities be activated under new tenants' name within 48 HOURS OF RECEIPT OF THIS LETTER. The date services must begin under tenant's name will be the Move In Date. "Tenant also agrees that ALL tenants MUST BE PRESENT for the move in inspection and lease signing.

**(Primary Tenant) - At least one Legal Tenant's signature represents sufficient notification**

13574 Village Park Drive. Suite 230 Orlando FL 32837