

Applicants may be subject to additional qualification criteria set by homeowner associations (HOAs) or municipalities. Meeting these criteria does not guarantee that residents meet all requirements set by Berkshire Hathaway Home Services.

## **Application Requirements**

- Each occupant aged 18 or older (or legally recognized as an adult) must submit a completed application.
- A non-refundable application fee of \$65.00 per applicant must be paid before the application is processed.
- Applicants must provide valid government-issued identification. Non-U.S. citizens may be required to submit additional documentation proving legal residency in the U.S. for the lease term.
- We require <u>all applicants</u> to complete a third-party pet screening and review process.
- Falsifying any information will result in immediate denial, and any deposits or fees may be forfeited.
- Any exceptions to these rental criteria must be submitted in writing for consideration. BHHS, acting as the agent on behalf of the property owner, will review the request. If the owner approves the exception, additional requirements may be imposed, such as a higher security deposit, and/or a co-signer.

## Homeowner and Condominium Associations

- Some properties may be governed by Homeowner or Condominium Associations, which may require a separate application process and additional application fees.
- Approval from the Homeowners or Condominium Association is a mandatory prerequisite before occupancy can begin.

### **Multiple Applications**

In cases where multiple applications are received for the same property, all will be carefully considered, and we, in collaboration with the property owner, will select the applicant who best fits the property's needs. While more than one applicant may meet the approval criteria, only one can ultimately be approved. The decision is based on the best interest of the property and may not necessarily follow the order in which applications were submitted. If your application is approvable but not selected for a specific property, you may apply for other available properties managed by BHHS without paying an additional application fee for up to 30 days.





### Funds Required at Application Approval

Once you are notified that your application has been approved, you must submit the following fees within 48 hours using a cashier's check or money order:

- 1. Reservation Fee: This fee is typically equal to one month's rent and will be applied to your first month's rent after you sign the lease and take possession of the property.
- 2. Tenant Processing Fee: This fee is \$150 and covers the lease preparation, set-up of your online renter's portal (for online rent payments and maintenance coordination), and a comprehensive move-in inspection.
- 3. HOA Application Fee (if applicable): Amount determined by the HOA.

Please note that the property will remain available for rent until the reservation fee is received, even if your application has been approved.

If you do not enter into the lease agreement or take possession of the property by the agreed-upon rental start date, the reservation fee will be forfeited as liquidated damages.

### Funds Required at Lease Signing

Upon signing the lease, a security deposit equal to one month's rent and pet fees of \$250 per pet must be submitted via certified funds or money order within 48 hours.

## Security Deposits

The security deposit acts as a guarantee for tenants' adherence to all terms and conditions of the lease agreement. Tenants are not permitted to apply the security deposit toward any rent due.





## Lease Obligations

### 1. Rent Payments:

- Rent may be paid online at <u>www.rentahomewithus.com</u> or by mail. A convenience fee applies to debit or credit card payments.
- Rent is due on the 1st of each month. Payments initiated online should be made at least two days before the due date to avoid delays.
- Late fees are assessed starting on the 3rd of the month at 10% of the unpaid rent amount.

### 2. Fees:

- Returned checks are subject to a Non-Sufficient Funds (NSF) fee of 5% of the check value or \$30, whichever is greater.
- Mandatory charges include:
  - Re-keying charge (market rate or specified amount).
  - Last Quarter Condition Evaluation and Renewal Processing Fee: \$150.
  - Lease Close Processing Fee: \$150.

### 3. Tenant Responsibilities:

- Pest Control: Tenants are responsible for pest control unless specified otherwise in the lease.
- Utilities: Tenants are responsible for all utilities unless otherwise specified by the landlord.
- Repairs:
  - Tenants are responsible for minor repairs up to \$100. Repairs exceeding \$100 will be covered by the landlord.
  - Tenants are responsible for maintaining air conditioning/heating filters and smoke alarm batteries.
- Mold Prevention:
  - Tenants must run air conditioning and heating systems to prevent mold and mildew growth.
  - Tenants must take reasonable precautions to avoid mold and mildew in the rental unit.
- Maintenance:
  - Torn screens are the tenant's responsibility to repair.
  - Lawn and shrub care is the tenant's responsibility unless the landlord provides the service.
  - Pool care is the tenant's responsibility unless the landlord provides the service.



PROPERTY MANAGEMENT DIVISION

### **Equal Housing Opportunity**

We are committed to offering equal housing opportunities to all applicants, regardless of race, color, religion, national origin, sex, disability, family status, sexual orientation, gender identity, source of income, or other protected status under the law.

#### Vehicles

• No more than Two (2) vehicles per household without landlord's written consent.

#### **Non-Smoking Properties**

- All properties are non-smoking, meaning smoking is prohibited inside the building.
- Smoking outside the property, including porches and lanais, is allowed unless restricted by community rules and regulations.

#### **Credit Evaluation**

- A TransUnion<sup>®</sup> Score or similar credit report will be used to assess creditworthiness. The report will factor into an application scoring model to determine rental eligibility.
- Security deposit amounts may vary based on credit worthiness.
- Open bankruptcies result in automatic denial.
- The owner retains the right to make exceptions to the rental criteria.

TransUnion <sup>®</sup> Score	Rating	Recommendation
549 and below	Decline	Application Declined
550-599	Conditional	Additional Deposit Required
600 and above	Approved	One Month's Rent as a deposit



PROPERTY MANAGEMENT DIVISION



### **Income Requirements**

- The combined household net income must be at least 2.5 times the monthly rent.
- Employed applicants must submit four consecutive pay stubs.
- Verifiable legal income sources like social security, child support, or retirement benefits are accepted. Three months of bank statements may be required if direct verification is unavailable.
- Self-employed applicants must provide tax returns from the past two years.
- Applicants starting new jobs may need to provide an offer letter on company letterhead confirming start date and compensation.

## **Guarantor Policy**

- Guarantors must submit an application and pay a non-refundable application fee.
- Only one guarantor is allowed per household.
- Guarantors must meet the same qualifications as applicants but must have an income of five times the monthly rent.
- Guarantors are required to sign the lease and any subsequent renewals.

## **Criminal History**

- A third-party criminal background check will be conducted for all applicants.
- The evaluation will consider factors such as the nature and severity of the crime, time since the offense, and rehabilitation efforts.
- Arrests or pending criminal charges will not solely determine eligibility.
- A Sex Offender Registry search must show no record of sexual offenses.
- Denied applicants may request reconsideration by providing additional information about their criminal history.
- Felony convictions within the past seven years will be reviewed on a case by case basis.



PROPERTY MANAGEMENT DIVISION



#### Pet Policy

It's imperative that ALL our residents and tenants fully understand and acknowledge our pet and animal-related policies. This also includes residents and tenants that <u>do not own</u> a pet or animal. We require EVERYONE to complete a third-party screening and review process. This quick and easy process ensures we have your pet and animal-related policy acknowledgments, pet/animal history and records, and legal attestation of truthfulness and accuracy on file.

Pet policies vary by property owner and may include restrictions on pet type, size, or number.

The following breeds are restricted:

- Rottweilers
- Dobermans
- Pit Bulls (Staffordshire Terriers)
- Bull Terriers
- Wolf hybrids
- German Shepherds
- Chows
- Presa Canarios

Pets must be registered and screened through the provided Pet Registration and Screening link. The following documents are required:

- Photograph of the pet
- Proof of current license and vaccinations
- Microchip information
- Pet liability insurance

