



## Screening Criteria

Note: You should view the home before completing the application. \*The application fee is Non-Refundable.

In the case of multiple applications, we receive for a property, all completed applications will be reviewed and screened. The order of receipt does not place a priority on your application. The selected applicant will be chosen based on the below qualifications and the best lease terms that benefit the owner of the property. To the best of our ability, applicants will be notified when multiple applications have been received by our office. We cannot guarantee when we tell you that there are no other applications because one could be received in our office as soon as we hang up from you.

Fair Housing: We are committed to equal housing, and we fully comply with the Federal Fair Housing Act. We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We offer applications to everyone who request one.

### Application Requirements

- Each adult (18 over) must complete an application regardless of employment status.
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- Potential applicant(s) must view the property before submitting an application.

Applications received if you have not viewed the property will NOT be considered.

- Applications must be completely filled out with all documents and ID.
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- Upon application approval, an acceptance offer to lease will be sent via email including the details of the offer.
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- The offer to lease will expire within 48 hours after it is sent, after which the offer to lease may be extended to other approved applicants.
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- Holding fee (nonrefundable) is due within 24 hours after which approval email is sent.

Cashier's Check only

- Upon receipt of Holding Fee property will be taken off the market and the lease agreement will be drafted.
- Lease agreement will be sent via DocuSign for electronic signing and must be signed within 2 calendar days after it is sent

- One full month's rent plus any other fees / monies in the acceptance email must be received at time of lease signing.
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- Tenant will be automatically enrolled in the Tenant Benefit Package and charged a monthly fee.
- 3 current paycheck stubs
- Self-employed applicants will need to show regular bank deposits.
- Transfers or relocations must have correspondence showing an accepted job offer.
- Provide a copy of a legible government issued photo identification card.
- Pet Application- (if applicable)- approved pets will require a monthly pet fee and payment of an additional one- time nonrefundable fee per approved pet. Evidence of unauthorized pets will be grounds for eviction. If you have a pet, service animal or emotional support animal you must complete the third-party Pet Screening application
- (for each pet), No more than 2 pets of any kinds will be allowed subject to property insurance, limitations, or community deed restrictions. Animal policies vary from property to property.

### **Qualifications:**

- FICO credit score 600 or above. Some properties may require higher scores.
- FICO credit scores between 600 and 650 may have additional requirements.
- Gross monthly income =3x rent amount.
- No unpaid bills or collection accounts for utilities (Ex: water, electricity, gas)
- No unpaid bills or collections accounts for property management companies, landlords, Etc.
- Bankruptcy- Status must be DISCHARGED.
- No eviction filings or judgements
- Verifiable rental history for at least three (3) years whether you own or rent.
- Criminal records must have no convictions for felonies within the past 7 years involving the manufacture or distribution of controlled substances. Criminal backgrounds involving sex offenses, domestic violence crimes and/or involving the possession/distribution of illegal substances are all grounds for denial.

Included with all lease agreements with Legacy Realty Group North Florida is the **Resident Benefit Package** at an additional cost per month over the rent.

Residents will receive the benefits listed below:

1. Renters Insurance
2. Resident Portal for maintenance and payment options
3. Credit reporting for on time rent payments
4. 24/7 maintenance support
5. HVAC Filters delivered to your door.

Legacy Realty Group North Florida is a **ZERO TOLERANCE** company regarding rent collection. Rent is due on the 1<sup>st</sup> of each month, late the 4<sup>th</sup> of each month. Late fees begin at midnight on the 3<sup>rd</sup> of the month.

Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for- however- changes can and do take place to cause inaccurate

information to be accidentally presented, we encourage you to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement.