

MANAGEMENT SPECIALISTS, INC

TENANT FOLDER CHECKLIST

Tenant_____

Property_____

Owner_____

Move-In_____

___ Rental Property Listing/Marketing Sheet

___ MSI Application Filled in signed & dated

___ Residential Selection Criteria signed & dated

___ Application Fee Collected (Money Order, Cash, Cashier's Check, Online) (Make copy for File)

___ Collect Good Faith Deposit (\$500) (Copy for file)

___ Proof of Income (Check Stubs, Bank Statements, etc.)

___ Copy ID/Driver's License

___ Run Application (Print out Credit, Background report, etc for file)

___ Check residential history

___ Verify employment

___ Give acceptance or adverse reaction letter

___ If Applicable, Pet Application w/ Picture of pet & Vaccination Record

___ Confirm Move-in date & Give estimated closing cost

___ Order Lease (Put copy of Lease Order confirmation in file)

___ Collect balance of security deposit

___ Lease Signing (Tenant/Broker/Owner)

___ Give Helps Form (Important Telephone Numbers)

CONTINUE

___ If applicable, Sight Unseen Form

___ If applicable, Lead Paint Disclosure

___ If applicable, HOA application, Rules & Regulations, Copy of App Fees

___ Do Move-in inspection (Copy of inspection & pictures in file)

___ Order any work for Move-in

___ Order Rekey (after all vendors complete work)

___ If applicable, cancel lawn maintenance

___ Pull lockbox & sign

___ Key receipt form attached to copy of all keys, remotes & gate clickers being released (have tenant fill in contact information)

___ Collect balance due at key pick-up (rent, pet fee, last month's rent, etc) (Make copy for file)
(Give tenant ledger marked paid)

___ Collect proof of utility turn over (FPL, Water, Gas)

___ Fill out sleeve, enclose maintenance request form, PayLease info, Copy of Executed Lease,
Inspection w/pics

___ If applicable give (Circle all that apply) Hurricane Info, Septic Info, Humidistat Info

___ All invoices from work ordered-put with move-in file

___ Commission sheet & referral information- in file

___ Send Link for online payment

APPLICATION INSTRUCTIONS

1. Each adult over 18 must fill out a separate application
2. Management Specialists, Inc. has a fiduciary responsibility to the Landlord because we collect rent and manage the property. We represent the owner.
3. Each application must be accompanied by a **NON-REFUNDABLE** fee of \$40. Money order or cash is acceptable. No personal checks
4. All applications must be fully completed. Blank forms will delay the process.
 - a. Make sure all addresses are complete with zip codes.
 - b. Make sure all phone numbers are complete with area codes.
5. We require the last address where you paid rent or paid a mortgage payment.
 - a. If you were at the last address for less than 24 months we require you to complete the previous address.
6. Completely fill out the first page.
7. On the 2nd page we require banking and credit references **ONLY IF** you do not have any credit history.
8. Please answer all questions.
9. Please be sure to sign your application.
10. Read and sign the "Residential Selection Criteria" so that you understand how we select qualified tenants.
 - a. If you do not sign the criteria, it will be given back to you. We will **NOT** process the application without this document being signed.
11. Remove the sample lease and keep it with you. This is a sample of what you will be signing. **PLEASE READ IT!** If you have any questions about it you may feel free to call or email your questions or ask for clarification when you come in to sign your lease.
12. Tenants with pets will be required to fill out the Pet Application attached and pay a Non-refundable Pet Application Fee of \$200 per pet. Pictures of the pet are required. In some cases you may be asked to bring the pet to the office for verification of breed.
13. Attached is a list of utility companies in the area. It is your responsibility to pay any required deposits and have the utilities put into your name. Please bring proof of the transfer of required utilities when you come in to sign your lease.
14. Your agent will be able to tell you if the property you are interested in renting is part of a community or homeowners association with additional housing regulations or requirements (such as no trucks). If this is the case you may be required to fill out a separate application and there may be a time frame and/or fees associated with the process that has nothing to do with Management Specialists, Inc. or this application. In addition, you may be required to attend an informative meeting prior to taking occupancy.
15. Leases will be ordered within 48 hours after approval of your application. We need you to make arrangements to sign the lease document as soon as the lease has arrived in the office, generally 1-2 business days.

Thank you for your interest in renting one of our homes. We look forward to having you become one of our residents.

RESIDENT SELECTION CRITERIA

To guarantee compliance with the Federal Fair Housing Acts, a separate application is required for each applicant, age eighteen and over (excluding dependent children) who will reside at the property.

Management Specialists, Inc. does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, handicap or familial status. Management Specialists, Inc. adheres to all federal, state and local fair housing and equal opportunity laws.

Management Specialists, Inc. has a fiduciary responsibility to the Landlord because we collect rent and manage the property. We represent the owner of the property.

Applicants will **NOT** be accepted on a "first come, first served" basis. To show good faith an Applicant may place into escrow \$500 or more as an earnest money deposit which indicates to the Landlord the Applicant's intent to move forward once the application has been processed. The \$500 is completely refundable if the applicant is **not** qualified. If the applicant **is** qualified, any deposit **becomes non-refundable** and shall be applied to the rent or security deposit obligations. Upon approval and within 48 hours, **All Applicants** must deposit into Management Specialists, Inc. escrow account an amount equal to the full security deposit. Applicants who fail to deposit the full amount may jeopardize their approval status and the property will be placed back into the rental inventory and other applications may be accepted.

The following are Management Specialists, Inc. criteria for qualifying an applicant as a resident and must be included with the application:

1. Application must be fully completed, dated and signed. This Resident Selection Criteria is part of the application and must also be signed.
2. Application must be reviewed at the time of submission to ensure we have all information needed to determine eligibility.
3. Applicant must provide proof of identity with photo (such as a state driver's license). Any application without a photo ID will not be accepted.
4. Applicant must provide a social security number or be able to verify that no number has been assigned.
5. Landlord history must consist of a minimum of two years to verify proven payment history and that the applicant has never been evicted.
6. Family size must be in compliance with the available HUD guidelines, state and local codes. As an example; St. Lucie County does not allow more than 2 unrelated people in any 1 dwelling.

APPLICANTS MAY BE DENIED OCCUPANCY FOR ANY OF THE FOLLOWING REASONS:

1. Falsifying an application.
2. Incomplete application.
3. Poor rental history profile such as:
 - Non-payment of rent.
 - Poor credit history within 5 years (such as delinquent real estate accounts from evictions, broken leases or utility bills).
 - Joint bankruptcy or personal bankruptcy within the past 2 years OR a bankruptcy that has not yet been discharged.
 - A filed eviction (unless stipulations were adhered to-proof must be provided).
 - A history of violence to persons or property within the last 5 years.
 - A felony within 7 years, a sexual predator or sexual offender.
 - A history of poor or unsanitary housekeeping.
 - A history of drug related activity by any of the applicant's household members.
4. History of unruly or destructive behavior by resident or a member of the resident's household.
5. Poor personal references.
6. Credit score of less than 560.
7. If an arrest record exists within 7 years, it is up to the applicant to provide written verification from the proper authorities as to the final disposition of innocence or that the case was dropped.

APPLICANTS MAY HAVE AN ADVERSE RESULT FOR ANY OF THE FOLLOWING:

- 8. No employment or employment less than a month.
- 9. Residential Verification of less than 2 years.
- 10. Poor or NO credit history

All sources of income must be verified, we will accept pay stubs, tax returns, brokerage statements, letters from a CPA or financial broker, bank statements and the like.

Credit, Criminal and Eviction records are verified by an independent company.

Any exceptions to these stated criteria must be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required.

Criteria for the amount of Security Deposit amounts or Last Month's Rent to be charged is based on the applicant's Credit score (i.e. Credit worthiness). People who pay their obligations on time have demonstrated that they are less credit risks. Credit scores are determined by outsourcing and Management Specialists, Inc. is not responsible for making any determinations regarding the applicant's credit background.

The following table is how the applicant's requirements are determined:

<u>CREDIT SCORE</u>	<u>FIRST MONTH</u>	<u>LAST MONTH</u>	<u>SECURITY</u>
560-600	X	X	X
600-UP	X		X

Credit scores of less than 560 may be accepted if other circumstances are exemplary! In some cases, additional security deposit or co-signer will be required.

As a good faith deposit, I hereby deposit with Management Specialists, Inc. the sum of \$ _____ as a good faith deposit in connection with this rental application and if my application is approved and I fail to enter into a Rental Agreement or fail to take possession under the terms of my Rental Agreement, if one has been signed. I understand and agree that the entire good faith deposit shall be forfeited by me as liquidated damages for the costs incurred to hold the property off the market and/or additional marketing and advertising that may be required to re-rent the property. If I have already entered into and signed the Rental Agreement, I will be held liable for all rents and damages as set forth in the Rental Agreement. If my application is not approved, I will receive a refund of my good faith deposit in full within 30 days. If my application is approved, a Rental Agreement is signed and I take possession of the property, the good faith deposit shall be applied towards my rent and/or security deposit requirements.

Applicant's Signature

Print Name

Date

Agent's signature if required

IMPORTANT HURRICANE INFORMATION

Hurricane season is upon us once again and we would like to review some basic information with you. You should have **RENTER'S INSURANCE** to protect your belongings. While homeowner's insurance would cover any damages to the **structure** resulting from a hurricane and/or other storm, it will not cover the **contents** of the property such as furniture, clothing, electronic equipment and all such personal property. Please review your rental agreement for further clarification.

Also, please be aware that Management Specialists, Inc. and/or your property owner is **NOT** responsible for precautionary measures in the event of an impending hurricane. You are free to take whatever measures you feel are appropriate in order to insure the safety of yourself and/or your personal property. If hurricane shutters have been provided with your rental property, it is **YOUR** responsibility to secure them in place when a **HURRICANE WARNING** is issued (please refer to page 3 of your Lease Agreement for further clarification). If no shutters have been provided and you choose to board up windows and sliding glass doors with plywood, please be advised that it will be **AT TENANT EXPENSE**. When the hurricane threat is over, you will be required to remove all boards and patch any holes left in concrete or wood siding caused by nails. You will be charged for any related damages to the property!!

We **DO NOT** recommend taping windows with masking tape. If you do so, it will be your responsibility to clean the tape off all surfaces after the storm has passed.

If you live in a flood zone and are required by local authorities to evacuate the property, you will be responsible to find alternate housing. Once under a **HURRICANE WARNING**, shelters will be set up and announced on local radio and television stations. Should you choose to remain at one of these shelters, please keep in mind that pets are not permitted at most facilities and it will be your responsibility to provide whatever shelter you deem necessary for pets. **Pets may not be left in the house if you evacuate.** Damages to the house caused by your pets will be your responsibility.

Once the danger has passed, please report any damages from the storm to our office as soon as practicable. Remember, in the event of a hurricane, the safety of you and your family is most important to all of us.

TO: ALL RESIDENTS/TENANTS

RE: HURRICANE PREPAREDNESS

The possibility of a hurricane hitting part of the Treasure Coast is very real during this time of year. In the event of a hurricane warning, we urge you to take precautions for yourself and for the property that you currently lease. By taking care of the property you insure that you will have a safe and dry place to live after any storms have passed. We recommend that you do the following preparations:

If we have received a **Hurricane Warning** (that is a hurricane is expected within the next 24 hours):

- If shutters have been supplied with the property, it is time for you to secure them in place.
- Move all furniture away from the windows, cover it or move it to rooms that are least likely to receive damage.
- Bring in all outdoor patio plants, pots, chairs, tables, furniture, and pool cleaning equipment or other items, which may become missiles in a strong wind.
- Please notify Management Specialists, Inc. after the storm has passed so that we know where to locate you or if re-location is in order we may be able to help. You need only leave a message on our voice mail along with your phone number and location.
- If you live on the top floor of a condominium or apartment building perhaps you will need to vacate because the roof may be blown off.
- If you are located near the beach you may need to evacuate due to storm surge.
- If you have a bathtub, fill it with water. This water may be all you have for awhile to bathe with or to use to flush toilets if the power is off for a few days.

If you decide to ride out any storm at home, be sure to have plenty of drinking water, a portable radio, flashlights, batteries (for the radio and flashlight), a full tank of gas in your car, personal or legal papers stored in plastic bags, first aid supplies, and plenty of pre-cooked canned food-don't forget the can opener! Other helpful items that we have found useful are rolls of plastic, large plastic bags, cellular phones (make sure they are completely charged), tire repair kits, bug spray and sun block for after a storm, extra candles and all the laundry washed! Camping equipment is helpful as well as coolers full of ice. Make sure you have extra cash, if electricity is out for awhile you may need to have extra cash as credit cards will not work without electricity.

If you are in a condominium complex, you may want to find out what emergency measures have been planned. Some complexes have stand-by generators to assist after a storm.

We ask that you contact Management Specialists, Inc. to report any damages after the storm has safely passed when the phones are back on and/or the roads are open (as soon as it is possible). Please make a list of damages in order of priority. If you have damages that are beyond repair, one of our agents will make a personal inspection to make that determination and assist you in finding another location. If we do not hear from you we will assume that you have no damage.

If you have any questions about securing the property or need help in making a decision about whether to stay or go to a shelter, please call the **DIVISION OF EMERGENCY MANAGEMENT AT 772-461-5201.**

MANAGEMENT SPECIALISTS, INC.
2355 SE Seafury Lane
Port St. Lucie, FL 34952

VACATING INSTRUCTIONS

1. Close all windows and doors and be sure all are LOCKED.
2. Clean all appliances thoroughly. Clean refrigerator and leave it ON.
3. Clean stove including oven, racks, broiler pan and hood vent. Clean top of stove UNDER BURNERS. Replace rings and drip pans (Home Depot charges \$21.00 for a set of 4). We must charge \$30.00 if they are not replaced.
4. Make all needed repairs to anything that has been damaged during your tenancy. Dispose of all personal items and/or trash of any description.
5. Clean & disinfect bathrooms thoroughly, including mirrors. Remove any mildew in tile grouting. TURN OFF ALL TOILET VALVES.
6. All carpets to be professionally cleaned by **ASAP Carpet Cleaning** (Phone 288-0292) and a receipt provided when keys are turned in. If no receipt is provided, the cost of carpet cleaning will automatically be deducted from your Security Deposit. If you arrange to use your own professional vendor and results are not satisfactory, we will re-clean carpets and deduct from your Security Deposit. If you have a pet, carpets should be treated for pet odor and fleas. Receipts for carpet cleaning may not be accepted after keys have already been turned in.
7. Clean all tile & linoleum floors, removing all stains & marks.
8. Kitchen cabinets and counter tops are to be cleaned and free of grease. Dishwasher must be cleaned, including top edge of door (inside).
9. Wash walls and woodwork if needed and remove cobwebs. Make sure all ceiling fans are cleaned thoroughly.
10. Any small holes made in walls should not be spackled. If you "touch up" paint and it does not match, you will be charged.
11. Clean all windows, inside and out, and secure all screens. Any bent or torn screens must be repaired/replaced. Patchwork is not acceptable.
12. Clean and/or replace air conditioning filter and grills.
13. Replace all burned out or missing light bulbs.
14. Traverse rods are to be in place and torn verticals repaired, if applicable. Windowsills, closet and utility shelves are to be cleaned.
15. Closet bifold doors are to be cleaned and all closet doorknobs must be in place.
16. Mow, trim, edge, weed and water the yard prior to checkout and remove all personal items, trash and/or litter.
17. Garage and driveway must be clean and free of oil and rust.
18. Sweep porches and garage floors, stains must be removed from floors.
19. All telephone, cable and electrical plates must be on the outlets.
20. All keys must be returned; house, garage and mailbox, if applicable, by 5:00 PM on the day your lease expires or as scheduled. **Be sure to leave a forwarding address** where we will be able to contact you regarding return of your Security Deposit.
21. If keys are not returned to our office as scheduled, you may be charged per diem rent for each day they are withheld and/or the cost for a locksmith to change the locks may be deducted from your Security Deposit.
22. You must call and have your water and utilities (FPL, etc.) shut off upon vacating. Please leave circuit breakers in the **ON** position.

When keys are returned, we will schedule an inspection of the property and notify you of the status of your security deposit. We trust that you have enjoyed your rental property and, should you need our services again in the future, please do not hesitate to give us a call.

