



Resident Criteria

1. We use Experian Credit report. Phone 1-888-397-3472 to gather the information used to process our applications. However, all resident decisions are made by Richard Realty Management Group, LLC
2. Our leases state that rents are due on the **FIRST** and late on the **second**. This is so, even when the **FIRST** falls on a Saturday, Sunday or Holiday (as in January 1st). **There is no grace period and no exception**
3. All residents over the age of 18 must submit a fully completed, dated and signed rental application and pay a **non-refundable** \$50.00 application fee. No application will be processed without an application fee.
4. Photo identification is required--driver's license, military ID, state ID.
5. Combined gross income of at least three times the monthly rent. Income must be verifiable through reliable sources. Self-employed applicants may be required to produce, upon request, 2 years of tax returns or 1099's proving sufficient income to qualify using this criterion.
6. A minimum of two years residential rental history is required. Previous rental history reports from landlords must reflect timely payment of rent, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to unit or failure to leave the property clean and without damage at the time of lease expiration. An applicant having less than two years rental history may be approved, but would required excellent long-standing credit and/or additional security deposit and/or a co-signer.
7. Criminal records must contain no convictions for crimes involving violence, assault or battery, drugs, firearms, felonies within the past seven years and no sexual offenses, domestic violence, child abuse or spousal abuse ever. In the event a record comes back as "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
8. Residential history is given most weight; however, credit history is also examined and must not show any slow pays, judgments, eviction filings, collections or liens, RELATED TO HOUSING. Medical slow pays may not affect the approval process, but failure to pay utility bills, collections from other landlords, etc. will impact the approval process. **We will not provide you with the credit report** or tell you of its content, but will provide you with the name of the credit reporting agency so you may receive a free copy.
9. PETS-Medically necessary animals for the benefit of an occupant are NOT pets.
 - a. We manage many homes where no pets of any kind are permitted.
 - b. When they are accepted, they are accepted on a case by case basis that applies to the individual pet and the property you are applying for ONLY. No pet (with the exception of medically necessary animals) of any kind will be permitted without the specific written permission of landlord.

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3834 East Michigan Street, Orlando, Florida 32812



- c. The payment of a pet deposit and an addendum to the lease will be required if the landlord approves a pet.
 - d. We do not accept puppies or kittens of any breed or type.
 - e. Dogs and Cats must be spayed and neutered to be approved.
 - f. Prior to signing a lease, we must have a veterinarian statement stating that pet is at least 18 months old, is current on their shots, has been spayed or neutered, and also states the breed and weight of the pet
 - g. All pets must be listed on the application.
10. Current occupancy standards allow no more than 2 persons per bedroom, although some owners have more stringent guidelines. All prospective occupants and vehicles of any kind (trucks, boats, trailers, etc.) must be listed on the application.
 11. If approved you must be prepared to sign a lease, and pay the full **first month's rent** in certified funds (Cashier's Check or Money order) within 48 hours. The First Month's rent is not refundable if you fail to move in.
 12. The minimum security deposit required is equal to one month's rent. The Security Deposit must be paid by **Cashier's Check or Money Order** any time prior to taking possession of the property at the start of the lease. We cannot accept a check for your security deposit nor your first month's rent, and our accounting system requires separate money orders or cashier's checks for the security deposit and the first month's rent. **Our office does not accept cash. No property is held for longer than 48 hours without a signed lease and full first month's rent being paid.**
 13. **If you wish an exception be made for any of the above, it must be submitted in writing and made part of the application process for presentation to the owner for consideration.**
 14. Our company policy is to report all non-compliance with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

PLEASE SIGN BELOW INDICATING YOU HAVE READ AND UNDERSTAND THIS DOCUMENT:

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