



# Red Fortress

## PROPERTY MANAGEMENT

2525 Parkway Street, Fort Myers, FL 33901 \* (239) 939-1233 Fax (239) 275-8325

[www.RedFortressPropertyManagement.com](http://www.RedFortressPropertyManagement.com)

### RENTAL PROCESS AND APPLICATION DISCLOSURE

We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Colour, Religion, Sex, Handicap, Familial Status, National Origin, sexual orientation or gender identity.

Most of our properties can be viewed by self-access showing. For those that are not, you may sign out a key or a property manager may show you the property during normal business hours. You may preview our properties at our website at [www.RedFortressPropertyManagement.com](http://www.RedFortressPropertyManagement.com) where our website is updated daily or call us at 239-939-1233 for more information.

#### **Application Processing and Time Frame:**

- Processing an application normally takes 2 business days or less when completed. Searching for records out of state or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee.
- In some cases, approval by a homeowner association or condo association may take up to 30 days.
- No rental property will be held vacant for more than two (2) weeks with an approved applicant, unless approved by Red Fortress. If approved, an intent to rent the property must be done within 3 days or the application will be considered withdrawn.

#### **Cost:**

- If you decide to apply to rent one of our properties, there is a **\$75.00 per adult application fee that is “non-refundable”**. This must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fees will not be considered and application fees will not be refunded for incomplete applications. ( You may ask to see a copy of our lease at any time)
- If you are the successful leasing candidate, **there is a one-time fee of \$250.00 to cover our administrative cost in preparing your lease.**
- Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium associations.
- If you have an approved pet, there is a \$300 pet fee which is non-refundable.

#### **The Application:**

- Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will: (1) check your credit report; (2) check the public records for any past evictions, (3) verify your employment; (4) verify your landlord references; and (5) do a criminal background check. We would encourage you not to apply if you violate our resident selection criteria (see page 3). Cosigners or adverse actions may be considered on an individual basis.
- Multiple Applications — It is entirely possible that Red Fortress may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to whom we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however

only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application. In order to evaluate the various applications it is necessary for Red Fortress to expend time and cost in credit reports, criminal reports, and other administrative costs. Hence, it is our policy that the application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee if it is done within 30 days of the original application.

- Once you have been notified of your approval, you must place (at a minimum) a holding fee (by cashier's check, money order, credit card or electronically) of **\$400.00** within 48 hours of your approval notification. Once approved, any and all monies are non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before the beginning rental date you applied for, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property for which you applied off the rental market until you provide the required holding fee. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.
- All applicants must see the interior of the property before an application can be submitted. The property must be accepted in "AS IS" condition before an application can be accepted, except where there is written agreement for maintenance or repair items on our feedback forms. If your maintenance and repair request is acceptable to Red Fortress, then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding.
- All initial funds, the holding deposit — first month's rent and separate security deposit — must be paid by 2 or more cashiers check, money order, credit card or electronically payable to "Red Fortress". Subsequent months thereafter may be paid in the same way though building your credit through electronic payments is preferred
- Applicant (and others applying as well) must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing and the applicant may provide recent pay stubs. A minimum of two years residential history is required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a cosigner and/or a higher security deposit. Cosigners are accepted at the manager's discretion only.
- Self employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- Current occupancy standards are a maximum of 2 people per bedroom per HUD guidelines.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Red Fortress in the lease document (a pet addendum to lease). There is a 2 pet limit per home.
- The following pets will not be accepted under any circumstances: Chow, Doberman, Rottweiler, Pit Bull, German Shepherd, Presa Canarios, Stafford Shire Terrier, Akita and American Eskimo.
- Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due as per Florida law. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.
- Any exceptions to these criteria will need to be submitted in writing to Red Fortress for consideration. If approval is then given for such exceptions, an additional security deposit, cosigners and/or additional "higher" rent may be required.
- If your application is approved, Red Fortress will be submitting your contact information to Citizen Home Solutions, a concierge utility connection service. Citizen will contact you to assist with setting up your utilities, phone service, cable/satellite TV, and security monitoring. We strongly recommend that you deal directly with Citizen for these connections, as they are familiar with our requirements for satellite dish and cable line placement, and not following these guidelines could result in additional charges on move-out. By submitting your application, you hereby agree that Red Fortress may provide your contact information to Citizen Home Solutions and that they may contact you.
- **The Red Fortress Property Management Resident Benefits Package** is designed to provide convenience and professional services to our residents. By applying, Resident(s) agrees to be auto-enrolled in the program and agrees to pay an additional \$30.00 each month, payable with rent. This program includes benefits such as HVAC filters delivered to your door, home buying assistance, no lease renewal fees if returned promptly, and much more. Inclusions of this package may vary due to the property specifications; i.e., HVAC is required for enrollment in the utility & maintenance reduction program. No discount will be given if an element of the package is not available, the cost of this package is all-inclusive.

#### Other Issues:

- Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Red Fortress' prior approval.

- **Maintenance and Repair** — When you rent a home from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair request during your first 7 days of possession and there will be no maintenance charge for the first 30 days unless the damage was due to neglect or caused by the resident.

### **Resident Selection Criteria:**

Applicants will **NOT** be accepted on a “first come, first served” basis. Credit, criminal and eviction records will be verified by an independent company

The following are Red Fortress criteria for qualifying an applicant as a resident and must be included with the application:

1. Application must be fully completed, dated and 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).
4. Applicant must provide a social security number or be able to verify that no number has been assigned.
5. Proof of Income

### **APPLICANTS MAY BE DENIED OCCUPANCY FOR THE FOLLOWING REASONS:**

- a. Falsifying an application.
- b. Incomplete application.
- c. Poor history profile such as:
  - Poor credit history within 5 years (such as delinquent accounts from evictions, broken leases or utility bills) or non-payment of rent / Unpaid collections on a rental property
  - Joint bankruptcy or personal bankruptcy within the past 2 years **or** a bankruptcy that has not been discharged
  - A filed eviction (unless a stipulation was adhered to)
  - A history of poor or unsanitary housekeeping
  - A history of drug-related activity by any of the applicant’s household members
- d. History of unruly or destructive behavior by resident or a member of the resident’s household.
- e. Poor personal references.
- f. Criminal records must contain no convictions for felonies within the past 7 years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant’s tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application..

### **APPLICANTS MAY HAVE AN ADVERSE ACTION FOR ANY OF THE FOLLOWING:**

1. No employment
2. Residential verification of less than 2 years
3. No credit history

All sources of income must be verified.

Any exceptions to these 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.

- The following pages contain the home rental application and the disclosure of information on lead based paint and lead based paint hazards.
- This “Rental Process and Application Disclosure” is hereby made an integral part of my rental application. I do hereby acknowledge that I understand and agree to the terms of application and rental process as described herein. I further acknowledge that I have seen and previewed the rental property (both inside and outside) for which we are applying.
- I represent that all of the statements and representations are true and complete, and hereby authorize verification of the above information, references and credit records. I understand that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public

information including evictions and criminal records may be made. This information may be passed on to a third party (such as an association). I agree that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any.

- **I understand and agree that this application is NOT a lease or rental agreement, and should it be accepted, I will sign the Intent to Rent form within three business days of being accepted. In order to sign the lease, all monies for the unit (including rent, security deposit and other fees) must be paid in full. Should I fail to sign the lease or not pay all the monies due at move-in, the application shall be considered withdrawn, there will be no further obligation to reserve the rental and any and all monies shall be forfeit.**

**I understand due to the Fair Credit Reporting Act I will not be furnished a copy of my credit report from Red Fortress.**

**Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**THANK YOU FOR YOUR APPLICATION!**

Additional Comments: \_\_\_\_\_  
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**RED FORTRESS PROPERTY MANAGEMENT COMPANY**

2525 Parkway Street, Fort Myers, FL. 33901 office (239) 939-1233 fax (239-) 275-8325

[www.RedFortressPM.com](http://www.RedFortressPM.com)**RENTAL APPLICATION****\$75.00 Per Adult**

Date of Application:	Desired Date of Occupancy:
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Rental Address Applying For: <b>1<sup>st</sup> Choice</b>	/ <b>2<sup>nd</sup> Choice</b>
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How were you referred to us? <input type="checkbox"/> Sign <input type="checkbox"/> Internet <input type="checkbox"/> Friend _____ <input type="checkbox"/> Agent _____
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<b>Have you physically seen the property? ____ Yes ____ No</b>
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<b>PERSONAL INFORMATION</b>
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Applicant's Full Name
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Date of Birth	Social Security No.
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Driver's License No./State
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Contact Phone No.	Email Address
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Full Names of All Other Residents:	Relationship to You:	Date of Birth:

How many Pets do you have? _____	<b>(Please ensure property allows pets)</b>
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Kind of Pet	Breed	Weight	Age
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<b>RESIDENCE HISTORY</b>
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Present Address:	City:	State:	Zip:
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Dates From: __/__/__ thru __/__/__	Present Landlord & Number:
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Monthly Payment: \$	Reason for Moving:
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Previous Address:	City:	State:	Zip:
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Dates From: __/__/__ thru __/__/__	Present Landlord & Number:
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Monthly Payment: \$	Reason for Moving:
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Have you ever broken a lease?	Have you ever refused to pay rent for any reason?
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Do you have renters insurance?
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Have you ever had an eviction filed against you or have been asked to move out? Why?
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**EMPLOYMENT AND INCOME INFORMATION**

Applicant's Employment Status:  Full-Time  Part-Time (less than 30hrs)  Student  Retired  
 Self-Employed  Unemployed  Other \_\_\_\_\_

Present Employer: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
 Phone No: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Position: \_\_\_\_\_ Gross Wages: \$ hour week month

Additional Employment: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
 Phone No: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Position: \_\_\_\_\_ Gross Wages: \$ hour week month

**Additional Income:** (Optional)  
 Please list income source if there are additional, verifiable sources of income you would like considered (i.e. self-employment, Social Security, Benefit payments, etc). Applicant may be required to produce documentation or provide and sign release statements. Child Support, Alimony, or separate maintenance need not be disclosed unless you desire this additional income to be considered for qualification.

Additional Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 How long have you been receiving income from this source?  
 How long do you expect this income to continue?

Have you ever filed for bankruptcy?  
 Have you ever been charged with a Felony? \_\_\_\_\_ Misdemeanor? \_\_\_\_\_  
 If yes, please specify \_\_\_\_\_

**VEHICLE INFORMATION**

Total Number of Vehicles: \_\_\_\_\_ Any Commercial Vehicles? \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No/State \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No/State \_\_\_\_\_  
 RV, Camper, Boats, Motorcycles? No Yes, Type: \_\_\_\_\_

**IN CASE OF EMERGENCY (Other than Spouse)**

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_