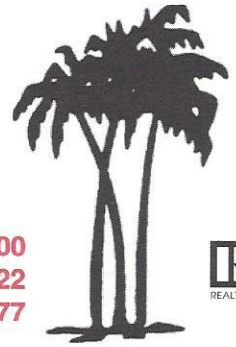


REAL ESTATE SERVICES of Palm Coast,

Old Kings Commons Shopping Center
7 Old Kings Road N. Ste. 10
Palm Coast, FL 32137

Local: (386) 445-1000
Fax: (386) 445-3222
Out of Area: (800) 392-6777



RENTAL APPLICATION POLICIES AND PROCEDURES

All applicants MUST see the inside of the property before a rental application will be processed and accepted. **WE DO NOT RENT ANY PROPERTY SIGHT UNSEEN, NO EXCEPTIONS!**

1. PROCESSING TIME FRAME: Processing an application normally takes between 1-3 days but may take longer. You will be contacted immediately upon determination of approval or denial. Upon approval you will have 48 hours to complete all lease requirements for the property.
2. TO APPLY:
 - The application must be filled out in its entirety and signed by all applicants. Applications not completed will NOT be processed.
 - The application deposit is \$100.00 plus a \$25.00 non-refundable processing fee PER PERSON 18 AND OLDER. Each tenant over the age of 18 must complete the application process and sign the lease as a responsible party. APPLICATION DEPOSIT & PROCESSING FEES must be paid with cash, money order, or bank certified funds (sorry, no personal checks) and applications will not be processed without the required fees, no exceptions.
 - When application is approved an additional NON-REFUNDABLE deposit of \$400.00 is required. Additional deposit to be submitted within 48 hours.
 - Copy of valid current driver's license or state issued identification is required for each tenant 18 years of age or older.
 - Cosigners are not allowed.
3. PROCEDURES AND POLICIES:
 - The application deposit is NON-REFUNDABLE if you are approved but decide not to take the unit. The application deposit is REFUNDABLE if you are not approved. If your application is approved the deposit will be applied towards your first month's rent.
 - There is a NON-REFUNDABLE pet fee of \$150.00 on all properties that allow pets. Some owners may require higher pet fees which will be disclosed at the time of application. FAILURE TO DISCLOSE PET(S) COULD RESULT IN EVICTION.
 - If you have water filled furniture you must provide proof of insurance.

- No properties will be held for more than two (2) weeks unless approved by the owner.
- **In the event that tenant chooses not to take possession of the property after is has been reserved the \$500 deposit is NON-REFUNDABLE.** If an applicant fails to complete the lease and provide the necessary security deposit within the time limit the applicant will be denied and the property returned to the open market. If the applicant submits the full security deposit and signs the lease and attempts to terminate the lease prior to occupying the property the SECURITY DEPOSIT WILL BE FORFEITED IN FULL as liquidated damages for the owner.
- Normally applications will be processed on a first come first serve basis; however, if more than one (1) application is submitted before approval can be achieved we are required to select the highest rated application for placement.
- Keys will be released on the first (1st) day of occupancy
- If occupancy occurs any day after the first (1st) day of the month rent will be pro-rated for the remainder of the first month. All rents are due and payable on the first.

Real Estate Services of Palm Coast does business in accordance with the Federal Fair Housing Law. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin.

Applicant

Applicant

Date

Date