



## **Rental Application Policy and Procedures**

Thank you for applying with Cool Realty LLC for your housing needs. To best serve you, we feel it is Imperative that you are made aware of, and fully understand our application policies and procedures.

Please read this document carefully before signing. It Is the policy of this management company that applications must be complete and all fees paid prior to signing for consideration. All completed applications are processed daily (Mon-Fri), All approved applications for the same property are submitted for final decision.

### A complete application will contain:

- 1 Signed Cool Realty LLC Rental Application Policy and Procedures Form
- 2 Signed Cool Realty Rental Criteria Page
- 3 Signed Cool Realty LLC Privacy Notice
- 4 Completed Cool Realty LLC Residential Lease Application;  
(One for each Individual •18 years and older)
- 5 \$50 Application fee for each Cool Realty LLC Lease Application submitted
- 6 Valid Driver's License or other photo ID for each Residential Lease Application submitted
- 7 (Optional) Security Deposit for property & Cleaning Deposit & Pet Fee

### Upon Approval

The applicant will be notified by phone, email or both..

1. If the Security Deposit has not been submitted, applicant has 24 hours to submit deposits and sign lease to secure the property and take it off the market.
2. If the Security Deposit has been submitted, applicant has 48 hours to submit deposits and sign lease to secure the property and take it off the market.

If the lease is not signed within the allotted time Cool Realty LLC will withdraw approval and will process the next application received or consider any other approved applications. Cool Realty LLC is compliant with Equal Opportunity Housing and a member of the National Association of Residential Property Managers. Our staff members adhere to a strict Code of Ethics, and to the Federal Fair Housing Act.



### **Cool Realty LLC**

2105 Park Ave. suit # 26 Orange Park FL 32073

904-602-5555 [www. Propertymanagementjacksonville.com](http://www.Propertymanagementjacksonville.com)



## **General Rental Criteria**

### **Two years of Good Rental History.**

No Forcible Entry, vandalism, & Evictions unless you have verifiable documentation of landlord irresponsibility, However, an FE&D due to property damage by the resident will not be accepted under any circumstance.

No history of any damage to the residence or an outstanding balance due to a previous landlord. If you have no prior rental history then you must have a qualified cosigner the cosigner must be a resident of Florida, have a good credit history and be willing to sign the lease.

### **Verifiable Gross Income.**

Minimum of three times the rent charged on the residence.

### **Criminal Background Check**

Residency maybe dented due to criminal history (see Criminal Background Criteria)

Credit History.

Credit history must show that the resident has paid bills on time mean does not have a history of debt write-offs or accounts that have gone into collection. Residency may be denied due to poor credit history.

### **Maximum Occupancy-**The maximum amount of people per bed room.

Please not that those are the maximum number of people who may occupy home with the number of bedrooms noted:

- 2 Bedrooms — 4 Occupants
- 3 Bedrooms —6 Occupants
- 4 Bedrooms —8 Occupants
- 5 Bedrooms — 10 Occupants

### **Submit Valid Photo ID**



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## **Pet Policy**

Please consider the following breeds "Unacceptable"<sup>s</sup>

Akita, American Bulldog, Bullmastiff or Mastiff, Chow) Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire terrier, "Wolf Dog/ Wolf Hybrid"} Bull Terrier, Pit Bull Terrier, Rottweiler and Any Combination of these.

Special Consideration is given to dogs that assist tenants with special medical needs, provided medical documentation is submitted

**\$250 nonrefundable pet fee per pet and \$20-\$25 pet rent per month for each pet**

Please note that this is not a list Cool Realty LLC created; this is what our Property Owner's Home Owner's Insurance Companies will not allow. If they do a property inspection and find that a tenant has one of the above listed dogs, the Home Owner's Insurance will drop them immediately from coverage.

Thank you for your cooperation in this matter.



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