

The following policies and procedures are established to ensure that all prospective applicants for a property processed by Vineyards Properties, Inc. are treated equally.

Please read the following policies. If you feel you have met the guidelines for qualifying then we encourage you to submit your application. Only one application will be processed at a time and applications will be processed in the order received. In the event more than one application is received, Vineyards Properties, Inc. will select the best qualified tenant.

**An incomplete application will not be considered.**

#### **APPLICANTS**

- Each adult (18 years of age or older) must sign and complete an application.
- A non-refundable processing fee must accompany each application.
- The applications will not be considered with missing or false information.

#### **PROCESSING FEES**

- Application fee for single individual \$75; \$100 for married couple. **Fee is non-refundable**
- \$400.00 Holding Deposit is required to start the approval process and takes the rental property off the market. This holding deposit will be credited toward the security deposit due at move-in.  
**If applicant cancels prior to move-in this Holding Deposit is non-refundable.**

#### **CREDIT CRITERIA FOR ACCEPTANCE**

- Credit, criminal and eviction checks will be obtained on each applicant 18 years of age or older. Credit report and evaluation provided by Resident Data. Credit reports supplied by applicants will not be accepted.
- All references will be checked.

#### **INCOME VERIFICATION**

- Applicant is to provide verification of ability to pay: If employed, a copy of last year's W-2 and 2 (two) of the most recent pay stubs. If self-employed, copy of last 2 (two) year's income tax returns and documentation of the current year (i.e. last 3 months bank statement of P & L).
- Income will be verified from copies of pay stubs or bank statements provided by the applicant.
- Unverifiable income will not be considered.

#### **IDENTIFICATION**

- Each applicant is to provide a copy of driver's license or other photo identification at the time lease is signed.

#### **ASSOCIATION FEES AND/OR DEPOSITS**

- Applicants will be required to complete a separate application for the Property Association as well as pay a non-refundable fee. Some communities also require an additional refundable common area deposit. This application and fee(s) must accompany the signed lease to obtain Board approval. This will be processed after Vineyards Properties approval.

#### **ADDITIONAL POLICIES AND/OR CHARGES**

- Tenant expense: minimum carpet cleaning upon exit - \$150.00. Arrangement made by rental department;
- Tenant expense: minimum exit cleaning - \$150.00. Arrangements made by the rental department;
- Re-key charge of ALL keys are not returned by tenant at departure - \$75.00 or higher.
- Rent is due on the 1<sup>st</sup> of the month. Late Fee of \$100.00 on the 6<sup>th</sup> day of the month and \$10 per day thereafter.
- NSF charge on all returned checks -- the greater of 5% of check amount or \$40.00 as additional rent. \*Future payments will need to be made by cashier's check.
- Security deposit is one and one half of a month's rent, unless otherwise stated. It is held in a non-interest bearing escrow account.
- There is no last month's rent held, unless required by individual owner.
- Tenants are responsible for electric and telephone service. In some instances, tenant will be responsible for basic cable, water, sewer, trash, pool, pest control and/or lawn service. Depending on owner and the community's association common charges.
- Move-in monies must be paid by cashier's check or money order. Personal check accepted thereafter for rent.
- Pets are prohibited in most communities due to Association restrictions.

Applicant(s) signature below acknowledges that all of the information provided on this application are true and complete and authorizes verification of same by Vineyards Properties.

**Applicant agrees that a credit report will be run to include, but not limited to, search for criminal records, including sex offenders, and evictions.**

Applicant understands that due to the Fair Credit Reporting Act that a copy of the credit report will *not* be furnished by Vineyards Properties, Inc. If an application is denied, applicant will be provided, in writing, the address of the reporting agency.

This application is for qualification purposes and does not in any way guarantee the applicant that he/she will be offered this property. Applicant also understands Vineyards Properties, Inc. can accept another application for the same property at the same time and will select the best qualified tenant.

Applications that are incomplete, missing information or documentations required for approval will not be processed for consideration of occupancy. All applications become the property of Vineyards Properties, Inc.

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PROPERTY ADDRESS: \_\_\_\_\_  
Naples, FL 34119

Term is a \_\_\_\_\_ month lease; starting \_\_\_\_\_ and ending \_\_\_\_\_.  
Rental rate is \$ \_\_\_\_\_ per month. Security Deposit \_\_\_\_\_  
Move-In Date \_\_\_\_\_ Pro-rated Rent \*\* \_\_\_\_\_

Tenant is responsible for the following utilities:

\_\_\_\_\_

Association Fee \_\_\_\_\_ Non-Refundable Pet Fee \_\_\_\_\_  
(non-refundable by Assoc. or VPI)

**Money Due at Move-In**

\*\* Pro-rated Rent \$ \_\_\_\_\_  
Security Deposit \$ \_\_\_\_\_  
First Month Rent \$ \_\_\_\_\_  
Amount Paid \$ \_\_\_\_\_  
Total Due \$ \_\_\_\_\_

The undersigned acknowledges they have read the information above and agree to the conditions that will determine their occupancy.

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

**PLEASE PRINT ALL INFORMATION**

**Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be ground for immediate eviction with loss of all deposit and penalties as provided by the lease terms if any.**

Applicant Full Name:		
Date of Birth:	Social Security #	
Present Address:		
Name of Community:		
City:	State:	Zip
Home Phone:	Cell Phone:	
Driver's License #	State:	
Present Landlord/Owner's Name:		
Day Time Phone:		
Rental Amount:	Proper Notice Given:	
Reason for Leaving:		
Previous Address:		
	State:	Zip:
Landlord/Owner's Name:		
Day Time Phone:		
Rental Amount:	Proper Notice Given:	
Reason for Leaving:		
Names of those who will occupy the property:		
Name	DOB	
Name	DOB	
Name	DOB	
<b>EMPLOYMENT:</b>		
Current Employer:	Phone:	
City	State	Zip
Position	Income	
Supervisor's Name:		

**VEHICLE INFORMATION:**

List Make/Model and Year of all Vehicles:

Boats/Trailers/RVs

**PET INFORMATION: Please describe pet:**

Have you ever declared bankruptcy? If yes, when?

Have you ever had an eviction filed against you? If yes, explain:

Have you ever been convicted of a felony/misdemeanor? If yes, explain:

**Emergency Contact Information**

Name: Phone

Name: Phone

The undersigned verifies the information contained in this application is true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

**Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be ground for immediate eviction with loss of all deposit and penalties as provided by the lease terms if any.**

Applicant Full Name:		
Date of Birth:	Social Security #	
Present Address:		
Name of Community:		
City:	State:	Zip
Home Phone:	Cell Phone:	
Driver's License #	State:	
Present Landlord/Owner's Name:		
Day Time Phone:		
Rental Amount:	Proper Notice Given:	
Reason for Leaving:		
Previous Address:		
	State:	Zip:
Landlord/Owner's Name:		
Day Time Phone:		
Rental Amount:	Proper Notice Given:	
Reason for Leaving:		
Names of those who will occupy the property:		
Name		DOB
Name		DOB
Name		DOB
<b>EMPLOYMENT:</b>		
Current Employer:	Phone:	
City	State	Zip
Position	Income	
Supervisor's Name:		

**VEHICLE INFORMATION:**

List Make/Model and Year of all Vehicles:

Boats/Trailers/RVs

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Have you ever had an eviction filed against you? If yes, explain:

Have you ever been convicted of a felony/misdemeanor? If yes, explain:

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