



# **SCREENING CRITERIA AND DISCLOSURE**

\*All applicants will be charged a **\$65.00** application fee per adult (18 or older)

**\*THE APPLICATION FEE OF \$65.00 PER ADULT IS NON-REFUNDABLE**

\*Each adult over 18 is required to complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our tenant criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 500), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

**\*Wanting to offer less than list price for the home will cause your application to be delayed or rejected\***

**We do not prescreen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria:**

**WHEN THE ON LINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – CHARGING THE \$65 APPLICATION FEE.**

**This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by Cavalier Estates Employees, and possibly the Property Owner.**

**\*\*\*Multiple Applications May Be Reviewed in Choosing an Applicant\*\*\***

**Lease Criteria in Applying for a Home:** Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 4 PM Eastern Time.

**Application Process & Screening Criteria:** Cavalier Estates, LLC is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the **\$65.00** application fee. Approval is based on SEVEN factors:

- Credit History
- Employment Verification and History
- Income Verification
- Rental Verification and History
- Criminal Background Check
- Terrorist Database Search
- Animal Criteria

**Identification:** Each applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card can be sent to: [info@yourrentalpeople.com](mailto:info@yourrentalpeople.com)

**Income Verification:** Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months.

**Employment:** We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.

**Residence History:** We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 3-5 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

**Credit History:** We will obtain a copy of your tenant credit score from the credit reporting agency. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

## **Contingent Approval – Risk Mitigation Fee – Tenant Score Based**

Cavalier Estates, LLC can offer applicants with lower than a 615 Credit Score with an opportunity to rent from us by offsetting the monetary risk for the owner, and the management company. Applications may still be approved with less than a 650 Tenant score. Combined Tenant Scores of 650 or higher are usually approved with normal rents, as advertised admin fees, and the advertised security deposit.

### **Applicants with Less Than a combined 649 Credit Score May be Subject to a Risk Mitigation Fee, or other proposed terms, as outlined below:**

Combined credit score of **649 to 594** will require an additional risk mitigation fee of **\$600.00**.

Credit Reference: *Low Accept*

Combined credit score of **593 to 550** will require an additional risk mitigation fee of **\$1150.00**.

Credit Reference: *Conditional*

Combined credit score of **549 and below** will require an additional risk mitigation fee equal to **\$2000.00 – AND** - are subject to review and approval by upper management and a co-signer.

Credit Reference: *Refer*

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**Denied Lease Approvals:** Any combined Credit Score under 500 are declined.  
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**Calculating for the Combined Credit Score of Multiple Applicants:** Add the two Credit Scores together for both (or more) applicants and divide by the number of applicants in the home to arrive at the determining number for the approval process.

Example: 1) Applicant ONE has a Score of 600 2) Applicant TWO has a Score of 550

Gross Score = 1,150. Divide by Two =  $(1,150/2) = \underline{575 \text{ Combined Score}} = \$1150.00 \text{ Risk Mitigation Fee}$

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Offering an approval based upon a total credit score below a 649 comes with inherent risk to the landlord and property manager. As the apartment industry has done, an approval can be offered even to tenants with less than perfect credit as long as they can pay the additional fee associated with their tenant and credit scores to offset the risk involved for all parties.

**This program is offered on a Case by Case basis only ---weighing heavily on other factors outside of credit score to include income and rental history compiled by Credit Reporting Agency. Cavalier Estates, LLC maintains the right to retract this offer for any applicant based on other criteria associated with the application process.**

**Errors & Omissions:** Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

**Criminal, Sex Offense, and Terrorist Database Check:** We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager.

## **INFORMATION ON ANIMALS**

**Rental Criteria for Animals:** Animal policies vary from one homeowner to another. Some owners do not permit animals, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owners' approval.

Property Insurance Companies do not allow certain breeds of dogs, either purebred or mixed. Therefore, **dogs fully or partially of the following breeds will be rejected:** *Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.*

Tenants may be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and can be grounds for eviction.

Special consideration is given to "Service Animals" that assist a tenant with special medical needs (proper and current documentation needed for verification).

We require with your application, a picture of each animal that will be on the property.

Email a Picture of the Requested Animal to: [info@yourrentalpeople.com](mailto:info@yourrentalpeople.com)

*We may require you to bring the animal(s) to our office for final approval.*

- No Aquariums larger than 10 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted.

### **Standard Animal Fees and Deposits:**

Lease Signing: \$30.00 Animal Administration Fee Per Approved Animal.

Monthly: \$30.00 Animal Administration Fee.

## **RESIDENT BENEFITS PACKAGE: \$39.00 Per Month**

Included with **ALL** lease agreements under Cavalier Estates, LLC is the ***Resident Benefits Package***. Tenants will be named as Additionally Insured under the Cavalier Estates, LLC Master Insurance Policy. Tenants would be responsible for any charged deductibles of \$500 per incident for claims. These features are included for \$39.00 per month.

- 1) **HVAC Air Filters Delivered to Your Door Monthly, You just need to install them!**
- 2) **If tenant has had a perfect year with no defaults than the lease renewal fee will not be charged.**
- 3) **\$100,000 Tenant Liability Insurance Coverage Provided Under the Cavalier Estates, LLC Master Policy.**

Benefit: Tenants are covered under the Cavalier Estates, LLC master policy for \$100,000 in liability.

- 4) **\$20,000 Renter's Content Coverage Provided Under the Cavalier Estates, LLC Master Policy.**

Benefit: Tenants are covered under the Cavalier Estates, LLC master policy for \$20,000 in renter's content coverage.

- 5) **\$10,000 Renter's Bodily Injury Coverage Provided Under the Cavalier Estates, LLC Master Policy.**

Benefit: Tenants are covered under the Cavalier Estates, LLC master policy for \$10,000 in bodily injury.

**In the event of a claim:** Tenants are instructed to contact Cavalier Estates, LLC for claim submission.

**Deductible:** Cavalier Estates, LLC carries a \$500 deductible which will be applied to any claims.

- 6) **No Additional Charges for All Rental Payment Options to Include In-Person, ACH, or Check.**

Benefit: Tenants simply pay their rent plus the \$39.00 per month for an all-inclusive payment.

- 7) **Included Tenant Portal for Maintenance, Payment Options, and Electronic Statements.**

Benefit: Tenants have free access to our Tenant Portal to submit maintenance requests, pay online using all included payment options to include the automatic ACH option, and have access to electronic statements.

**8) Free Credit Reporting for All Rental Payments made during this Lease to credit reporting agency.**  
Benefit: Tenants receive the benefit of positive credit reporting for all on-time rental payments to credit reporting agency.

**9) 24/7 Maintenance Hotline with Live Phone Support.**  
Benefit: Tenants can reach a live person after hours for emergency maintenance concerns.

**10) One Time Returned Payment Fee Forgiveness. (\$50.00)**  
Benefit: Cavalier Estates, LLC will grant a one-time waiver of a returned ACH or Check payment fee.

**11) One Reduced after hours or weekend service call charge per lease term. (Tenant must have no defaults during the period of 12 months)**

**Frequently Asked Questions:**

**Can I opt out of this *Resident Benefits Package*?** No. Cavalier Estates, LLC is providing the *Resident Benefits Package* to all tenants. The included insurance coverage is under Cavalier Estates, LLC as a Master Policy and applied to each home under management. Tenants receive the benefits of the coverage without applications, credit checks, or billing.

**What if I have my own Renters Insurance coverage?** The *Resident Benefits Package* will apply to all homes and tenants under the Cavalier Estates, LLC Master Policy. You may always carry any additional insurance coverage of your choosing.

**NOTICE TO ALL APPLICANTS: NO SMOKING is permitted inside the home or garage.**

**Disabled Accessibility:** Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

**SCHOOL BOUNDARIES:** School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

**\*\*\*IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES\*\*\***

**SEX OFFENDERS:** Applicants should satisfy their concerns regarding the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet at the following site: <https://www.floridaoffenderalert.com>

\*\*\*WE DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS\*\*\*

### **REASONS FOR DENIAL OF APPLICATIONS:**

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), your pets, or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received a 3-day notice to vacate.
- If you have less than a 615 combined Trans Union applicant credit score and refuse to abide by the additional Risk Mitigation fee as outlined above.
- If you have had two (2) or more NSF checks within the last 12 months
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home-based Business that you think we might approve please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the Cavalier Estates, LLC Lease Agreement.

### **Start of Lease:**

*Vacant Homes* --- Cavalier Estates, LLC has a policy that all leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

*Occupied Homes* --- Cavalier Estates, LLC will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

*Leases starting within 10 days of the end of the month* --- We will require the next full month's rental amount with the pro-rate.

**OPTIONAL: Move In With Lockbox Access** As an optional feature during the lease process and move in of your new home, we can offer the convenience of gaining access for the first time without having to check out keys from our office. **With this optional program, tenants may gain access to their new home through our lockbox for an optional additional charge of \$25.00.**

**A separate form will be sent to you for review and signature during the lease approval process.**

## **Move-In Orientation:**

All new tenants at lease signing will pay a one-time *Move-In Orientation Fee* of \$100.00. During the lease signing a walk-through home orientation with a team member with Cavalier Estates, LLC. An OnSight Pros inspection report will be provided prior to the tenants signing the lease. This may also be presented to the tenants at the move in Orientation tour.

The Move-In Orientation will be arranged and conducted with a representative from Cavalier Estates, LLC.

The agent will provide the tenant with a brief orientation and instruct them on basic home maintenance, including changing air filters, unclogging a garbage disposal, water cut-offs, smoke alarms, fuse & breaker box locations, and GFCI resets. The written report will include interior and exterior photos. The exterior will be documented with photos of all four sides of the home, the roof, any exterior equipment, and yard. Interior photos will be of each room, included equipment, any damaged or defective conditions, and an overall view of most areas. A copy of this report will be sent to the tenant and Cavalier Estates, LLC for record.

**OPTIONAL FULL INSPECTION:** Snoops Inspections is a Florida licensed inspection company. They typically conduct inspections on a home for purchase to include a full mechanical inspection of a home from top to bottom. This type of inspection is often required by all lenders during the sale of a home and is an option for all incoming tenants to purchase through Snoops Inspections.

## **What Our Tenants Want You to Know:**

1) Cavalier Estates, LLC conducts periodic walk throughs of the home you will live in. We take pictures of the interior and exterior of the home during those walk-through's. This information is kept on record and shared with the owner. **If this standard walk through procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**

2) **Non-Disparagement / Representations** - OWNER, TENANT and PROPERTY MANAGER mutually agree, that as additional consideration, specifically the mutuality of this clause, each is prohibited from making disparaging remarks/statements or publications regarding the other to any third party, internet, web-based, cloud based, or "review" type publication site, effective the date of this agreement. This provision relates to remarks/statements/publications/opinions/evaluations or any other thought process reduced to writing regarding: (1) this agreement; (2) any parties' performance under this agreement; (3) the lease agreement to which this provision is an addendum to; (4) any duty or obligation or action of or by the property manager that relates to or touches upon the management of this property. If any dispute arises regarding whether any remark, statement, or publication is disparaging, the parties agree that for purposes of this provision, expressly including the enforcement of this provision detailed below, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the writing/publishing party remove the remark and/or publication; and (2) the remark and/or publication is not removed within 72 hours of said requests. OWNER, TENANT, and PROPERTY MANAGER mutually agree that damages for failure to comply with this provision shall be liquidated at three hundred dollars per day for each remark/statement/representation that is disparaging or is not removed within 72 hours of request to remove said remark/statement/representation. OWNER, TENANT, and PROPERTY MANAGER further agree that enforcement of this provision is appropriate through a temporary restraining order and/or injunctions and permanent injunctions, notwithstanding any rights under the First Amendment to the United States and/or other codified statute, regulation, or code and that any party who prevails on enforcement of this provision, whether for monetary damages or injunctive relief is entitled to recover attorney fees against the other. The parties to

this agreement agree that this provision shall survive the termination, expiration or cancellation of the lease and this agreement in enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision.

**Venue** - OWNER, TENANT, and PROPERTY MANAGER expressly submit to the jurisdiction of the State of Florida and agree that venue in any litigation touching or concerning this agreement shall be proper ONLY in Hillsborough County, Florida.

- 3) During the last 30 days of your lease agreement – a sign and lockbox may be placed on the home and you will be required to show the home to prospective new tenants. You may opt out of this arrangement, but it will cost an additional fee of one month’s rent to do so.
- 4) Cavalier Estates, LLC is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late the 4th of each month. Late fees begin midnight on the 4th of the month and will continue to accrue until paid. If rent has not been paid by that point, late fees will be applied with no exceptions. We encourage all tenants to pay via our online system for the most secure and traceable method of payment. Tenants that have not paid rent in full on the 1st will be received a notice to pay rent or turn over the property.
- 5) **Site Un-Seen Application and Approval.** It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved tenant to sign a Site Un-Seen Addendum to the Lease Agreement. In that form, we ask you name a “Trusted Advisor” outside of Cavalier Estates, LLC who has offered you their opinion of the condition of the home.
- 6) **Lease Preparation Fee: \$100** --- There is a lease preparation fee of \$100 per lease agreement to prepare, forward, and offer the convenience of electronic signatures. In addition, any renewed leases by that tenant will also be charged a \$100 lease preparation fee. Lease prep fee can be waved if tenant has a perfect record throughout the year. **See Resident Benefits Package!**
- 7) **Resident Benefits Package: \$39.00 Per Month** --- See the Paragraphs Above.
- 8) **Move-In Orientation Fee: \$100.00** --- This fee covers the Move In Orientation mentioned above.

### **KEY POINTS TO SUMMARIZE FROM THIS DISCLOSURE:**

- 1) The \$65.00 application fee per adult is NON-REFUNDABLE.
- 2) Your application can be cancelled – WITHOUT REFUND – for failing to abide by the above guidelines and terms as stated above.
- 3) Combined Credit Scores of LESS THAN 615 may incur additional Risk Mitigation Fees.
- 4) You may apply and rent this home Site Un-Seen with certain stipulations.
- 5) Once your application is approved, there is a \$100.00 Lease Preparation Fee.
- 6) All ANIMALS must be disclosed on the application and put into the Lease Agreement.
- 7) There is a \$30 Per Month Animal Administration Fee Per & \$300 Deposit with Approved Animal.
- 8) There is a \$39.00 Per Month Resident Benefits Package for all lease agreements.
- 9) There is a \$100.00 One Time Move-In Orientation Fee.
- 10) All OCCUPANTS must be disclosed on the application.



- 11) School Enrollment concerns are the responsibility of the Applicant.
- 12) Home Owners Association concerns are the responsibility of the Applicant.
- 13) There is NO SMOKING inside any of the homes or garages.
- 14) Leases starting within 10 days of the end of the month --- We will require the next full month's rental amount with the pro-rate.

**Upon completion of your Application, you will be notified in writing of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days.**