



**Exceptional**  
Property Management Inc.

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Cape Coral, FL 33904  
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**Thank you for applying to lease with Exceptional Property Management Inc. Please note upon application and to hold the property of your choice, you will be required to provide a CASHIER'S CHECK OR MONEY ORDER. WE DO NOT ACCEPT CASH.**

**RENTAL LOCATION** \_\_\_\_\_ **Approx. Move in Date** \_\_\_\_\_

**TENANT'S NAME** \_\_\_\_\_ **OWNER NAME** \_\_\_\_\_

\_\_\_\_\_ Credit Check(s) \$75 per resident 18 yrs and older

\_\_\_\_\_ Rush Application Fee \$100 \* only if you require move in within 2-4 Business days

\_\_\_\_\_ SECURITY DEPOSIT/HOLDING DEPOSIT

\_\_\_\_\_ Condo Fee

**NOTE: Security deposit must be paid with a SEPARATE Cashier's Check or Money Order.**  
(Holding Deposit refundable within 48 hours of submission. Cancellation must be in writing.)

At time of Lease Signing, payment due as follows:

\_\_\_\_\_ Administrative Fee -- \$150

\_\_\_\_\_ Pro-Rate Rent for Current Month (if applicable)

\_\_\_\_\_ First Full Month Rent

\_\_\_\_\_ Pet Fee (if applicable) -- \$250 x \_\_\_\_\_ (# of pets)

\_\_\_\_\_ Last Month Rent

\_\_\_\_\_ Total Due Due Date: \_\_\_\_\_

\_\_\_\_\_ **Applicant #1 Signature** Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ **Applicant #2 Signature** Date \_\_\_\_\_ Time \_\_\_\_\_

**\*\*Complete Approval process may take between 4-5 business days\*\***  
**Rush application fee- additional \$100.00**

**Leasing Manager** \_\_\_\_\_ **Date** \_\_\_\_\_



FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST \_\_\_\_\_ EMAIL \_\_\_\_\_

SS# \_\_\_\_\_ DL# \_\_\_\_\_ (COPY NEEDED) \_\_\_\_\_ DOB \_\_\_\_\_ CELL# \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

LANDLORD'S NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_

MOVE IN DATE \_\_\_\_\_ MOVE OUT DATE \_\_\_\_\_ RENTAL \$ \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

MONTHLY GROSS INCOME \_\_\_\_\_ PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_

HIRE DATE \_\_\_\_\_ TO \_\_\_\_\_ POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

OTHER INCOME \_\_\_\_\_ \$ \_\_\_\_\_ PER \_\_\_\_\_

**CO-APPLICANT**

FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST \_\_\_\_\_

RELATIONSHIP TO APPLICANT \_\_\_\_\_ EMAIL \_\_\_\_\_

SS# \_\_\_\_\_ DL# \_\_\_\_\_ ( COPY NEEDED ) \_\_\_\_\_ DOB \_\_\_\_\_ CELL# \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

LANDLORD'S NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_

MOVE IN DATE \_\_\_\_\_ MOVE OUT DATE \_\_\_\_\_ RENTAL \$ \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

MONTHLY GROSS INCOME \_\_\_\_\_ PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_

HIRE DATE \_\_\_\_\_ TO \_\_\_\_\_ POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

OTHER INCOME \_\_\_\_\_ \$ \_\_\_\_\_ PER \_\_\_\_\_



LIST ALL PERSONS TO OCCUPY DWELLING (INCLUDING CHILDREN UNDER 18):

NAME	DATE OF BIRTH	SEX	SOCIAL SECURITY #

PETS: ( ) YES ( ) NO TYPE \_\_\_\_\_ BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_

ADDITIONAL PETS TYPE \_\_\_\_\_ BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_

PLEASE LIST ANY CAGED ANIMALS

CAR TAG: \_\_\_\_\_ ST \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

CAR TAG: \_\_\_\_\_ ST \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

CAR TAG: \_\_\_\_\_ ST \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE# \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

HAVE YOU INTENTIONALLY REFUSED TO PAY RENT WHEN DUE? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

HAVE YOU EVER HAD AN EVICTION FILED? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

DO YOU CURRENTLY HAVE A BANKRUPTCY FILED OR PLAN ON FILING IN THE NEXT 6 MONTHS? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

APPLICANT(S) SIGNATURE ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

DATE \_\_\_\_\_, \_\_\_\_\_ 20\_\_\_\_\_

\*\*\*PLEASE NOTE! INCOMPLETE OR INACCURATE INFORMATION PROVIDED ABOVE WILL SLOW DOWN YOUR APPLICATION\*\*\*



**ASSOCIATION APPROVAL:** Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective Resident(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within 3-5 days from the effective date of this contract. In some cases, **Association Approval may take up to 30 days – please inquire with your property manager for your specific unit.** Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association and/or Exceptional Property Management Inc., this contract will terminate and any rents and/or security deposits paid will be refunded to the prospective Resident(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable application fees paid to the association and to Exceptional Property Management Inc. are not refundable under any circumstance.

**AUTHORIZATION:** I (we) affirm that the information contained in this rental application to lease to be true and correct. I (we) agree that Exceptional Property Management Inc. may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I (we) agree and affirm that Exceptional Property Management Inc. may question and seek information from all persons and/or firms name by us in this application and contract to lease, and if applicable further authorize Exceptional Property Management Inc. to acquire my (our) credit reports and criminal background check and public record search from any authorized credit agency. I (we) agree that acceptance of this application is conditional upon a credit check and other verifications are satisfactory to Exceptional Property Management Inc.

**FAILURE TO PERFORM:** I (we) agree to enter into a lease for the rental unit upon the terms outlined above. I (we) agree that I (we) have toured, previewed and seen the rental unit being applied for and that I (we) am accepting it in “AS IS” condition. If I (we) refuse to enter into the manager’s lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me (us) on or before occupancy date indicated, then Exceptional Property Management Inc may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by Exceptional Property Management Inc. as liquidated damages.

**RENTAL PROCESS AND APPLICATION PROCEDURE:** I (we) do hereby acknowledge that I (we) were provided the handout entitled “Resident Handbook” and that I (we) understand and agree to the terms of application and rental process. I (we) have read and initialed and/or signed all three (3) pages of this application package and have submitted them with this application for consideration by Exceptional Property Management Inc.

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

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

Property Manager \_\_\_\_\_ Date \_\_\_\_\_

INT(\_\_\_\_)(\_\_\_\_)



## **Resident Handbook**

### **\*\*\*This must accompany the Rental Application\*\*\***

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 in obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.

You may preview any of our available rentals for FREE! Our leasing consultants will be happy to show you our available rental homes at NO CHARGE TO YOU!

We lease SINGLE FAMILY HOMES, CONDOS AND APARTMENTS throughout the greater Lee County area. Simply call our office for a showing appointment at (239) 333-1077.

### **Application processing and Time Frame:**

- Processing an application normally takes between 4-5 business days. In some cases, approval of homeowner associations, condo associations, homeowners, 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 with application fee.
- No rental property will be held vacant for more than two (2) weeks, unless approved by Exceptional Property Management Inc.

### **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.
- Our leases are prepared by an Attorney at Law to comply with Florida laws.
- Please note: Some Homeowner and Condominium Associations may require a separate application and application fees. If this is the case with the property you are applying for, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.
- An additional \$150 administrative fee is required for all property applications processed to rental lease agreement at Exceptional Property Management Inc.



## The Application Process

### Application

- Upon receipt of your rental application and application fee (must be in cashier's check or money order), you are hereby authorizing Exceptional Property Management to: (1) check your credit report; (2) check public records for any past evictions; (3) verify your employment; (4) verify your previous landlord references; and (5) perform a criminal background check. We would encourage you not to apply if you have bad references or past evictions. Co-signers may be considered on an individual basis but is strictly upon the decision of Exceptional Property Management.

### Holding Deposit

***If you wish to hold the property while your background check is being performed you must place a holding deposit at the same time as the application or the property may be rented while your background is being performed. The holding deposit is equal to one month's rent plus an additional \$300 in the form of a Cashier's Check or Money Order! If you do not place the deposit at the time of application the property may if requested by another tenant be rented out while your application is being processed!***

### Approval Notification

- Once you have been notified of your approval, if you have not done so you must place (at a minimum) a holding deposit (by cashier's check or money order), equal to at least one month's rent plus \$300, within 48 hours of your approval notification. Once approved and payment of the holding deposit is paid, your holding deposit is then 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 shall forfeit these funds as liquidated damages and entitled to no refunds.

### Payment of funds

- All initial funds, i.e., the holding deposit, first month's rent and security deposit, must be paid by cashier's check or money payable to "Exceptional Property Management Inc.". Subsequent months thereafter may be paid by personal check.

### Property Acceptance Condition:

- 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. If your maintenance and repair requests are acceptable to Exceptional Property Management Inc., then the request(s) will be written in the lease or lease addendum. Verbal representations are non-binding. In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands that the final decision is based on the best interest of the owner of the property. In all cases, the application fee is Non-Refundable.



## Resident Selection Criteria:

- Applicants should have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing. Applicant may be requested to provide recent pay stubs/proof of income. 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 co-signer and/or a higher security deposit. Co-signers are accepted at the manager's discretion only, must meet all requirements, and must reside in the State of Florida.
- Credit history and/or Civil Court Records should not contain judgments, eviction filings, collections, liens or bankruptcy within the past three (3) years. We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit-reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- Self-employed applicants may be required to produce the most recent two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- If you have been arrested or convicted of a felony within the past seven (7) years, this may be cause for rejection. Application must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.
- Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
- Previous rental history reports from former landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.
- Current occupancy standards a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities and/or homeowner's associations prohibit more than two (2) unrelated adults to reside in a single-family dwelling unit. Consequently, Exceptional Property Management Inc. also prohibits the rental of a single-family dwelling to more than (2) unrelated adults.
- No pets (apart from medically necessary pets) of any kind are permitted without the specific written permission of *Exceptional Property Management Inc.* and an additional **nonrefundable fee of \$250.00 per pet**. Some properties may require higher fees or higher rent amounts. If a higher fee or rent amount is required; you will be notified at the time of the application. **The following pets my not be accepted without owner's approval: Akita, Chows, Dobermans, German Shepherds, Pit Bulls and/or Rottweilers.**
- No trampolines or other large yard storage or equipment is allowed on the property unless specifically pre-approved by Exceptional Property Management Inc. in writing.
- Any exceptions to these criteria will need to be submitted in writing to Exceptional Property Management Inc. for consideration. If approval is then given for such exceptions, additional security deposit, and co-signers and/or additional "higher" rent may be required.

## Other Issues:

- Rents quoted are the rental amounts due if paid on time, (on or before the 1<sup>st</sup> day of your lease start date by 5:00 PM) otherwise; the late fee in addition to your rent will be \$75.00 if rent is received in our offices on or after the 3<sup>rd</sup> day of your lease start date. If you have not paid your rent by the 4<sup>th</sup> day of your lease start date, you will be charged an addition **\$5.00 per day late fee**. After the 7<sup>th</sup> day of your lease start date, Exceptional Property Management Inc. will serve you with a delinquency 3-day notice at your residence and you will incur a \$35.00 fee for this notice posting. All fees will be due with your rent payment. If you have any outstanding fees due to Exceptional Property Management Inc. at the end of your lease term, we will make a claim against your security deposit to pay any outstanding balances.
- Keys will be released on the first (1<sup>st</sup>) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Exceptional Property Management Inc.'s prior written approval.
- 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. Unless claimed due to a branch of lease of damages, the security deposit is refundable under the legal timeframe allowed when the tenants move out of the property with proper required notice.
- Well/Septic/City Water- Please note if you are on Well/Septic and your unit converts to City Water you will be responsible to set up your own account and be responsible for your own water utility bill with the City.
- Maintenance and Repair- It is the policy of Exceptional Property Management Inc. to perform semi-annual inspections to all rental units.
- Multiple Applications- Exceptional Property Management Inc. may receive multiple applications for the same property at approximately the same time. Please understand that we will process all applications for consideration to select the best applicant, which may not necessarily be the first applications 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 owner. In order to evaluate the various applications, it is necessary for Exceptional Property Management Inc. to spend time and costs for credit reports, criminal reports, and other administrative costs. Therefore, our policy it that the **application fee is non-refundable**. If your applications is approvable, but not approved for first the property for which you are applying, you may consider applying for another available property, without payment of an additional application fee.
- Leasing Consultants- Exceptional Property Management Inc. provides leasing consultants to grant you access to preview our properties, to distribute rental information, applications, rental process and application disclosures and contracts to lease our properties. The leasing consultant will also submit your application to Exceptional Property Management Inc. for processing. The leasing consultant is not authorized to negotiate on behalf of Exceptional Property Management Inc. Verbal representations are non-binding.
- Once your applications are submitted to Exceptional Property Management Inc. the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.





## RESIDENT & OCCUPANT ACKNOWLEDGEMENT OF SECURITY POLICY

1. No Representations. Residents and Occupants acknowledge that neither Owner nor Management has made any representations, written or real, concerning the safety of the community or the effectiveness or operability of any security devices or security measures.
  2. No Warranty or Guarantee. Residents and Occupants acknowledge that neither Owner nor Management warrants or guarantees the safety or security of Residents, Occupants, or their guests or invitees against the criminal or wrongful acts of third parties. Each Resident, Occupant, guest and invitee is responsible for protecting his or her own person and property.
  3. No Reliance on Security Devices or Measures. Residents and Occupants acknowledge that security devices or measures may fail or be thwarted by criminals or by electrical or mechanical malfunction. Therefore, Residents and Occupants acknowledge that they should not rely on such devices or measures and should protect themselves and their property as if these devices or measures did not exist.
- This “Rental Process and Application Disclosure” is hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.
  - This must be sent in with the “Rental Application”, the contract to lease and disclosure of information on lead based paint and lead based paint hazards. Please print and initial this document and include with your rental application in person. If you have any questions, you can contact us at (239) 333-1077.



**Tenant Responsibilities**

Tenant understands that the tenant’s responsibilities for maintenance of the rental property are as follows:

**Air Conditioner System/Handler:**

Change the filter every 30-60 days

**Hurricane Shutters:**

If your home came with hurricane shutters, it is a tenant’s responsibility to install/take down hurricane shutters to protect your personal belongings as well as the owner’s property in the event of an approaching hurricane.

**Water System:**

If your home is on a well system. Keep saltbox ½ full of salt at all times. Clean out the aerator tank every 60-90 days. Please note if you are on Well/Septic and your unit converts to City water you will be responsible to set up your own account and be responsible for your water utility bill.

**Septic/Drain Field:**

If your home is on septic, here are some key rules of thumb.

----- Too much water can upset the delicate biological balance within the tank, thus defeating the system’s ability to work wonders. Discharging more water into the system than it can handle can cause it to back up - not a desirable occurrence. Try to conserve water by taking shorter showers, turning off faucets when not in immediate use, wash no more than two loads of laundry a day, and even reducing the times the dishwasher runs.

----- Don't use excessive amounts of any household chemicals. You can use normal amounts of household detergents, bleaches, drain cleaners, and other household chemicals without stopping the bacterial action in the septic tank. But, for example, don't dump cleaning water for latex paintbrushes and cans into the house sewer.

----- Don't deposit coffee grounds, cooking fats, wet-strength towels (paper towels that don't dissolve easily, like the heavy-duty kind), disposable diapers, facial tissues, cigarette butts, and other non-decomposable materials into the house sewer. These materials won't decompose, will fill the septic tank and will plug the system.

----- Use a high-quality toilet tissue that breaks up easily when wet. One way to find out if your toilet paper fits this description is to put a handful of toilet tissue in a fruit jar half-full of water. Shake the jar, and if the tissue breaks up easily, the product is suitable for the septic tank.

----- Avoid dumping grease down the drain. It may plug sewer pipes or build up in the septic tank and plug the inlet. Keep a separate container for waste grease and throw it out with the garbage.

If you have any questions about or do not understand the above instructions, it is your responsibility to call the office for more details. **If any of the above systems fail due to the Tenants not following these rules they will be held fully responsible for repair.**

Tenant Signature \_\_\_\_\_

Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_

Date \_\_\_\_\_

INT(\_\_\_\_)(\_\_\_\_)



**PLEASE READ CAREFULLY**

**APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

This release and authorization acknowledges that Exceptional Property Management Inc. may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The result of this verification process will be used to determine tenant eligibility under Exceptional Property Management Inc. tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Exceptional Property Management Inc.

I have read and understand this release and consent and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and agencies to provide Background Info USA with all information that may be requested. I hereby release all of the persons and agencies providing such information of and from any and all claims and damages connected with their release of any requested information. I agree that a copy of this document is as valid as the original.

I do hereby agree to forever release and discharge Exceptional Property Management Inc., Background Info USA and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agent arising from retrieving and reporting of information According to the Federal Fair Credit Reporting Act, I am entitled to know if tenancy was denied based on information obtained by my prospective employer to receive a disclosure of the public record information and of the nature and scope of the investigative report.

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

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Name Clearly