



APPLICATION INSTRUCTIONS

All applicants must complete the Grandview Property Management online [Rental Application](#).

Rental Application: \$100

Thank you for your interest. Here you will find the instructions and criteria required to apply for a property managed by Grandview Property Management. If you have further questions, contact **Grandview Property Management at (239) 244-2124** or email your question to GrandviewLocalpm@gmail.com. Please read and save the "[Resident Selection Criteria](#)" provided.

All Adult applicants 18 or older must submit a separate fully completed, dated and signed residency application and fee. Applicant must provide proof of identity.

Completing an application DOES NOT put a hold on the desired property. A Hold Deposit must be paid once the applicant is approved.

Additional occupants

Applicants must list ALL intended OCCUPANTS below (including children). List full names and birth date of all additional occupants. Any occupants over the age of 18 are required to complete a separate application and agree to a background check.

Employment

ALL Applicants must provide a source of Income to be considered for any Grandview Property Management property.

In order to expedite the approval process, please upload a copy of **your last two (2) paycheck stubs**.

Pets

Grandview Property Management requires listing of all animals and pets of any size, kind, or type. All fields require a response.

Vehicles

Disclose vehicles of any size, kind, or type. Each property has its own vehicle limitations; inquire with Grandview Property Management for additional information. Some community associations have restrictions on the number of vehicles a household can have and types of vehicles.

Criminal Background Criteria / Policy

All applicants AND Occupants (over 18 years of age) must have a criminal background investigation done. Criminal Background investigations must be done prior to leasing approval.

RESIDENT SELECTION CRITERIA

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non-refundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co-signer. A minimum of two years residential rental history is required.
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
4. Self-employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosee", or "adjudication deferred", further documentation may be required, and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. A minimum non-refundable property preparation fee may be charged at to the applicant/tenant(s) at time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning and rekeying. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying etc may be charged as per the lease. Approved Tenant(s) shall still be liable for amounts for damages, cleaning, re-keying etc. that exceed this non-refundable property preparation fee or minimum fees.
10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount equal to one-month rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
12. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved, and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required.
14. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.