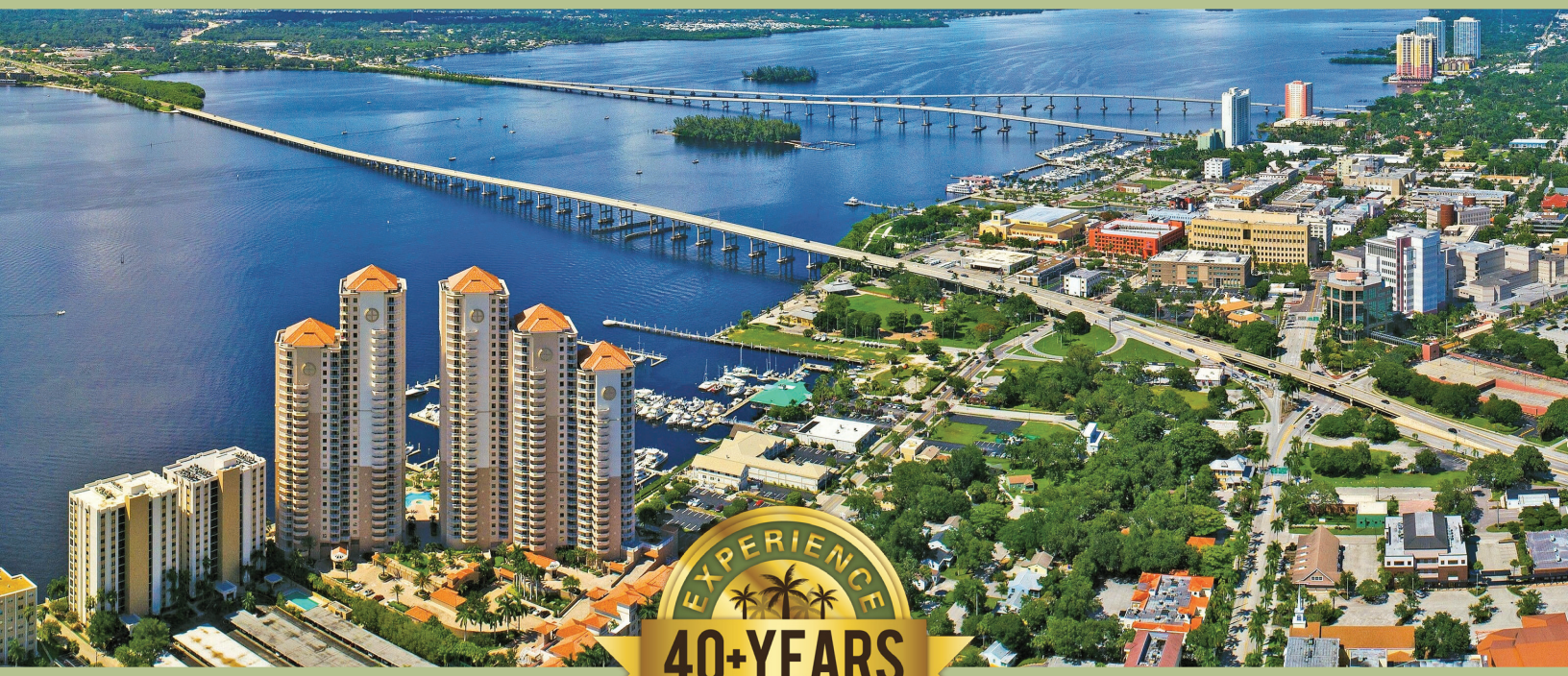


Welcome to Malt Realty & Development

RENTAL PROCESS HANDBOOK

Malt Realty
& DEVELOPMENT

RESIDENTIAL MANAGEMENT
RENTALS | SALES | CONSTRUCTION

www.maltrealty.com

239.936.1320 | 1614 Colonial Blvd., Suite 102 | Fort Myers, FL 33907 | info@maltrealty.com

SCREENING CRITERIA AND DISCLOSURE



Malt Realty and Staff are pledged and committed to provide equal housing opportunity in which there are no barriers to obtain housing because of race, sex, color, religion, handicap, familial status or national origin. Malt Realty fully complies with Federal Fair Housing Act (FFHA). We also comply with all state and local fair housing laws. Malt Realty offers applications to everyone who request one.

This "Rental Process Handbook" has been designed to guide you through our rental application process with full understanding of our "Screening Criteria and Disclosure" You may view our available rental units on-line 24 hours a day, 7 days a week at www.maltrealty.com.

Thank you for taking time to visit Malt Realty's available rental units. When your online application is completed Malt Realty will review your application, background information, credit scores, rental history, and employment verification. Please be advised that the application screening criteria may also be reviewed by an HOA Board if applicable. Final residency is contingent upon approval from the Homeowners Association. The HOA makes the final determination on all applications and may decline a prospective tenant even if they have met our internal criteria. Malt Realty shall not release to Owner any credit reports, internal credit review of prospective tenant(s). Due to laws that affect disclosure of private and credit information, Owner shall not be provided with the tenant(s) credit report and/or application.

FEE / REVIEW TIME / APPLICATION REQUIREMENTS / SCREENING CRITERIA AND DISCLOSURE

FEE / REVIEW TIME

All applicants will be charged a $95.00 application fee per adult (18 years or older) the application fee of $95.00 per adult is NON-REFUNDABLE. Malt Realty does not pre-screen applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. Before you apply, please read the following information regarding our approval process. If you have any questions please feel free to contact our office during normal business hours Monday through Friday 9:00am to 4:00pm Eastern Standard Time. We encourage you to apply if you meet the below criteria. When the on-line application is properly completed, Malt Realty will process your application–charging the $95.00 application fee, per adult. The application process typically takes 3-4 business days. Application Fees are NON-REFUNDABLE.

APPLICATION APPROVAL IS BASED ON THE FOLLOWING (6) FACTORS:

- Age/Identification
- Credit Score System
- Income Verification
- Rental Verification and History
- Pet/Animal Criteria
- Terrorist/Criminal Database Search



AGE / IDENTIFICATION

All applicants must be a minimum of 21 years of age and submit a fully completed rental application. Every occupant 18 years of age or older must submit an application and obtain an approved terrorist/criminal database search. All applicants, including occupants 18 years of age and older must submit a condominium or Home Owners Association application, if required. This application must be approved by the Home Owner's Association Board prior to move in. Each applicant is required to submit a copy of a legible U.S. Government issued photo identification card. A valid photo identification (driver's license, military or state ID) is required for all persons 18 years of age or older.



INCOME VERIFICATION / EMPLOYMENT

Income must be verified in writing and should be at least three (3) times the monthly rent and verified from an unbiased source: Employer through pay stubs, tax returns, and/or bank statements. Self Employed applicants or Non Employed applicants are required to submit two (2) years of signed tax returns or a CPA-prepared financial statement.

Married couples or applicants who have resided together continually for two (2) years or longer (verifiable). Income will be combined and credit scores averaged. If the applicants are not married or have not rented together for at least two (2) years, each applicant must qualify financially on their own; each must earn three times the monthly rent per month.

Your employment history should reflect at least six (6) month's with your current employer. Transfers or relocations must provide correspondence showing an accepted job offer. Any verification fees required by the employer are the responsibility of the applicant. If military, we need a current copy of your LES. If you are on active duty, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial twelve (12) month lease.

CREDIT REPORT SYSTEM

We will perform an Internal Credit Review. The review is based on obtaining a copy of your credit report from Experian. You cannot provide this to us, Malt Realty will obtain this information. Our credit report system reviews, income, debt ratio, loans, credit card history, etc. Credit history should indicate that the applicant 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 previous Landlord or utility company is grounds for denial. Applicants must have a minimum credit score of 600 to be considered. Applications below this threshold will not be accepted.



RENTAL VERIFICATION / HISTORY / MULTIPLE APPLICANTS

Minimum favorable residential rental history of two (2) years is required whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of landlords with dates of tenancy for the previous two (2) to three (3) years.

Rental history must be verified from an unbiased source. Home ownership will be verified from current credit report. Rental verification must reflect timely rental payments, sufficient notice to vacate, no checks returned for non- sufficient funds, no complaints regarding noise, disturbances or illegal activities, no damage to rental property or failure to leave the property clean and without damage upon vacate. Any evictions within five (5) years will be automatic grounds for denial.



PET / ANIMAL CRITERIA

Pet/Animal policies vary from one homeowners association to another as well as individual owners preference. Some owners do permit animals (other than approved qualified service animals) on the property while others restrict type and/or size and the number of allowable animals. Typically, no more than two animals are permitted.

Each condominium or homeowners association has Rules and Regulations regarding weight limits and breeds which must be adhered to. No insurance restricted breeds will be permitted such as; Akita, American Bulldog, Great Dane, Pit Bull, Bull Terrier, Bull Mastiff, American Stafford Terrier, Doberman Pinscher, Alaskan Malamut, Rottweiler, German Shepherd, Husky or American Husky, Chow-Chow, Presa Canario, Wolf Type Dog, Combination of Any. This list is not all inclusive and Malt Realty reserves the right to research dog breeds prior to obtaining owner approval. If a pet is approved a non-refundable pet fee of $300.00 is required for the first pet and $250.00 for the second pet, along with a monthly pet rent which is $20.00 per month for the first pet and $20.00 per month for a second pet. A signed No Pet Addendum is required for all households without pets to acknowledge current pet-free status and community guidelines. Unauthorized animals may constitute a lease violation and may result in fees, fines, damages. Or lease enforcement action.

SERVICE ANIMALS:

Any request to allow for certified service animals must be accompanied by current documentation, veterinary records, and a photo of the animal and will be reviewed by legal counsel for accuracy and approval.

TERRORIST / CRIMINAL DATABASE SEARCH

Malt Realty will check the databases for all occupants over 18. Applicant must not have a felony record that was adjudicated guilty for the past seven (7) years for any conviction including any length of time for any sexual related, murder related possession or distribution of weapons, arson or domestic violence related crimes.

Applicant must not have been charged/convicted of illegal manufacture or distribution of a controlled substance within seven (7) years, felonies resulting in bodily harm or intentional damage or destruction of property within the last seven (7) years. We do not rent to any person required to register as a sex offender. Criminal records must contain no convictions for felonies within the past seven (7) years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts and circumstances surrounding the criminal conduct, age at the time of conduct, evidence of good tenancy before and after conduct, nature and severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.

Nationwide criminal scans are pulled from hundreds of national, state and county courts including Megan's Law registered Sex Offender check and OFAC terrorist watch list.



AUTOMATIC DECLINATION OF APPLICATION

- No Credit Score
- Credit Score below Internal Credit Review Criteria and/or 600 credit score
- If you failed to provide proper notice when vacating property
- If previous Landlord(s) would be unwilling to rent to you again for any reasons pertaining to non-compliance of lease agreement.
- If you had three (3) or more late payments of rent within the last 12 months.
- If you have any unpaid collection filed against you by a Property Management Company and/or Owner.
- Broken leases, evictions, housing collection accounts within 5 years.
- Open bankruptcy
- Income lower than 3 times the rent
- If you allowed any person(s) not on the lease, to reside on the premise.
- If we are unable to verify your information, we must deny your application.
- No business operated from the property.
- Applicants wishing to change any terms of Malt Realty Lease Agreement.

All information obtained in the process of approval or denial of application is considered confidential in nature and for company use only. In the event an application is declined the applicant will receive a declination letter also known as an Adverse Action Letter. This letter will include a copy "A Summary of Your Rights under the Fair Credit Reporting Act" for your review. It will list your credit score and information on how to obtain a free copy of your credit report.

GUARANTOR POLICY FOR RESIDENTIAL RENTAL LEASES



1. Overview & Purpose

This policy establishes standard criteria and guidelines for accepting a guarantor on residential lease agreements. A guarantor assumes full legal and financial responsibility for the lease obligations in the event the primary tenant(s) default on rent payments or legal commitments.

Guarantor Application Fee $125

2. Eligibility Criteria for Using a Guarantor

A guarantor may only be added to a rental application under the following specific circumstances:

- Income Deficiency:
  The applicant meets all other screening criteria but falls short of the mandatory household income requirement of 3 times (3x) the monthly rent.
- First-Time Renters:
  The applicant lacks an established residential rental history (e.g., first-time apartment renter or student transitioning to independent housing).

Note: Guarantors cannot be utilized to offset negative rental history, active evictions, or major criminal disqualifiers.

3. Guarantor Qualification Requirements

To qualify as an approved guarantor, the candidate must successfully pass screening and satisfy all of the following requirements:

- Credit Score:
  Must possess a minimum credit score of 700 or higher.

- **Income & Financial Proof**:
  Must demonstrate sufficient proof of income and assets (typically required to meet 4x to 5x the monthly rent) via recent pay stubs, W-2s, or tax returns.
- **Legal Documentation**:
  Must complete a formal Guarantor Application, pass a background and credit check, and execute a legally binding Guarantor Addendum.

4. Guarantor Removal Criteria

A guarantor is eligible to be officially released and removed from the lease agreement upon meeting all of the following conditions:

- **12-Month Tenancy Period**:
  The lease has completed its initial 12-month term (1 full year).
- **Flawless Payment Record**:
  There have been zero (0) late rent payments or returned payments throughout the entire preceding 12-month period.

Upon confirming these conditions are met, the company will issue a written release of guarantor, removing the guarantor's obligations under the lease going forward. The release applies only going forward and does not cover any amounts owed before the release date.

Outside of these standard conditions, a guarantor may also be released from the lease on a case-by-case basis, at the discretion of management, where removal is otherwise deemed acceptable.



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 occur which may cause inaccurate information to be accidentally presented. We encourage all applicants to verify expected features, HOA concerns, pets, parking, schools etc., prior to signing a leases agreement. Any information posted on our Web-site or in MLS does NOT constitute written agreement or guarantee of the facts stated.

DISABLED ACCESSIBILITY

Any concerns of the homes disabled access should be submitted in writing to the property manager. We must obtain Owner approval to allow modification to the premises. All requested 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 modified condition would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of work to be done, approved from the landlord before modifications are made, appropriate building permits with required licensed contractors made available for landlord's inspection and approval. A restoration deposit may be required per Fair Housing guidelines.

SIGHT UNSEEN APPLICATION AND APPROVAL

It is possible to apply for a home, be approved, and sign a lease without ever seeing one of our homes in person. In such a scenario, we require an incoming approved tenant to sign a "Site Unseen Agreement" Addendum attached to your lease agreement. In that form we explain the terms of leasing a unit sight unseen detailing the risk to applicants/tenants including the fees associated with canceling your agreement. The tenant acknowledges that the property is only represented through the pictures and statements provided in the lease. The Agent/Manager makes no warranties expressed or implied other than those stated explicitly in the lease. Tenants further agree that any maintenance shall be done as required by the lease agreement and not the preference of the tenants since tenants agreed to lease the property sight unseen.

APPLICATION PROCESSING, INSPECTIONS / APPROVAL, TIME FRAME AND COSTS / ADDITIONAL INFORMATION

Processing generally requires 3-4 business days and is handled in two (2) phases depending on how quickly creditors, employers, etc., respond to our requests. In cases where a condominium or homeowners association's approval is required, the application approval process will take longer. The more complete your application is when submitted, the faster the approval process will take.

Malt Realty conducts periodic inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. If this standard inspection procedure is going to cause you a problem–we recommend you stop now and do not apply for one of our homes.

PHASE 1

- The application is completed on line by visiting www.MaltRealty.com. Click on **Apply Now** provided under the property you are interested in renting. When the application is completed you may pay on-line through AppFolio. Applicant understands and agrees to read and execute the "Rental Process Handbook" prior to completing the online application. The Handbook can be found from the home page by clicking on the **Rentals** tab in the navigation and then click on the **Rentals and Application Info**.
- The application fee is $95.00 and must be submitted with a complete application, as outlined in the property leasing agreement.
- If applicant has a pet, a pet fee application of $45.00 is required with the application fee. A pet addendum will be required with the lease agreement.
- Attach a copy of a valid form of identification.
- At this stage only the NON-REFUNDABLE application fees will be accepted.
- The applicant(s) will be notified if they are approved, denied, or additional information, documentation or deposits will be required to process/approve the application. Malt Realty reserves the right to request additional co-signors or an increased security deposit.
- The application will not be reviewed until the corresponding additional information and/or fees are paid.
- Every occupant age 18 and older is required to complete a separate application and pay the corresponding application fee.

PHASE 2

- Once an application is approved the applicant is notified that they have 24 hours to secure the rental property by paying the $250.00 administrative fee, HOA application fees (if applicable), the applicable security deposit with certified funds.
- Should Malt Realty not receive the hold deposit and associated fees within 24 hours (excluding weekends and holidays) the property will move back to AVAILABLE status and the applicant may lose the property and the NON-REFUNDABLE application fees.
- An approved application does not constitute a hold or entitle the applicant to the property unless all required fees are paid with certified funds within 24 hours of notification of approval. Failure to meet these requirements will result in the forfeiture of all non-refundable application fees.
- If the application is declined by the home owners association, monies paid by the applicant that are determined refundable, will be returned within 30 days of decline date. HOA application fees are non-refundable.
- Applicant(s) understand that he/she may cancel this application for rental, by not including the required hold deposit and administrative monies within 24 hours of submitting the application.
- Time is of the essence. HOA process if applicable, will commence and funds necessary paid, lease signed must be completed timely or could hold up a move-in. No keys or move-in can commence until the HOA has approved the application. No exceptions. Applicant understands HOA approval may take up to 30 days. Please inquire with your Property Manager for your specific unit.

PHASE 3

- Finalizing Your Move-In Before receiving your keys, a pre-move-in appointment must be scheduled at our main office. This meeting ensures all requirements have been met so your move-in day is stress-free.
- Items to be completed during this appointment:
  - **Payments**: Collection of any remaining funds.
  - **Documentation**: Verification of active utility accounts and renter's insurance policies.
  - **Orientation**: A brief guide to home maintenance and emergency procedures.
  - **Key Exchange**: Official handover of your new home keys.

ADDITIONAL INFORMATION

OCCUPANCY STANDARDS

Current occupancy standards are a maximum of two (2) persons per bedroom. Some city and county municipalities and homeowner association rules and regulations may prohibit more than two (2) unrelated adults to reside in a single family dwelling unit. Consequently Malt Realty must adhere to these policies.

MOVE-IN INSPECTION / PERIODIC INSPECTIONS

Resident will be afforded the opportunity to perform a move-in inspection to list any deficiencies noted in the home. This inspection must be completed and submitted within 72 hours of occupancy. Periodic inspections of the home will be performed throughout the term of your lease.

LEASE RENEWAL / TERMINATION

Approximately 90 days prior to the expiration of your lease term an inspection of your home will be performed. If the owner remains interested in leasing your home and you are interested in renewing your leases, Malt Realty will provide you a renewal letter within the next several weeks which will include the renewal rate. You are required to respond to the terms provided in the renewal form to Malt Realty no later than 45 days prior to your lease end date. If you decide to renew, Malt Realty will prepare a new lease and send to you electronically or via email for your review and signature. If you decide not to renew, we will provide you with a move-out checklist. If you decide not to renew during the last 45 days of your lease agreement- a sign may be placed on the home and you may be required to allow access to show the home to prospective new tenants.

RENTERS INSURANCE

Tenants are required to provide acceptable Renter's Insurance Policy with coverage of at least $100,000 personal liability. Tenant is also required to name Malt Realty as ADDITIONAL INTEREST. All lease holders must be included as insured parties on the policy.

RENT

All rents are due on the first of each month (with the exception of rents due at move in). Malt Realty is a ZERO TOLERANCE company regarding rent collection. Rent is due on the 1st of each month, late the 2nd. Late fees begin at midnight the 2nd of each month. Late fees are incurred as of the 2nd of the month in the amount of 5% of the rent on the 2nd and $10.00 per day thereafter until the rent is paid. Late fees are classified as additional rent. The fee for any checks that are returned for insufficient funds is the greater of $45.00 or 5% of the total monthly rent. If an applicant provides two (2) NSF checks within the 12 month rental term, no additional checks will be accepted, only certified funds. Applicants are encouraged to pay monthly rent electronically through tenant portal. The same rental payment terms apply to all electronic payment.

SECURITY DEPOSITS

Security deposits are held in a non-interest bearing escrow account for the faithful performance of all terms and conditions of the lease agreement. Security deposits may not be used for any rent due payments. Resident further agrees to maintain the premises in good clean working order, normal wear and tear accepted. A move-out inspection of the property will be performed after the resident has vacated the premise and returned all keys. The security deposit is refundable as long as the resident has performed all obligations described within the lease, professional cleaning and professional carpet cleaning, if applicable, and any damages or charges disclosed in the initial lease. Any repair or cleaning charges deducted from your security deposit will include a 15% coordination fee.

RULES & REGULATIONS

Condominium and homeowner association communities each have their own set of rules, regulations and by-laws for the community. Tenant will review, accept and sign these rules as a part of the lease agreement. Any infraction of the rules may cause management to take necessary action to correct the infraction. Non-compliance by residents of any condominium or HOA rules could result in fines or termination of lease agreement.

ELECTRONIC NOTICE ADDENDUM

Effective July 1, 2025 all Malt Realty new leases and renewal leases will include this "Electronic Notices Addendum". The addendum includes two parts–Tenant Election and Landlord/Landlord's Agent Election. Both Tenant Election and Landlord/Landlord's Agent Election paragraphs include an option to decline electronic notices. The tenant election to receive notices from the Landlord is strictly voluntary. A $65 administrative fee will apply if the tenant chooses not to receive notices electronically, and a $45 electronic posting fee will apply if the tenant elects to receive notices electronically.



KEY, FOB, SWIPE CARD AND REMOTE RETURN POLICY

To ensure the security of the property and to cover the costs associated with replacing keys, fobs, and remotes, all tenants are required to return these items upon move-out. Failure to do so will result in fees as outlined below.

POLICY

1. **Required Returns**

   Upon move-out, tenants must return all:

   - Door Keys
   - Mailbox Keys
   - Building Access Fobs/Cards
   - Garage or Gate Remotes
   - Storage Room Keys or Access Devices (if applicable)

2. **All items must be returned directly to Malt Realty by the move-out date.**

Item	Replacement Fee
Door Key	$25 per key
Mailbox Key	$10 per key
Building Fob/Card	$100 per fob/swipe card
Garage/Gate Remote	$125 per remote
Storage Key/Access Fob	$10 per item

**Subject to change*

3. **Deductions from Security Deposit**

   Any unreturned items or associated fees will be deducted from the tenant's security deposit. If the cost exceeds the deposit amount, the tenant is liable for the balance.

SUMMARY POTENTIAL FEES THAT MAY BE APPLICABLE TO YOUR LEASE TERM

Rental Application Fee	$95.00
Guarantor Application Fee	$125.00
Administrative Fee	$250.00
Security Deposit	1x–2x Monthly Rent
HOA Application Fee	Varies
Pet Application Fee	$45.00
Monthly Pet Rent – 1st Pet	$20.00
Monthly Pet Rent – 2nd Pet	$20.00
Pet Fee – 1st Pet	$300.00
Pet Fee – 2nd Pet	$250.00
Notice Posting Fee (Lease Violations/Three-Day Notices/Other)	$65.00
Notice Posting Fee (Lease Violations/Three-Day Notices/Other)	$45.00
Late Rent	5% of the Rent Fee, $10 Per Day Until Paid
AppFolio Transaction Fee:	Credit: 2.99% Debit: $9.99 eCheck: $2.49
NSF Fee	$40.00
Trip Charge	$100.00
Renewal Application Fee – 1st Tenant	$95.00
Renewal Fee – Each Additional Tenant	$35.00
Resident Coordination Fee	15%

**Subject to change*

PROPERTY MAINTENANCE & REPAIRS

Resident will report any maintenance or repairs needed in a timely fashion as per the terms of the lease agreement. Resident further agrees to maintain the premises in clean working order and maintain specific items disclosed in the lease agreement such as light bulb replacements and A/C filter replacement. Any resident caused damage will be repaired promptly at resident's expense by a qualified contractor. Tenants are encouraged to report any maintenance items by using your Tenant Portal to submit maintenance request.

CONCLUSION

Malt Realty's goal is to offer qualified applicants a wide variety of floor plans and locations in communities you would be happy to call home! Thank you for taking the time to review our website and we look forward to assisting with your housing needs.



ACKNOWLEDGEMENT

This handbook must be signed at time of application acknowledging applicant's understanding of the terms of the application and rental process and will become part of your application.

Applicant Name :_____

Applicant Signature :_____ Date:_____

Applicant Name :_____

Applicant Signature :_____ Date:_____

RE-INVENTING RENTING

Residential Property Managers Since 1977

REALTOR® | MLS MULTIPLE LISTING SERVICE | EQUAL HOUSING OPPORTUNITY | NARPM™ | ROYAL PALM COAST REALTOR® ASSOCIATION | BIA BUILDING INDUSTRY ASSOCIATION | CFRM™ A Larson Educational Services Property Manager Designation