

**MAILING ADDRESS ONLY:** 1835 NE MIAMI GARDENS DRIVE, BOX #193, NORTH MIAMI BEACH, FL 33179  
Phone: (305) 653-2100

**RENTAL POLICIES AND RESIDENT QUALIFICATION CRITERIA  
SEE ATTACHED RENTAL APPLICATION**

**MEISTER FINANCIAL GROUP, INC. (HEREAFTER REFERRED TO AS MEISTER) DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, FAMILIAL STATUS, SEXUAL ORIENTATION, OR ANY OTHER PROTECTED BASIS.**

**MEISTER IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE.**

1. **A separate Rental Application (herein after "Rental Application and or "Application") should be provided for each applicant.** Clear and readable photo identification (driver's license, military ID, State ID, passport ID) should be presented with each Rental Application. Each Rental Application must be filled out completely and signed by all applicants. A complete Rental Application Packet should include: "Rental Application Policies and Resident Qualification Criteria," "Rental Application Disclosure and Authorization," "Rental Application," and "clear and readable photo identification." Not providing this information timely may result in declining the Application.
2. An application processing fee of \$100.00 in official bank cashier's check or money order must accompany each Application. **Personal checks are not accepted.** The application fee is non-refundable. No Rental Application will be processed without an application processing fee. Rent, deposits or other fees will not be accepted without an approved Application. Said sum shall not be deemed a rental payment or deposit amount. In the event this application is approved or disapproved, this sum will be retained by Management to cover the cost of processing application as furnished by applicant(s).
3. Applicants should provide their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Rental Applications from applicants who are not U.S. citizens or who do not have a legal right to be in the U.S. will be declined. Rental Applications from applicants who are legally in the U.S. but cannot prove that they have the legal right to be in the U.S. through the entire lease term will be declined.
4. Rental Applications from other applicants are accepted until an Application is approved. MEISTER cannot guarantee that any premises viewed will still be available by the time the Application is processed. Because of the fiduciary relationship MEISTER has with Property Owners, if more than one Rental Application is submitted before approval can be achieved, then the first qualified applicant will be approved for placement. Remaining qualified applicants may consider other properties available, if any, from MEISTER's rental list.
5. If the applicant is applying to rent a unit governed by a Condominium or Homeowner's Association, the application may be required to submit a separate Rental Application and/or fee to the Association for processing the application.
6. Reliable documentation and telephone numbers, including work fax numbers, for all income sources must be provided. MEISTER will attempt to verify employment and income on all applicants. Self-employed applicants will be required to produce upon request the previous year's Tax Return (1040). Non-employed applicants must provide proof of income and/or financial ability. Applicant may, at applicant's discretion, provide payroll check stubs covering a minimum of the last three months as additional documentation to assist in verifying current employment and income. All Rental application information must be complete and verifiable. Processing a Rental Application usually takes between two and three business days. Sometimes approval of Homeowners or Condo Associations, Property Owners, or unavoidable circumstances may cause processing to take longer. While MEISTER will make reasonable efforts to verify the information provided, and will attempt to contact the applicant if there is a delay in verification, incomplete information may result in declining a Rental Application. Upon completion of processing, the applicant will be notified immediately that the Rental Application has been approved or declined.



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7. A consumer and or credit report may be obtained on applicants. Applicant hereby authorizes verification of any and all information set forth in this Application, including but not limited to release of information by any bank, employer, landlord or reporting agencies.
8. Any of the following by any person intending to occupy the premises is cause for rejection of a Rental Application:
  - a. Any conviction or adjudication withheld of a sex offense.
  - b. Any conviction or adjudication withheld of a felony.
  - c. Any conviction or adjudication withheld of the illegal manufacture or distribution of a controlled substance.
  - d. A history of illegal gambling; engaging in prostitution; illegal drug use; abuse of or illegal treatment of animals, or the manufacture and/or distribution of drugs, firearms, explosive devices, or pornography.
  - e. A history of violence or of threats made to a Landlord, Landlord's Agent, neighbors, or others.
  - f. A history of any eviction actions
9. Rental history references should reflect: (a) timely payment, (b) appropriate notice of intent to vacate, (c) no complaints regarding disturbances or illegal activities, (d) no history of violence or threats and/or intimidation of other, (e) no NSF checks, (f) no damage to previous rental units, and (g) no failure by applicant in leaving the premises clean and without damage at the time of lease termination.
10. As per guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy is two persons per bedroom. Persons under two (2) years of age are not included in the count. MEISTER prohibits the rental of a single-family dwelling unit to more than three (3) unrelated adults. However, some city and county municipalities and/or Homeowner Associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit, in which case MEISTER will follow the prevailing community guideline. "Unrelated adults" are those persons who are not related to each other by blood or marriage.
11. All animals, vehicles of any kind, and water-filled furniture, including aquariums, must be disclosed on the Application. Applicant acknowledges and consents that proof of insurance covering Property Owner's interest must be provided for any water-filled furniture/aquariums at the time of signing the lease.

Animals are permitted only on certain properties at the sole discretion and written approval of the Property Owner and upon signing a "pet Addendum" to the lease. Only small to medium sized, non-violent, common domesticated animals will be allowed on any property that permits animals. Farm animals, snakes, other reptiles, exotic animals, and any large or aggressive animal will not be approved including but not limited to: Rottweiler's, American Staffordshire Terriers (pit bulls), American Pit Bull Terriers, Dobermans and German Shepherds. If an animal is approved, a minimum of \$250.00 non-refundable animal fee per animal is required and additional security deposit of a minimum of \$250.00 per animal is required. Additional non-refundable animal fees or additional security deposits may also be required at the sole discretion of the Property Owner. It is policy of MEISTER to waive animal restrictions in a case where an animal is necessary to accommodate a person with a disability. **A clear and current photo of each animal requested to reside on the premises should be submitted with the Rental Application.**
12. **IF THE APPLICATION IS APPROVED:** the applicant should sign a Lease Agreement within two business days and all monies due—rent, security deposit, animal fees, and any other sums due, if any—must be paid in full with certified funds (official bank cashier's check or money order) at the time of the signing of the lease and prior to taking possession of Premises. No personal will be accepted for the upfront payments and cash will never be accepted. In addition, all utilities must be placed in Tenant's name prior to landlord delivering keys to tenant. However, in the event that the tenant does not place the utilities in the tenant's name within 24 hours of occupancy, the landlord or its agent may immediately and without notice disconnect the current utilities. In the event the applicant fails to sign a Lease Agreement within two business day after approval, it will be assumed that the applicant has withdrawn and the Premises will be offered to others and the application fee will not be refunded.

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- 13. Applicant will be required to pay a security deposit at the time of lease closing in a minimum amount of one month's rent. In Owner/Landlord's sole discretion, a high security deposit, and/or additional pre-paid rent, and/or guarantors may be accepted in lieu of acceptable credit or landlord history. **A guarantor must complete a Rental Application packet, pay an application processing fee, and be screened and qualified in order to be a guarantor.**
- 14. At the Applicants Request, a sample copy of the Lease Agreement is available by email. Applicants are encouraged to review the Lease Agreement prior to submitting application to rent. Applicant is hereby provided with the: **MAINTENANCE RESPONSIBILITIES** that Tenant will be obligated for under a lease:

**TENANT shall be responsible for** maintaining the Premises in accordance with Florida Statute 83.52. TENANT shall also keep the Premises in good, clean, safe and tenantable condition throughout the tenancy; keep all plumbing fixtures in good repair; use all electrical, plumbing, heating, and cooling, appliances and other equipment in a reasonable and proper manner and as they are intended to be used; and TENANT shall remove all garbage in a clean and sanitary manner and place such garbage in designated areas. TENANT acknowledges that the toilets and other water and sewer apparatus and fixtures shall not be used for purposes other than those for which they were designed, and no sweepings, matches, cigarettes, cigars, pipe or chewing tobacco, rags, disposable diapers, non-biodegradable sanitary products, ashes, or other improper articles shall be thrown therein. The cost of repairing any damage resulting from misuse of any of same shall be borne entirely by Tenant.

Additionally, if the Property contains the following items, then **TENANT shall also be responsible for** and agrees to maintain and repair at TENANT'S sole cost and expense(unless prohibited by Florida Statute or Code): **TILE, CARPETING, INTERIOR WALLS, PLUGS, SWITCHES, RACKS, SHELVES, RODS, WINDOWS, DRAPES, BLINDS, SHUTTERS, WALLPAPER, FIXTURES, APPLIANCES, FURNITURE, REFRIGERATOR, ICE MAKER, DISHWASHER, WATER TREATMENT FILTERS, STOVE, OVEN AND OVEN RINGS/DRIP PANS AND BURNERS, ATTACHED GAS GRILL, MICROWAVE, GARBAGE DISPOSAL, WASHER/DRYER, FANS, EXHAUST FANS, BUILT IN SOUND SYSTEM, GARAGE DOOR OPENER, LOCKS/KEYS/KNOBS, LIGHT BULBS, THERMOSTAT AND THERMOSTAT BATTERIES, SMOKE ALARMS AND DETECTORS, SMOKE ALARM BATTERIES.**

**ON A MONTHLY BASIS, THE TENANT SHALL:**

**(a) Arrange through a licensed exterminator, for the extermination of the interior for rats, mice, roaches, ants, bedbugs and other pest infestation.** In the event TENANT fails to exterminate the property monthly, TENANT shall be responsible for all damage caused to the unit, structure and contents due to infestation

**(b) Change the central a/c filters.** In the event TENANT fails to change the a/c filters monthly, then TENANT will be responsible for all damages to the air conditioning unit, property, structure and contents, as a result of ac leaks and/or a/c floods.

**IF SAID PROPERTY IS A SINGLE FAMILY HOME OR A DUPLEX: TENANT, shall also be fully responsible for and agrees to maintain and repair at TENANT'S sole cost and expense, the following (unless prohibited by Florida Statute or Code): **STEPS, PORCHES, DOORS, AND CEILINGS.****

**ONCE A WEEK,** if the Property contains a pool and or spa/hot tub, **TENANT shall arrange through a licensed pool company to service the pool/spa/hot tub.** In the event tenant fails to maintain the pool, tenant shall be responsible for all damage caused to the pool, filters machinery and equipment

**TWICE A MONTH** The TENANT shall maintain the lawn by keeping the grass cut and trees and shrubs trimmed. TENANT shall also water and fertilize on a regular basis but no less than once a month. In the event TENANT fails to maintain the lawn, TENANT shall be responsible for all cost incurred in resolving code violations relating to lawn maintenance.

**EVERY OTHER MONTH** The TENANT shall arrange through a licensed exterminator for the extermination of the exterior for rats, mice, roaches, ants, and other pest infestation. In the event TENANT fails to exterminate the Property, TENANT shall be responsible for all damage caused to the Property due to infestation.



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# RENTAL APPLICATION

Address of Rental Property: \_\_\_\_\_

Desired Move-In Date: \_\_\_\_\_

**PERSONAL INFORMATION**

Applicant's Full Legal Name (**exact spelling**): \_\_\_\_\_

Maiden name: \_\_\_\_\_ or  N/A

List all Nicknames and or A/K/A: (Also Known As) that has been used for obtaining or attempting to obtain housing, or credit, or for any other business purpose. \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # or ITIN: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please List all other prospective **tenant(s) and or occupant(s)**:

Full Legal Name	Tenant on Lease	Occupant Only	Date of Birth
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Please describe all animals, if applicable (include breed, weight, and age of dogs) and attach a **recent photo (print) of each animal to this application.**

No animals

Animal 1

Dog Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_lb.  Cat  Other: \_\_\_\_\_

Animal 2

Dog Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_lb.  Cat  Other: \_\_\_\_\_

List additional animals: \_\_\_\_\_

Is the above animal a service animal such as a guide dog or signal dog to accommodate a person with a disability.....  Yes  No

**CURRENT RESIDENCE INFORMATION**

Current Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Present Landlord/Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Rent Amt: \$ \_\_\_\_\_ Date rented from: \_\_\_\_\_ to \_\_\_\_\_ Number of occupants: \_\_\_\_\_

Is your current lease ending? \_\_\_Yes \_\_\_No

If your current lease is ending, what is the end date? \_\_\_\_\_

Was proper written notice given to Landlord? \_\_\_Yes \_\_\_No.

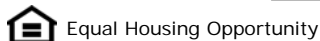
What date was notice given to landlord? \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Former Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Prior Landlord/Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_



→ **Applicants Initials:** \_\_\_\_\_

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**Additional Residence Information**

- Has an eviction ever been filed against you?.....  Yes  No
- Has a Landlord ever asked you to leave in lieu of eviction?.....  Yes  No
- Have you ever been evicted?.....  Yes  No
- Have you ever moved in order to avoid an adverse action against you?.....  Yes  No
- Have you ever been denied renewal of a rental agreement?.....  Yes  No
- Have you ever refused to pay rent?.....  Yes  No
- Have you ever paid rent late (beyond your grace period)?.....  Yes  No
- Have you ever moved before your rental agreement was complete?.....  Yes  No
- Have you ever defaulted on a rental agreement?.....  Yes  No
- Have you ever been given notice that you were in non-compliance with your rental agreement?.....  Yes  No
- Have there been complaints against you for disturbances or illegal activities?.....  Yes  No
- Do you have any outstanding balances with current or prior landlord?.....  Yes  No

**If you answered "yes" to any of the above additional residence information questions, you may attach a written explanation to this application.**

**EMPLOYMENT INFORMATION**

Current Employer: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
 Address of Business: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Name of Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
 Your Position: \_\_\_\_\_ Monthly Gross Income: \$ \_\_\_\_\_  
*Other employment/ or other sources of income that you would like us to consider as part of your qualification herein:* \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Former Employer: \_\_\_\_\_ Employed: \_\_\_\_\_ to: \_\_\_\_\_  
 Address of Business: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Name of Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
 Your Position: \_\_\_\_\_ Monthly Gross Income: \$ \_\_\_\_\_

**\*\*\* PLEASE ATTACH COPY OF 4 PAY STUBS OR W2 FORM\*\*\***

**VEHICLE INFORMATION**

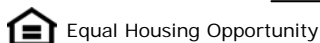
Auto 1  
 Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag # \_\_\_\_\_ State: \_\_\_\_\_  
 Auto 2  
 Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag # \_\_\_\_\_ State: \_\_\_\_\_

Do you have any of the following- please circle for yes?

- RV
- Boat
- Trailer
- Company Truck

**CREDIT INFORMATION**

Is Applicant currently in bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Has Applicant ever declared bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? \_\_\_\_\_  
 Are there any judgments, collections or liens against you? \_\_\_\_\_ Yes \_\_\_\_\_ No



→ **Applicants Initials:** \_\_\_\_\_

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**If you answered "Yes" to any of the above credit information questions, you may attach a written explanation to this application.**

**CRIMINAL HISTORY**

Have you ever been convicted of, or pleaded guilty or "adjudicated no contest" to any type of misdemeanor, felony or crime?..... Yes  No

Have you ever been convicted of, or pleaded guilty or "adjudicated no contest" involving sexual misconduct? ..... Yes  No

**ADDITIONAL QUESTIONS**

Have you ever filed a lawsuit against a landlord?.....  Yes  No

**If "Yes", please attach a written explanation to this application.**

Will you have a flotation bedding system ("water bed") and/or aquarium?.....  Yes  No

**If "Yes", please attach a written explanation to this application.**

Are you a smoker?.....  Yes  No

**PERSONAL REFERENCES**

Parents: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relative: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_  
Friend: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant hereby authorizes the investigation and verification of any and all information set forth on this Application, including but not limited to release of information by any bank, lender, savings and loan, credit reporting agency, consumer reporting agency and employer (present and former). Applicant hereby specifically authorizes Management to perform a credit check, consumer, civil and criminal background check to verify information on this Application. Applicant hereby authorizes the release of the information on all statements contained herein, including but not limited to a credit report, rental information, employment verification, income verification, criminal and civil records and all public records to MEISTER and/or its principle and/or owner of any property which I am applying to occupy. I further agree to hold harmless MEISTER and all providers of information for any errors or inaccuracies contained in any investigative and verification reports. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information.

I understand that due to the Fair Credit Reporting Act, I will not be furnished with a copy of my credit report from MEISTER. I understand and agree that this Rental Application and any and all work product produced in evaluating this Rental Application is the sole and exclusive property of MEISTER.

MEISTER is an equal housing provider. I acknowledge that MEISTER welcomes all applicants and does business in accordance with Fair Housing Act. MEISTER does not discriminate on the basis of race, creed, religion, sex, sexual orientation, marital status, age, familial status, disability, color, national origin, or any other protected class. It is policy of MEISTER to waive animal restrictions in the case where an animal is necessary to accommodate a person with a disability.

Applicants acknowledge that MEISTER may report any amounts owed at the end of tenancy to a collection agency and/or a national credit reporting agency.

NOTICE: pursuant to Florida Statutes, Section 475.278, you are advised that there is a licensed real estate corporation acting as the exclusive agent of Property Owner, is representing the Property Owner's interest in any and all rental transactions, and is being paid a commission by the Property Owner for leasing and management services. Should you desire you are entitled to your own representation.



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This application must be signed in all places requiring signature before it can be processed by Management.

I, the UNDERSIGNED APPLICANT, affirm that the information contained in this Rental Application is true and correct. I understand that misstatements, either false or incorrect, may result in rejection of this and any future Rental Application for housing managed by MEISTER and/or my lease may be held in default and I may be subject to eviction.

Upon approval, I understand it is my responsibility to provide, at a minimum the following—in certified funds, i.e. cashier’s check or money order (*no personal checks or cash accepted*)—at time of the signing of the lease:

- (a) First month’s rent
- (b) Security deposit
- (c) Pet Fee and deposit (if applicable).

**Applicant’s Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant’s Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*OFFICE USE ONLY\*\*\* TO BE SIGNED BY MANAGEMENT COMPANY\*\*\***

**Did the Applicants rental history reflect:**

- Timely payments \_\_\_yes\_\_\_no
- Appropriate notice of intent to vacate \_\_\_yes\_\_\_no
- Complaints regarding disturbances or illegal activities \_\_\_yes\_\_\_no
- History of violence or threats and/or intimidation of other \_\_\_yes\_\_\_no
- NSF checks \_\_\_yes\_\_\_no
- Damage to previous rental unit \_\_\_yes\_\_\_no
- Failure by applicant in leaving the premises clean and without damage at the time of lease termination \_\_\_yes\_\_\_no
- Eviction \_\_\_yes\_\_\_no
- Criminal convictions \_\_\_yes\_\_\_no
- Any Misdemeanor involving sexual misconduct \_\_\_yes\_\_\_no
- Any liens, judgments or collections \_\_\_yes\_\_\_no
- Job security/Likelihood of continuing work \_\_\_yes\_\_\_no
- Sufficient Income \_\_\_yes\_\_\_no

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_