



5644 Tavilla Cir, Ste 205 • Naples, FL 34110 • Bus (239) 321-5302 • FAX (866) 825-7880  
[info@parklinemail.com](mailto:info@parklinemail.com) • [www.parkline.co](http://www.parkline.co)

## **Parkline Rental Application Terms and Conditions**

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records.

Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made.

Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any.

Applicant authorizes verification of all information by the Landlord and or Management Company.

Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates PARKLINE or Property Owner to execute a lease or deliver possession of the proposed premises.

**NON REFUNDABLE APPLICATION FEE-** Applicant(s) agree to pay to PARKLINE herewith a Non Refundable Fee of \$150.00 for costs, expenses and fees in processing the application.

**HOLD DEPOSIT AGREEMENT-** Applicant will be required to deposit a "HOLD DEPOSIT" of \$500.00 for consideration for taking the property off the market while the application is being processed. If applicant is approved by PARKLINE and possession of the unit is taken the "HOLD DEPOSIT" shall be applied toward the security/damage deposit.

If applicant is approved, but fails to enter into the lease and/or take possession, the FULL "HOLD DEPOSIT" shall be forfeited to PARKLINE in addition to any penalties as provided in the lease if the lease has been signed by the applicant.

The "HOLD DEPOSIT" shall be refunded only if applicant is NOT APPROVED.

### **POSSESSION-**

Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rents and security deposits have been paid.

**CREDIT CHECK-** PARKLINE obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions. PARKLINE accepts discharged bankruptcies, if the prospective tenant has re-established good credit. Negative credit reports can be grounds for denial of an application.

**I, the APPLICANT(s), by agreeing and submitting the online rental application, affirm that the information contained in this application is true and correct, and I authorize Parkline Management, LLC, to verify all information contained in this application. Misstatements, either false or incorrect are reason for denial of occupancy. I also understand that if I rent from Parkline Management, LLC, and I fail to fulfill my obligations, PARKLINE can submit a negative credit report reflecting my rental history to a credit-reporting agency. I understand this application is the property of Parkline Management, LLC. APPLICANT agrees to pay a NON REFUNDABLE APPLICATION FEE to Parkline Management, LLC herewith the sum of \$150.00 for costs and expenses of processing the application.**





5644 Tavilla Cir, Ste 205 • Naples, FL 34110 • Bus (239) 321-5302 • FAX (866) 825-7880  
[info@parklinemail.com](mailto:info@parklinemail.com) • [www.parkline.co](http://www.parkline.co)

## **Parkline Rental Application Instructions (cont'd)**

### **Co-Applicant / Spouse Section Instructions**

- A Co-Applicant may be included on this application.
- A Co-Applicant is a Spouse or Domestic Partner ONLY.
- A Co-Applicant IS NOT A ROOMMATE.
- Any person other than a Spouse or Domestic Partner, 18 years of age and over such as a Roommate, MUST COMPLETE A SEPARATE APPLICATION and pay a separate application fee.
- Co-Applicants must also have current identification in the form of Driver's License, State ID, Military ID, or Passport.
- Co-Applicants are required to fill out ALL SECTIONS in the Co-Applicant/Spouse Section of the Application.
- Co-Applicants MUST AGREE AND ELECTRONICALLY SIGN EVERYWHERE REQUIRED.





5644 Tavilla Cir, Ste 205 • Naples, FL 34110 • Bus (239) 321-5302 • FAX (866) 825-7880  
[info@parklinemail.com](mailto:info@parklinemail.com) • [www.parkline.co](http://www.parkline.co)

## **Parkline Rental Application Instructions (cont'd)**

### **Desired Property Information Section**

- Please indicate which property you are applying for.
- In order to reserve or take the property off the market, a HOLD DEPOSIT OF \$500.00 IS REQUIRED to be paid upon submission of this Rental Application.
- If Applicant reserves a property and PARKLINE approves the application; and the applicant defaults on the requirements of renting a property, PARKLINE reserves the right to keep the hold deposit as liquidated damages for taking the property off the market.
- Submission of a Rental Application does not reserve a property. PARKLINE cannot guarantee the property that you are applying for will remain available without a HOLD DEPOSIT.
- If PARKLINE denies the application; PARKLINE will notify applicants of denial as soon as practical and the Hold Deposit (if any) will be refunded.

**NOTE:** Properties cannot be held for long periods of time (30 days max with Owner approval).





5644 Tavilla Cir, Ste 205 • Naples, FL 34110 • Bus (239) 321-5302 • FAX (866) 825-7880  
[info@parklinemail.com](mailto:info@parklinemail.com) • [www.parkline.co](http://www.parkline.co)

## **Parkline Rental Application Instructions (cont'd)**

### **Rental History or Property Ownership Section**

- PARKLINE reviews income, credit history, rental history, and/or home ownership to qualify applicants.
- PARKLINE requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven.
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.





5644 Tavilla Cir, Ste 205 • Naples, FL 34110 • Bus (239) 321-5302 • FAX (866) 825-7880  
[info@parklinemail.com](mailto:info@parklinemail.com) • [www.parkline.co](http://www.parkline.co)

## Parkline Rental Application Instructions (cont'd)

### Income & Employment Section

- Applicants must have a combined gross income of at least THREE TIMES (3X) the monthly rent.
  - **Example:** If the monthly rent is \$1000/month. Total combined income of all applicants must be \$3,000/month or more.
- All applicants are required to supply reasonable, reliable, and legal documentation on all income.
- All documentation on income is required in a timely manner.
- Examples of income are:
  - Copies of the last three (3) or most recent pay stubs
  - Employee records
  - Income tax records
  - social security documentation
  - monthly stipends
  - trust funds
  - child support
  - Alimony
  - Any other sources that will reflect the ability to make monthly rental payments.
- PARKLINE must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.





5644 Tavilla Cir, Ste 205 • Naples, FL 34110 • Bus (239) 321-5302 • FAX (866) 825-7880  
[info@parklinemail.com](mailto:info@parklinemail.com) • [www.parkline.co](http://www.parkline.co)

## **Parkline Rental Application Instructions (cont'd)**

### **Pets Section**

- PARKLINE requires listing of all animals and pets of any size, kind, or type.
- If you have an animal or pet, contact PARKLINE to find out if this property allows animals/pets.
- If the owner allows animals/pets in the property, there is an increase in the Security Deposit of at least \$200 per pet/animal.
- If the owner allows animals/pets in the property, there is a Non-Refundable Pet Fee of \$200 per pet/animal.
- PARKLINE and/or the owner must approve all pets.
- An increase in deposit, determined by the owner of the property, is required for animals, whether they are considered an “inside or outside” animal by the applicant.
- To find out what pets are acceptable for the property desired, inquire with a PARKLINE agent.





**PARKLINE**  
**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 prosequere", 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 Resident(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. Resident(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 of one months 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 and that of the community association if applicable, 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, co signers, 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.