



RENTAL POLICY STATEMENT

Applicant acknowledges and understands that Sundance Rental Management, Inc. Represents owner of the property in the lease of the property for which applicant is applying.



We are an Equal Opportunity Housing provider.

We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, age, color, religion, sex, handicap, familial status or national origin. We also comply with all State and Local Fair Housing Laws.

Property Availability Policy:

Properties become available when they are ready to rent. A vacant property will not be deemed available until it has been cleaned & prepared for a new resident. All units will be considered "AS-IS", where-is, and with all faults unless stated otherwise by the property manager.

We will check Employment, Rental/Ownership history, Credit Report, and Criminal History to confirm they meet our company's criteria.

Rental Criteria: Our **Company Policy** to qualify you is to have at least 6 months stable, legal, & verifiable income; two recent years of favorable housing history, either rental or ownership; and your Credit History and/or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens, or bankruptcy within the past three (3) years.

Application Process: We evaluate every application in the following manner:

1. All Adult Applicants, 18 or older, must provide Proof of Identity, i.e. Drivers License
2. All Adult Applicants, 18 or older, must view the inside of the property being applied for, the number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
3. All Adult Applicants, 18 or older, must submit a fully completed, dated and signed Rental Application. Applications will **not** be considered if they are incomplete, missing information or contain false information.

All Adult Applicants, 18 or older, must pay the Non-Refundable **Cash** Application Fee of \$25.00 per person, no personal checks are accepted for application processing.

4. All Adult Applicants (non-married), 18 or older, must be able to qualify individually for a property.
5. You may be required to be approved by a Condo / Homeowner's Association and may have to pay an additional Application Fee and/or an additional Security Deposit.

Applications are accepted on a first-come/first-served basis. We will accept back-up applications and call if prior application is not approved, your Non-Refundable processing fee will be paid at that time. We will determine from your responses to the application questions if you qualify for the property you are applying for. If you do not, we will reject your application. If you do, the application process may take one to two days. Applications are processed as quickly as possible, it is difficult to determine in advance how long it will take as we often have to wait for return phone calls from previous landlords and employers (we reserve the right to limit responses to twenty-four (24) hours).

If you meet the criteria, we will approve your application and you will be contacted. You will then have twenty-four (24) hours to submit a deposit and sign the lease. If you choose not to accept the property your application will be destroyed. If you re-apply you must complete another application.

Our **Specific guidelines** to qualify to rent a Property are based on the following criteria:

3. **Income:** Provide past five (5) years Employment History, at least 6 consecutive months from at least 1 current employer immediately preceding the date of your application. NET monthly income must be at least 2.5 times the rental amount. Combined income (married couples only) must be at least 2.5 times the rental amount. Self Employed applicants may be required to produce, upon request, two (2) years of tax returns and three (3) Months Bank Statements. All sources of income must be verified if needed to qualify for a rental unit; paycheck stubs must be provided with application.
4. **Housing History:** You must provide past five (5) years Housing History. Housing history must reflect timely payment, no eviction proceedings begun, broken leases with balances due, no NSF checks, no complaints regarding noise, disturbances or illegal activities, sufficient notice of intent to vacate, and no damage to unit or failure to leave the property and yard clean and without damage at time of move out.
3. **Credit History:** Reports supplied by applicants will not be accepted. Your Credit record must be satisfactory. Your Credit History and/or Civil Court Record must not contain any slow pays, judgments, eviction filings, liens, or collections (Medical Collections may be assessed). Accounts prior to three (3) years will be considered for rejection depending on the size and nature of the delinquency. Bankruptcies **MUST BE** discharged for a minimum of three years.

Negative credit, rental or employment references may keep an application from being approved.

1. **Criminal History:** Criminal records must contain NO convictions for crimes involving dishonesty, violence, assault or battery, drugs: manufacture or distribution, theft, firearms; felonies within the past ten (10) years and no sexual offenses ever. In the event a record comes back 'adjudication withheld', 'nolle prosee', or 'adjudication withheld', further documentation may be required.

Deposits: Applicants will be required to pay the full advertised Security Deposit at the time of Lease execution. We reserve the right to require a higher Security Deposit. In the event an applicant is approved, applicant must sign the lease and pay the deposit within 24 (twenty-four) hours or back-up applications will be considered.

Pets: No Pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of Landlord in the Lease Document. Photos of Pets must be received by Management Company **WITH** application and will be subject to approval at a minimum age of 1 year, and a positive reference must be obtainable. Pet approved leases will be subject to an Addendum to Lease, a Non-Refundable Pet Fee acceptable to Landlord and/or an additional Damage Deposit.

Condition of Move-In:

5. Hours for lease signing are Monday through Friday, between 8:00 A.M. and 4:00 P.M.
6. All utility and garbage accounts, where applicable, must be transferred into the residents' name as of the date of possession.
7. Security Deposit and First Month's rent (prorated) must be paid prior to picking up keys.
(Daily rate will be charged if keys are delivered prior to date on lease/rental agreement.)
4. **DUE TO LIABILITY - NO TRAMPOLINES OR SKATE BOARD RAMPS ARE ALLOWED AT ANY RENTAL PROPERTY.**

Any exceptions to our company's criteria will need to be submitted in writing to the Rental Agent for presentation to the Owner for consideration. If approval is then given for such exceptions additional Security Deposits may be required. Our Company Policy is to report any failure to pay rent or any amounts owed to the Credit Bureau.

Lead Paint Disclosure:

Applicant is hereby notified that any property built prior to 1978 **may** contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing LESSORS must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. LESSEES will receive a federally approved pamphlet on lead poisoning prevention at the lease signing. If you would like this pamphlet prior to signing your lease, please make this request prior to returning your rental application to Sundance Rental Management, Inc.



RENTAL APPLICATION

Sundance Rental Management, Inc.
650 N. Beal Parkway, Fort Walton Beach, FL 32547-3577
SundanceRentals.com
(850) 863-3292 (850) 862-3440 FAX



How did you learn about us? _____

In order to process this Application I/We:

- 1) **MUST** have a copy of Driver's License attached, ALL Applicants
- 2) **MUST** be able to get Satisfactory Credit Report
- 3) **MUST** be able to verify Good Housing References
- 4) **MUST** be able to verify Stable Employment History

Non-Refundable CASH Application Fee of:
\$ 25 per Person

Please Initial
That you have read
and Understand
our Rental Policy

FOR OFFICE USE ONLY

Start/End Date _____
 Deposit/Rent _____
 N/R Pet Fee \$ _____ if app
 Year Amount _____
 Date Lease Sign _____
 Clauses _____
 Credit Report Pulled On _____

ALL Persons over 18 years old Must Complete ALL Information - including SIGNATURE and Copy of Driver's License

Date _____ Property Address Applying For: _____

What Date do you want to Move In? _____ Have you been inside? _____ How long do you plan to rent? _____

If you are currently under a lease when does it expire? _____ Will you be awaiting base housing? YES NO

1ST APPLICANT

LEGAL NAME: _____
SSN# _____ **DL# & State** _____
 Date of Birth _____ Phone # _____
 Work Phone # _____ Cell # _____
 Email Address _____
PETS - Yes _____ NO _____ **PHOTO ATTACHED.**
 Quan/Name/Breed/Age/Wt _____

2ND APPLICANT

LEGAL NAME: _____
SSN# _____ **DL# & State** _____
 Date of Birth _____ Phone # _____
 Work Phone # _____ Cell # _____
 Email Address _____
PETS - Yes _____ NO _____ **PHOTO ATTACHED.**
 Quan/Name/Breed/Age/Wt _____

HOUSING HISTORY, PAST FIVE (5) YEARS
(Can NOT be a Relative, most recent first)

Address: _____
Including APO address
 City, State, Zip _____
Apartment Complex if Applicable
LANDLORD Name _____ **Phone** _____
 Monthly Rent _____ **DATE MOVE IN** _____ **OUT** _____
 Reason for Moving _____

HOUSING HISTORY, PAST FIVE (5) YEARS
(Can NOT be a Relative, most recent first)

Address: _____
Including APO address
 City, State, Zip _____
Apartment Complex if Applicable
LANDLORD Name _____ **Phone** _____
 Monthly Rent _____ **DATE MOVE IN** _____ **OUT** _____
 Reason for Moving _____

Address: _____
Including APO address
 City, State, Zip _____
Apartment Complex if Applicable
LANDLORD Name _____ **Phone** _____
 Monthly Rent _____ **DATE MOVE IN** _____ **OUT** _____
 Reason for Moving _____

Address: _____
Including APO address
 City, State, Zip _____
Apartment Complex if Applicable
LANDLORD Name _____ **Phone** _____
 Monthly Rent _____ **DATE MOVE IN** _____ **OUT** _____
 Reason for Moving _____

Additional Information

Additional Information

***** LIST ALL PEOPLE (Other Than Applicant 1 & Applicant 2) WHO WILL BE LIVING WITH YOU ***If No One-PUT No One**

NAME	RELATIONSHIP to applicants	AGE
NAME	RELATIONSHIP to applicants	AGE
NAME	RELATIONSHIP to applicants	AGE

**** List ALL Vehicles to be kept at residence Including BOATS, TRAILERS, MOTORCYCLES & RVs****

LICENSE PLATE & STATE _____

MAKE _____

MODEL _____

COLOR _____

YEAR _____

Past FIVE (5) years Employment History (most recent first) 1ST Applicant	S U N D A N C E	Past FIVE (5) years Employment History (most recent first) 2ND Applicant
Employer _____		Employer _____
Address _____		Address _____
Job Title/Squadron: _____ Rank/Grade _____		Job Title/Squadron: _____ Rank/Grade _____
Supervisor/First Sergeant: Name _____ Phone _____		Supervisor/First Sergeant: Name _____ Phone _____
Dates of Employment _____		Dates of Employment _____
If Self Employed-Business Name & How long in Operation? _____		If Self Employed-Business Name & How long in Operation? _____

Past FIVE (5) years Employment History (most recent first) 1ST Applicant	E R E N T	Past FIVE (5) years Employment History (most recent first) 2ND Applicant
Employer _____		Employer _____
Address _____		Address _____
Job Title/Squadron: _____ Rank/Grade _____		Job Title/Squadron: _____ Rank/Grade _____
Supervisor/First Sergeant: Name _____ Phone _____		Supervisor/First Sergeant: Name _____ Phone _____
Dates of Employment _____		Dates of Employment _____
If Self Employed-Business Name & How long in Operation? _____		If Self Employed-Business Name & How long in Operation? _____

Additional Information	A D D I T I O N A L	Additional Information
_____		_____
_____		_____

Bank Name _____ Bank Address _____ Name _____ Complete Address _____ Phone _____ Relationship _____	M A I N T E N A N C E	Bank Name _____ Bank Address _____ Name _____ Complete Address _____ Phone _____ Relationship _____
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Have you ever applied to rent from us before?	YES	NO	IF Yes, Year?	_____
Have you ever been 3 days Late w/Payment?	YES	NO	IF Yes, Year?	_____
Have you ever willful/intentional refused to pay?	YES	NO	IF Yes, Year?	_____
Have ever had an Eviction Filed against you?	YES	NO	IF Yes, Year?	_____
Have you ever broken a Lease agreement?	YES	NO	IF Yes, Year?	_____
Have you ever been Convicted of a Crime?	YES	NO	IF Yes, Year?	_____
Have you ever Filed Bankruptcy?*	YES	NO	IF Yes, Year?	_____

**** We MUST Verify that it has been Discharged for a minimum of 3 yrs.**

Have you given Proper Notice to your Landlord?	YES	NO	Do you anticipate getting any Pets?	YES	NO
Do you use a Vacuum Cleaner?	YES	NO	Does anyone smoke tobacco products?	YES	NO
Do you use an Ironing Board?	YES	NO	Do you know how to change the A/C Filter?	YES	NO
Do you use a Cutting Board?	YES	NO	Will you change the A/C filter Monthly?	YES	NO
Do you use a Mower/Edger/Weed Eater?	YES	NO			

Explanation for any of the above answers:

THIS WILL CERTIFY THAT ONLY THOSE PERSONS AND/OR PETS MENTIONED IN THIS APPLICATION WILL OCCUPY PREMISES. WE UNDERSTAND THAT IF WE ACQUIRE ADDITIONAL PETS, OR IF UNIT IS OCCUPIED BY ADDITIONAL PEOPLE, WE WILL BE VOLUNTARILY BREAKING OUR LEASE.

I declare that the forgoing information is true and correct and that I have read and understand the Rental Requirements stated in Sundance's Rental Policy. I also authorize the verification of my information and give authority to obtain information regarding my financial responsibility from a Credit Reporting Agency. I understand and agree to a Credit Report, Housing Verification, Employment History and Criminal Background check being performed in order to process this application. I authorize the release of my information to an owner who will be managing the property directly. I will not hold current or former Landlords or Employers liable for providing such information. I agree that Sundance Rental Management, Inc., may terminate any agreement entered into in reliance on any misstatement made above. I have paid a Non-Refundable fee in the form of CASH to Sundance Rental Management, Inc., as reimbursement for any expenses that may be incurred in verifying the information. This application is Preliminary Only and does not obligate Owner or Owner's Agent to execute a Lease or deliver possession of the proposed premises. Keys will be furnished only after the Lease Agreement and all other Rental Documents have been properly executed by all parties and after all applicable Rental Payments and Security Deposits have been paid in full. Your signature gives permission to contact your Commander in the event of non-compliance with any and all terms of the Lease.

 Witness Signature Above

 1st Applicant Signature Above

 Witness Signature Above

 2nd Applicant Signature Above



Sundance Rental Management, Inc.
 65 N. Beal Parkway
 Fort Walton Beach, FL 32547
 (850) 863-3292 | (850) 862-3440 Fax
 ms@sundance-rentals.com



LEASE AGREEMENT

1. THIS LEASE "Agreement" is entered into this _____ day of _____, _____, between _____ (Hereinafter "OWNER"), and _____ (Hereinafter "TENANT").

OWNER hereby leases to TENANT, and TENANT hereby leases from OWNER the following Premises: _____ (hereinafter "Premises").

SUNDANCE RENTAL MANAGEMENT, INC., (Hereinafter "AGENT") a Florida corporation whose address is 652-G N. Beal Parkway, Fort Walton Beach, Florida 32547, is the authorized agent of the owner.

2. **Term.** This AGREEMENT shall commence on _____, _____ and shall continue until _____, _____ unless terminated at an earlier date in accordance with the provisions of this AGREEMENT.

Pursuant to Florida Statutes section 83.682, this agreement shall terminate upon thirty days notice if an Active Duty Military TENANT provides AGENT the following: (to include, but not be limited to) copies of Permanent Change of Station Orders thirty-five (35) miles or more from this area, or documentation of Separation from Service.

3. **Rent.** Rent in the amount of \$ _____ is due for the period of _____ through _____. TENANT agrees to pay OWNER monthly rent in the amount of \$ _____ for the use and occupancy of the Premises, due on the first (1st) day of _____, _____ and on or before the first (1st) day of each month thereafter until the expiration of the lease. Total amount due \$ _____.

4. **Late Payment and Returned Checks** If rent is not RECEIVED in the office of SUNDANCE RENTAL MANAGEMENT, INC., by the fifth (5th) day of each month before 5:00 P.M. CST, an initial late fee of 10% of the total monthly rent due plus an additional \$5.00 per day for each day after the fifth (5th) day that payment is late shall be due as additional rent, payable in certified funds only. Absolutely NO PARTIAL PAYMENT of THIRD PARTY CHECKS will be accepted. AGENT will not resubmit any check returned by the bank for non-payment and TENANT shall replace payment immediately by certified funds together with payment of a \$35.00 NSF fee. Also, if a check is returned by the bank for non-payment, the rent will automatically be considered late and the additional late rent amounts set forth above will apply. Should more than one check be returned for non-payment during the term of tenancy, all payments of rent and other fees imposed herein from that time forward shall be paid in the form of certified funds.

5. **Default by Tenant.** If TENANT fails to pay the rent when due hereunder for five (5) days after initially becoming due, OWNER may at OWNER's option, either (1) terminate this Lease Agreement and retake possession of the Premises for OWNER'S own account, or (2) retake possession of the Premises for the account of TENANT who shall remain liable to OWNER; and in either event, TENANT shall give up possession of the Premises to OWNER. The TENANT will be fully responsible for rent for the entirety of the term set forth in this Agreement. If TENANT breaches the Agreement by abandonment, surrender, or eviction from the rental Premises prior to the lease expiration date, or the expiration of any extensions, TENANT will be held responsible for any unpaid rent(s), physical damage(s), future rent(s) due, attorney's fees, cost(s), and any other amount(s) due under the terms of the tenancy or Florida law.

6. **Number of Occupants.** TENANT acknowledges, and the parties hereby agree, that the subject Premises shall be used and occupied by _____ persons, and are being used for residential, non-business, private housing purposes only; and for no other purposes to include, but not limited to, daycare or child sitting services. TENANT agrees Premises are to be used exclusively as living quarters of TENANT and shall not be used for any other purpose.

7. **Guests:** Tenant may not permit any guest to stay on the Property longer than the amount of time permitted by any owners' association rule or restrictive covenants, or **10 days**, whichever is less, without Landlords' written consent.

8. **Pet Restriction.** NO PETS AND NO FEEDING OF STRAY ANIMALS is permitted on the premises. VIOLATION OF THIS PROVISION WILL INITIATE IMMEDIATE EVICTION PROCESS AND FORFEITURE OF SECURITY DEPOSIT. If applicable, the consent for pets form is attached hereto and made a part of this Agreement. A non-refundable pet fee of \$ _____ is required and acknowledged.

9. **Security Deposit.** Tenant's security/cleaning & damage deposit (hereinafter "Security Deposit") in the amount of \$ _____ is required and acknowledged. TENANT acknowledges that this security/cleaning/damage deposit may not be applied as rent and agrees that the full month's rent will be paid on time, including the last month of occupancy.

Pursuant to Section 83.49 (b), Florida Statutes, OWNER hereby notifies TENANT that said Security Deposit shall be held in a separate SUNDANCE RENTAL MANAGEMENT, INC., escrow non-interest bearing account at Regions Bank or its successor in Fort Walton Beach, FL. Return of the Security Deposit shall be governed by Section 83.49(3), Florida Statutes, as amended from time to time, and which states, "Upon the vacating of the Premises for termination of the lease, if the OWNER does not intend to impose a claim on the security deposit, the OWNER shall have 15 days to return the security deposit or the OWNER shall have 30 days to give the TENANT written notice by certified mail to the TENANT'S last known mailing address of the intention to impose a claim on the deposit, and the reason for imposing the claim. A claim on the Security Deposit will be made to repair damages other than ordinary wear and tear, and to clean the Premises, if required in the sole discretion of Owner.

The OWNER may, at his option, use all or part of said deposit for any and all damages to which OWNER may be entitled due to the breach of any of the covenants and agreements contained herein by TENANT. Use of said deposit for such purposes shall not act as a waiver of any rights either in law or in equity to which OWNER may be entitled. It is also understood and agreed that if the Premises are left in an unclean or damaged condition, deposit monies shall be applied toward necessary cleaning and/or repairs. TENANT fully understands that upon vacating said Premises any additions or alterations to same by him must be removed or returned to the original condition of said Premises as when he occupied same; that upon vacating the Premises he must have all his belongings/possessions out of same and have turned in the keys to the OWNER before OWNER will complete a final inspection. A joint final inspection is encouraged. The day/date of return of the house keys will constitute the last day of occupancy unless final inspection by OWNER reveals cleaning and/or damages for which TENANT is responsible. In this event, unless otherwise resolved, rental charges will continue to accumulate until Premises are deemed to be in satisfactory and acceptable condition by OWNER. The Security Deposit will be refunded by a check mailed to the forwarding address, made payable to all persons signing the lease. Refunds cannot be picked up at Agent's office.

Office Use: _____ Tenants Initials _____

10. **Property Damage Agreement.** Within 48 hours of occupancy, TENANT agrees to give written notice of any damage existing on the Premises. Otherwise, it is agreed that no damages exist on the premises and TENANT will be liable for any and all damages upon inspection of the premises at the time the premises are vacated. TENANT agrees not to put any nails, screws, or pictures hangers of any type in PANELED or WALLPAPERED walls. Except as specifically stated in this Agreement and as required by the Florida Residential Landlord and Tenant Act, OWNER makes no warranties of any kind concerning the Premises. TENANT has inspected the Premises and is leasing the same on the basis of said inspection as is, where is and with all faults.
11. **Quiet Enjoyment.** TENANT has the right to peaceably and quietly use, occupy and possess said Premises for the full term of this Agreement without let, hindrance, eviction, or interruption whatsoever, except as provided below, and said TENANT covenants with OWNER as follows:
- a. **Maintenance.** TENANT shall maintain the Premises in a clean and sanitary condition; not destroy, deface, impair or remove any part of the Premises or property therein belonging to the OWNER nor permit any person to do so; remove from the dwelling unit all garbage, trash and debris in a clean and sanitary manner, placing same in appropriate receptacles; not allow trash, garbage or debris to accumulate on Premises; and not allow inoperable vehicles (junk cars or vehicles with expired tags) to be parked on Premises. TENANT agrees to pay all costs, expenses, fines, penalties or damages imposed on TENANT by reason of TENANT'S failure to comply with the above requirements.
 - b. **Utilities.** TENANT is responsible for all utilities unless otherwise stated specifically herein. If any utility service is currently active in the name of the OWNER, TENANT shall be immediately responsible to transfer the utility service out of the name of the OWNER and into the TENANT'S name. TENANT will be responsible for any utility charges incurred from the date of possession until the expiration of the Agreement.
 - c. **Extermination.** TENANT shall provide for the extermination of pests, inside and outside the leased Premises. Termite prevention and treatment shall be the OWNER'S responsibility.
 - d. **Assignment.** TENANT shall not assign this lease Agreement or sublet the said Premises or any part thereof.
 - e. **Entry by Owner.** TENANT shall permit OWNER to enter the Premises in the event of an emergency or with 24-hour telephone notice from time to time to inspect the Premises, make necessary or agreed repairs, alternations or improvements, supply necessary or agreed services, or exhibit the Premises to prospective or actual purchasers, mortgagees, tenants, workmen or contractors. During the last thirty (30) days of this Agreement, TENANT will permit the posting of "For Rent" or "For Sale" signs and will make the property available for showing to prospective TENANTS and/or OWNERS. If the TENANTS will not be renewing this Agreement, TENANT is required to give 30 DAYS WRITTEN NOTICE to the OWNER prior to the lease expiration and will be responsible for rent at the daily current rental rate until proper notice is satisfied.
 - f. **Locks and Keys.** TENANT may not change or add any lock to the Premises, or any part thereof, without obtaining OWNER's prior written consent, and, after changing any lock with such consent, must then provide OWNER with a key to the changed or added lock.
 - g. **General Repairs.** TENANT shall promptly repair at his own expense any damage to the Premises which may occur by reason of his own negligence or the negligence of his family, invitees or guests and all damages caused by animals. Required maintenance and other repairs (not the result of the TENANT'S negligence) are to be paid by the TENANT as follows: **Regular changes and frequent cleaning of heating and air conditioning filters by TENANT is mandatory to keep unit in good operating condition. TENANT should change and clean the filters every three to four weeks when the heat or air conditioning is working full time. TENANT SHALL NOT USE "HEPA" TYPE FILTERS IN ANY RENTAL UNIT AIR CONDITIONER/HEATER, as they cause severe air-flow restriction. TENANT is required to use a bleach solution in the a/c drain line monthly to prevent algae build-up and a/c leaks.** TENANT shall not allow trash, leaves, or plantings of any kind to build up around the compressor as this causes serious damage to the unit. TENANT shall NEVER use air conditioner without a filter. Dishwasher seals and gaskets rapidly deteriorate if not used, therefore, TENANT must run a full dishwasher cycle at least once per month. TENANT MUST KEEP ROOF AND OUTSIDE GUTTERS CLEAN. If during the first 48 hours of occupancy the plumbing is working properly (drains are not clogged and water drains at a normal rate), the blockage will be presumed to be caused by the TENANT and maintenance and repair are the responsibility of the TENANT. TENANT shall pay for any MINOR repairs, which are not the result of TENANT'S negligence; minor repairs are considered those repairs that TENANT should reasonably be able to perform. Please refer to the maintenance tab on our website for minor repair items that tenants are responsible for, as well as helpful tutorials. All repairs must be authorized by the OWNER or the OWNER's agent prior to the repair. All work orders given to the office must be in writing. TENANT may refer to OWNER's web site www.sundance-rentals.com to obtain a maintenance request form.
 - h. **Yard Maintenance.** In the sole discretion of owner, TENANT may be held responsible for outside water lines in the event of a freeze. In the event there is a lawn pump installed, TENANT fully understands that the pump must be PROPERLY drained to prevent freezing and cracking prior to freezing temperatures and primed with water prior to next use. In the event the subject equipment is not PROPERLY winterized, any subsequent damage resulting due to lack of same will be repaired or replaced at TENANT'S expense. TENANT is responsible for regular cleaning, cutting, weeding, edging, raking, and watering of lawn and shrubs. If plants, shrubs, and/or lawn are neglected, not watered, and/or damaged any and all costs of replacing same will be charged to the TENANT. ALL EXPENSES IN CONNECTION WITH UPKEEP OF THE GROUNDS INCLUDING ALL WATER USED FOR IRRIGATION PURPOSES WILL BE PAID BY TENANT. No vehicles, trailers, or any other items shall be placed/parked on the lawn that will cause damage.
 - i. **Smoke Detectors.** TENANT agrees that it is TENANT'S duty to regularly test the smoke detector(s) and/or fire extinguisher(s) and agrees to notify owner or agent immediately in writing of any problem, defect, malfunction, or failure of the smoke detector(s) and/or fire extinguisher(s). TENANT also agrees to replace the smoke detector(s) battery, if any, at any time the existing battery becomes unserviceable
 - j. TENANT agrees to reasonably protect the property in emergencies such as Hurricane Warning, High Wind/Water Warning, Freeze Warning, or other weather events or emergencies of any kind.

Office Use: _____

Tenants Initials _____



Sundance Rental Management, Inc.
 650 N. Beal Parkway, Fort Walton Beach, FL 32547
 Phone (850) 863-3292 | Fax (850) 862-3440
 ms@sundance-rentals.com
 www.sundance-rentals.com



**RENTAL DEPARTMENT
 INSPECTION REPORT**

Tenant Name _____

Move-In Date _____ Number of Keys and Garage Remotes _____

Address _____

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____

Walls _____

Floors/Baseboards _____

Carpets _____

If stains are present a map must be drawn locating stains

Doors and Locks (Doorknobs) _____

Screens (Including porches and screen doors) _____

Windows _____

Drapes/Blinds _____

Kitchen Appliances (Exhaust Fans) _____

Bathroom Fixtures _____

Air-Conditioner _____

Kitchen Cabinets & Other Closets (Utility Room) _____

Yard (Mowed, Raked, Check for Holes and Trash) _____

Lawn Pump _____

All drains running freely _____

Electrical receptacles & switches _____

Light fixtures inside and out _____

Miscellaneous _____

Above is the agreed condition of said property. Please return this form to our office within 48 Hours of your Move In.

Tenant

Date

Tenant

Date



Sundance Rental Management, Inc.
 650 N. Beal Parkway, Fort Walton Beach, FL 32547
 Phone (850) 863-3292 | Fax (850) 862-3440
 ms@sundance-rentals.com
 www.sundance-rentals.com



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To Our Tenants:

To make you aware of some potential problems that directly affects you, the Tenant.

While the Owners of the rental property have insurance on the building, the contents (furniture, clothing, etc.), which belong to the Tenant are not covered for any kind of loss under the property Owner's coverage. This means that the Tenant has no coverage for his own personal belongings for losses caused by wind, fire, theft, vandalism, smoke, water, etc.

The property Owner's insurance coverage does not provide liability coverage for the Tenant at all. The Tenant needs liability coverage for his own personal and residence activities in case he is sued for another person's bodily injury from the Tenant's negligence.

Also, the Tenant needs liability for another reason not too many people are aware of. Example: If the Tenant has a grease fire in the kitchen, the damage to the building will be paid for by the property Owner's insurance coverage. Then the property Owner's insurance company may sue the Tenant for the amount of damage caused by the Tenant's negligence. Any Tenant, whether a family or a business needs the liability coverage.

A simple renter's insurance policy will solve a Tenant's needs in these situations.

Should you have any questions, please contact an insurance agency.

Tenant	Date
--------	------

Tenant	Date
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12. **Illegal Acts.** TENANT agrees not to commit, or permit, any illegal acts upon the Premises or the dwelling unit - inside or out; including but not limited to, drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest. If such occurs, this Agreement shall be terminated and TENANT(s) agrees to vacate the Premises with seven (7) days notice by OWNER. TENANT agrees not to do or permit anything to be done on the leased Premises which will interfere with the rights of other tenants.
13. **Waiver.** If the OWNER waives any breach by TENANT of any provisions of this Agreement, such waiver shall not constitute a continuing waiver or a waiver of any subsequent breach by TENANT of that same provision or of any other provision, of the Agreement. OWNER's acceptance of rent following a breach by TENANT of any provision of this Agreement will not be deemed to be a waiver of OWNER's right to enforce any provision of this Agreement.
14. **Liability.** TENANT agrees that OWNER shall not be liable for inurement damage on or about the Premises. NO trampolines or any items or activities that can cause interference with the owner's insurance coverage will be permitted. TENANT shall be responsible for obtaining fire, extended coverage and liability insurance with respect to the personal contents of TENANT on the Premises, as well as to protect OWNER from liability as a result of actions on the part of TENANT and/or his/her guests, invitees or licensees. OWNER does not insure against loss of TENANT'S PROPERTY. If the Premises or any part thereof shall at any time during the term be destroyed by fire not by fault of TENANT, by storm or any other casualty, then payment of the rent required herein shall be suspended until the Premises are rendered fit for habitation. OWNER in its sole discretion shall determine whether to extend the Agreement for an amount of time equal to the time the rent is subject to abatement, or whether to terminate this Agreement should OWNER not desire to reconstruct or renovate the Premises following destruction.
15. **Non-Liability Agreement for Personal Property.** BY SIGNING THIS RENTAL AGREEMENT, TENANT agrees that upon surrender, abandonment, or recovery of possession of the dwelling unit due to the death of the last remaining tenant, as provided by Chapter 83, FLORIDA STATUTES, the Landlord shall NOT be liable or responsible for storage or disposition of the TENANT'S personal property.
16. **Choice of Law.** This Agreement in all matters and issues collateral thereto shall be governed by laws of the State of Florida applicable to contracts entered into and performed entirely within the State of Florida with respect to the determination of any claim, dispute or disagreement, which may arise out of the interpretation, performance or breach of this agreement, and will be subject to enforcement and interpretation solely in the appropriate courts of the State of Florida. Venue shall be established in Okaloosa County, Florida.
17. **Attorney's Fees.** If any legal action or proceeding arising out of, or relating to, this lease is brought by either TENANT or OWNER, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorney's fees, costs, and expenses incurred in the action or proceeding by the prevailing party.
18. **Severability.** If any provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this Agreement.
19. **Sole Agreement.** This document, including any attachments incorporated by reference herein, constitutes the entire and sole agreement between OWNER and TENANT respecting the leased Premises, the leasing of the leased Premises to TENANT, and the lease term created under this Agreement, and correctly sets forth the obligations of OWNER and TENANT to each other as of its date. Any agreements or representations respecting the leased premises or their leasing by OWNER to TENANT not expressly set forth in this Agreement are null and void.
20. **Execution in Separate Parts.** This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement.
21. **SPECIAL CLAUSES:**

- 1.
- 2.
- 3.

IN WITNESS WHEREOF, the parties hereto have caused their hands and seals to be affixed on the date first written above

WITNESSES:

Witness to Owner

Witness to Owner

Witness to Tenant

Witness to Tenant

Witness to Agent

SUNDANCE RENTAL MANAGEMENT, INC.

Owner (LS)

Owner (LS)

Tenant (LS)

Tenant (LS)

Agent, SUNDANCE RENTAL MANAGEMENT, INC. (LS)



**RENTAL DEPARTMENT
ANNUAL/FINAL
INSPECTION INSTRUCTIONS
863-3292 PHONE 862-3440 FAX**



PLEASE LEAVE ELECTRIC and WATER ON UNTIL AFTER COMPLETION and PASSING OF INSPECTION.

The **Air Conditioning** should be left **ON** until the **Carpets are completely DRY.**

If utilities have to be turned on for additional cleaning, this cost will be *deducted* from your *Cleaning and Damage Deposit.*

Any repairs that the tenant knows of should be pointed out to the representative of Sundance Rental Management, Inc.

IF YOU CHOOSE NOT TO DO ANY PART OF YOUR REQUIRED CLEANING, PAINTING AND/OR REPAIRS TO THE PROPERTY, PLEASE CALL OUR OFFICE TO DISCUSS, PRIOR TO YOUR FINAL INSPECTION.

If you need a recommendation for the Carpet Cleaning, General Cleaning or Painting Services please call our office.

Please follow this list, *AS APPLICABLE*, to insure a satisfactory inspection.

Careful attention and meticulous cleaning of the following items will help insure the prompt return of your deposit.

- | | | |
|---|---|---|
| <input type="checkbox"/> A/C FILTER - <i>Clean and New</i> | <input type="checkbox"/> DRAPES - Washed / Dry Cleaned | <input type="checkbox"/> STOVE HOOD & EXHAUST FAN Filter |
| <input type="checkbox"/> BASEBOARDS | <input type="checkbox"/> EXHAUST FANS – Bathroom | <input type="checkbox"/> STOVE TOP/ OVEN/ Racks/ Bottom Drawer
WIPE Out OVEN after self-cleaning cycle DO NOT use oven cleaner in self-cleaning ovens! |
| <input type="checkbox"/> BLINDS &/OR SHADES-NO dust/dirt/bend in metal blinds | <input type="checkbox"/> FIREPLACE - Remove Ashes & Scrub w/ 409 Cleaner | <input type="checkbox"/> Lift Top of Stove - Clean Under Burners (REPLACE DRIP PANS IF NECESSARY) |
| <input type="checkbox"/> BURNED OUT LIGHT BULBS
Must be Replaced with same type bulb-decorative for decorative etc | <input type="checkbox"/> FLOORS - Cleaned & Waxed | <input type="checkbox"/> Sweep Driveway / Walks & Patios |
| <input type="checkbox"/> CARPETS/ <i>PROFESSIONALLY</i> Steam Cleaned, TRUCK MOUNTED - ONLY - NO Stains
<i>* RECEIPT REQUIRED*</i> | <input type="checkbox"/> FREEZER-Clean food residue & empty ice containers | <input type="checkbox"/> SWEEP A/C CEILING VENTS & Clean Return Air Grill |
| The Electricity MUST be left on until the CARPETS are COMPLETELY DRY | <input type="checkbox"/> FURNACE AREA / CLOSET | <input type="checkbox"/> TOILETS / Inside & Out /REPLACE Toilet Seat if Worn |
| <i>**Carpets must be cleaned prior to annual inspection.</i> | <input type="checkbox"/> KITCHEN/BATH CABINET-pantries/drawers-inside & Out | <input type="checkbox"/> TUBS/SHOWERS - No Soap Scum or Mildew |
| <input type="checkbox"/> CEILING FANS & BLADES-Remove all Dust/Grime | <input type="checkbox"/> Lawn Pump/Sprinklers Heads must be operational | <input type="checkbox"/> TOWEL RACKS SECURED |
| <input type="checkbox"/> CLEAN & SWEEP Out Garage-No Grease Deposit | <input type="checkbox"/> LIGHT FIXTURES & COVERS (Remove Dirt/Dead Bugs) | <input type="checkbox"/> WALLS - NO marks / holes-esp. around switch/cover |
| <input type="checkbox"/> COB WEBS Cleaned out of Corners & Ceilings | <input type="checkbox"/> MEDICINE CABINETS - Inside & Out | <input type="checkbox"/> WASHER / DRYER AREA |
| <input type="checkbox"/> COUNTER TOP & Storage | <input type="checkbox"/> MIRRORS (Windex) | <input type="checkbox"/> WATER HEATER Area TOP of Water Heater |
| <input type="checkbox"/> DISHWASHER/Top of door/Inside & Door Seal | <input type="checkbox"/> RAIN GUTTERS & ROOF - Remove all Leaves/Pine Ndl's | <input type="checkbox"/> WINDOW SCREENS No Holes |
| <input type="checkbox"/> DOORS AND WOOD WORK No scratches or holes (use OLD ENGLISH SCRATCH COVER) | <input type="checkbox"/> REFRIGERATOR-Inside/Out/Top/Sides/Bottom/Top
Pull out and check underneath
Turn off at breaker & leave doors <u>OPEN</u> | <input type="checkbox"/> WINDOWS & WINDOW SILLS Inside & Out |
| <input type="checkbox"/> DOOR STOPS - In place with rubber caps | <input type="checkbox"/> SCREENS | <input type="checkbox"/> YARD - Mow/Rake/Edge/Weed |
| | <input type="checkbox"/> SINK Fixtures - No Residue | <input type="checkbox"/> SHRUBBERY-Cut Below Window Level |
| | <input type="checkbox"/> SMOKE DETECTORS Working | <input type="checkbox"/> TREES - Cut Away From Roof Line |
| | <input type="checkbox"/> SOAP DISHES - No Residue | |

- NO** garbage or trash on premises.
- ALL** repairs to premises during occupancy have been made (ie., torn screens, broken windows, drains are not clogged, etc.).
- ALL nails removed and nail holes in walls filled & painted. CLEAN OR PAINT ALL MARKS.**

CALL OUR OFFICE FOR CORRECT PAINT COLOR. (There are hundreds of shades of white).

Look carefully before you paint to determine whether walls are flat or semi gloss.

***** TEST AND DRY *** a small area to be touched up BEFORE proceeding to touch up entire house.**

_____ # of Keys F B G
_____ Fan Remotes
_____ # Garage Remotes
_____ Alarm/GarageCode
_____ Mailbox Key# _____

ON FINAL INSPECTION, MAKE SURE ALL PERSONAL BELONGINGS HAVE BEEN REMOVED AND PREMISES ARE CLEAN AND IN GOOD ORDER! We encourage a joint Final Inspection, it is YOUR responsibility to call our office to set up this appointment. Please have adequate cleaning supplies on hand. If you choose not to have a joint Final Inspection and you do not pass, you will not be given the option to clean, it will have to be done professionally. Any charges incurred will be deducted from your deposit. **The day/date of return of the house keys will constitute the last day of occupancy unless Final Inspection by OWNER/AGENT reveals cleaning and/or damages for which TENANT is responsible.** In this event, unless otherwise resolved, rental charges will continue to accumulate until premises are deemed to be in satisfactory and acceptable condition by OWNER. If it is necessary to make additional inspections due to unsatisfactory conditions of premises, there will be a \$10.00 charge for each additional inspection.

On satisfactory Final Inspections, when all items are in order, please allow **fifteen (15) days for return of deposit.** If you are leaving the area, leave your address and your deposit will be forwarded to you. On unsatisfactory inspections, all repairs and cleaning will be done before balance, if any, of deposit is returned.

DATE

TENANT

AGENT

TENANT

PROPERTY ADDRESS

FORWARDING ADDRESS

DATE OF FINAL INSPECTION

PROPERTY MANAGER DOING INSPECTION