



## **“LISA THE LEASER”**



### **RESIDENT HANDBOOK**

**This signed form must accompany your Completed Rental Application**

**“Lisa The Leaser”** L. Cramer & Associates, Inc Property Management pledges to follow the letter of the law and the spirit of the **U.S. Policy for the Achievement of Equal Housing Opportunity** throughout the Nation. Our company encourages and supports a rental program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.” Everyone is welcome to preview any of our available/coming soon rentals. **“Lisa The Leaser”** L. Cramer & Associates, Inc will direct you to all of our available/coming soon rentals and will be happy to show you our available/coming soon rental properties at no charge. We rent single-family homes, apartments, condominiums, and duplexes throughout the greater Cape Coral, Lehigh, and Fort Myers areas. Simply call our office for a list of our available/coming soon rentals at (239) 540-3478 or toll free 866-540-3478. You may preview our properties 24 hours a day online at [www.lisatheleaser.net](http://www.lisatheleaser.net)

#### **Application Process/ Time Frame Expected:**

\*Processing applications takes approx 1-2 business days, but can be done in hours, if necessary. In some cases, approval from homeowner and condominium associations, property owners, or unforeseen circumstances may cause applications to take longer. You will be contacted immediately upon determination of approval, or denial, of your application. **All adult applicants/tenants paying any portion of rent or signing the lease, over the age of 18, must submit fully completed, dated-signed rental application, along with hold deposit of \$250.00 and signed- dated resident handbook.** Applicants MUST be over the age of 18.

\*No rental property will be held vacant for prospective applicant/tenant for more than two 2 weeks, unless approved by **“Lisa The Leaser”** L. Cramer & Associates, Inc, with the owners consent.

#### **Costs:**

\*If you decide to rent one of our properties, we require **one month’s rent & one month’s security deposit equal to the rent, \$200.00 administration fee, and specific applicable processing fees i.e. background check fee, attorney lease preparation fee, and pet fees.** To apply for a rental with us there is a \$250.00 hold deposit required to hold a rental property during the application process.

\***To hold a property**, you must place (at a minimum) a deposit of **\$250.00 to hold a rental during the application process.** This must accompany the **fully completed, dated-signed rental application and signed- dated resident handbook** forms provided to you by our company. Incomplete applications submitted will not be considered. **The maximum hold time for any vacant rental is for 2 weeks. If you wish to hold a unit for 30 days, it will require the \$250.00 hold deposit, plus the first months rent and must be pre-approved by “Lisa The Leaser”** L. Cramer & Associates, Inc Property Management and have owner consent.. Once approved, the remainder of your **\$250.00** payment minus your application processing fees will be applied toward your first month’s rental money. In the event you fail to enter into a lease agreement (change his/her mind), you shall forfeit all deposit funds paid as liquidated damages. If after the lease signing, you refuse to take possession of the rental property, you will forfeit all funds paid to date as liquidated damages, additionally you may also be held responsible for all terms of the lease.. If for any reason you are not approved for a rental property, the holding fee will be refunded to you minus any application processing fees.

Applicant’s initials (\_\_\_\_) Co-Applicant’s initials (\_\_\_\_) Agent’s initials (\_\_\_\_)

**\*Application processing fees taken from your \$250.00 hold deposit ( these fees are non-refundable).  
\$50.00 per adult (either paying the rent or signing the lease) applicant/tenant fee for a credit/criminal background.  
\$50.00 criminal background fee or any occupant to live in this rental over 18.  
\$50.00 attorney lease preparation fee, as all leases must be written and approved by an outside attorney.**  
\*Some homeowner and condominium associations may require a separate application and fees and if such is the case, you must additionally apply through our company to such associations and remit whatever application fee they may require.

**The Application:**

\*Upon receipt of your \$250.00 hold deposit & completed application & resident handbook, you can expect, and are hereby authorizing L. Cramer permission to (1) check your credit report; (2) check public records for past evictions; (3) verify your employment; (4) verify your previous landlord references; (5) run a criminal background check; (6) check local county records; (7) run occupant names through sex offender file database. If you have bad references, a debt to income ratio that shows you cannot afford to pay the rent from your stated income, have no work history or an unstable work history, been evicted in the past, have a criminal record, any occupant listed in the sex offender database, you may not qualify for a rental at this time. In some cases, you may submit a co-signer and will again be considered for the rental. \*All applicants should view the exterior & interior of the rental, or tour the rental online, or have friends or relatives view the rental, “because, all rentals must be accepted **“AS IS”** before the application process is complete.” Only exceptions pre-agreed to by all parties to include Renter, “Lisa The Leaser” L. Cramer & Assoc Property Management, and owner, with written agreement as addendum to lease for maintenance or repair items. The term **“AS IS”** includes any renters moving-in from another area who have chosen a rental with “Lisa The Leaser”, gone through application process, signed a lease, and have chosen to move-in into one of our rentals, sight unseen. Any verbal representations made by any party, to include, “Lisa The Leaser” L. Cramer & Assoc staff members, owners, neighbors, friends, relatives, or new or old tenants are non-binding. In event, management receives two or more unrelated applications for the same property, applicants understands management may select applicant for the rental with highest income, or earliest move-in date.

**Initial Funds:**

\* The holding deposit, first month’s rent and applicable security deposit and any fees due can be paid by personal check if received by rental office no less than 10 days prior to move-in. If paid less than 10 days prior to move-in, all funds must be paid by cash, cashier’s check, travelers checks, credit card gift cards, or money order, **(NO EXCEPTIONS!)** payable to L. Cramer & Associates, Inc. Subsequent month’s rent may be paid by cash, check, cashiers checks, credit/debit card, money order, automatic deduction from a bank account and/or electronic funds transfer (wire transfer) or a tenant may pay their rent through our web site at [www.lisatheleaser.net](http://www.lisatheleaser.net) with credit card, check, PayPal account or an ACH bank withdrawal. If tenant pays rent by personal check and any check is returned for NSF, we will no longer accept personal checks from that tenant. Additionally, said tenant will be required to pay amount of check, a 5% fee for the full amount of original check, late fees, and all applicable bank charges direct to L. Cramer. All other forms of payment will still be acceptable. Tenant may also pay rent by ACH bank transfer (direct bank account withdrawal from your bank to ours) each month. However, if money withdrawn is not available, tenant will be required to pay an NSF ACH bank charges, late fees, amount of check, and 5% of the amount of the check to L. Cramer. In the event a tenant has a returned ACH bank withdrawal, this form of payment will no longer be available to a tenant but all other forms of payment shall be accepted. Any dishonored checks & 5% amount of check & late fees & applicable bank fees not repaid to L. Cramer immediately, will be submitted in 15 days to the state attorney general’s office in Florida for felony prosecution.

**Resident Selection Criteria:**

\*Income to be verified. Applicant to provide recent pay stubs, bank accounts, or tax returns. A minimum of two years residential history is preferred. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer and/or a higher security deposit if your credit and rental history are questionable. Co-signers are accepted at the management’s discretion; they must meet the same eligibility requirements, and must reside in the State of Florida.  
\*It is preferred that credit history and/or Civil Court Records not contain judgments, eviction filings, collections, liens or bankruptcy within the past one (1) year. However, if your credit history contains any of the above to include, foreclosure, short sale, bankruptcy, repossession or bad credit but your employment is stable and your and income to debt ratios are acceptable, management will consider your application on an individual basis, however, in some cases, a co-signer may be necessary or an increased security deposit may be required at management’s sole discretion. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.

- \*Self-employed applicants or newly employed applicants will be required to produce proof of income.
- \* Non-employed applicants can pre-pay rent for one year.
- \*If you have been convicted of a felony within the past two (2) years, this may be cause for rejection. Applicant with felony record that was adjudicated guilty or had adjudication withheld within the past two (2) years, or any conviction for any sexual related, murder related or arson related crimes may be rejected.
- \*Current photo ID documentation (driver's license, passport, military ID or State ID) is required.
- \*Previous rental history reports must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to rental property. Failure to leave the property clean and without damage when you vacated, or any negative instances of the above conditions may be cause for rejection.
- \*Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single-family dwelling unit. Consequently, L. Cramer & Associates, Inc. Property Management might be forced to reject the rental of a single-family dwelling to more than two (2) unrelated adults.
- \*No pets (with the exception of service animals) of any kind are permitted without the specific written permission of "Lisa The Leaser" L. Cramer & Associates, Inc. Property Management and a **mandatory, non-refundable administrative pet fee of \$250.00 per animal**. Some properties may require higher fees or higher rent amounts for pets. If a higher fee amount is required, you will be notified at the time of the application. The following pets will not be accepted under any circumstances, **GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, and/or ROTWEILLERS** due to insurance liability. Please feel free to review our mandatory pet addendum you must sign in order to have any pet in a "Lisa The Leaser" L. Cramer & Associates, Inc rental property
- \*Tenants who will be living within a community run by a homeowner's or condominium association will be required to follow all rules and regulations of said association. Tenants may also be required to re-apply to said association in order to renew a lease. L. Cramer has no control over these matters.
- \*Any exceptions to the above criteria will need to be submitted in writing to "Lisa The Leaser" L. Cramer & Associates, Inc. for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional rent may be required.

### **Tenant Responsibilities:**

**\* Should have renters insurance, the owner and L. Cramer & Assoc will NOT pay for any lost, stolen, damaged personal possessions under any circumstances.**

- \*Comply with all building, housing, and health codes.
- \*Keep the premises clean and sanitary.
- \*Remove their garbage in a sanitary manner.
- \*Keep all plumbing fixtures clean, sanitary and in good repair.
- \*Keep walls clean & unmarked and keep carpets free from stains.
- \*Keep oil stains off of driveway and garage floor

### **Other Issues:**

\***Rents** are the rental amount due to be paid on time, (on or before the 1<sup>st</sup> day of your lease start date by 12:00 PM). If you have not paid your rent by the **2nd** day of your lease start date, you will be charged a late fee of **\$50.00**. If you have not paid your rent by the **3rd** day of your lease start date, you will be posted with a "3 day pay or quit notice," and charged an additional posting fee of \$35.00. On the 6<sup>th</sup> day of your lease start date, you will be charged an additional **\$40.00** late fee for a total owed of \$125.00 in late/posting fees due with your late rental payment. After 7 days of your lease start date, you will be charged **\$10.00 per day until entire balance is paid in full**. However, "Lisa The Leaser" L. Cramer & Associates, Inc. & the owner reserve the right to start eviction proceedings on the 4<sup>th</sup> day of your original lease start date due to non-payment of rent. All late fees/posting fees are due with your rental payment. If you have any outstanding fees due to L. Cramer & Associates, Inc. at the end of your lease term, we reserve the right to make a claim against your security deposit to pay any outstanding balances due to us to include unpaid late fees, unpaid promissory notes, outstanding utility bills, unpaid pet deposits, unpaid lawn and/or pool care bills, unpaid rent, damages to the unit, unpaid maintenance request fees, unpaid NSF fees, as well as any other fees or expenses listed in the signed lease agreement.

\* **Leasing Issues** If a tenant breaks any clause in their lease, most often, our office will make a courtesy call to the tenant to rectify the situation ASAP, however, in some instances the tenant may be posted with a "7 day non-compliance" letter, this will incur a \$35.00 posting fee to be charged to the tenant. In every instance of a tenant lease violation in which a staff member must travel to the rental to post, or inspect, a \$35.00 fee will be charge to the tenant.

\*Security deposits are held in a separate, non-interest bearing trust account in a local Florida bank, the bank name will be written on your lease. Security deposits are held to ensure faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not use security deposit for their last month's rent due. Unless a claim is made for breach of lease, damages, or unpaid fees, the security deposit is refundable when the tenants vacate the property at lease expiration. Security deposits will be returned **within 15 days** of tenant vacancy unless a claim is filed. Tenant will be notified in writing **within 30 days** of vacancy if a claim is being made against their security deposit. **Tenant may not be present during final walk-through by Field Representative of L. Cramer & Associates, Inc.** A walk-through will not be completed until tenant has fully vacated the premises and returned all keys and garage door openers.

**Maintenance & Repairs:**

\* When you rent a home from our company, we strive to ensure that all items are in good working order. **A \$50.00 fee will be applied if tenant makes an appointment with a vendor for a repair and fails to be home at the appointed time. In addition, if a quarterly walk through inspection is scheduled and tenant fails to be home or denies access for the appointment, a \$50.00 fee will be applied to the tenants account.**

The Resident Handbook must be sent in with the Rental Application.

Please print, initial each page of this section, and include with your rental application either in person at our office or by fax to (239) 540-3568.

Thank you for applying with "Lisa The Leaser" L. Cramer & Associates, Inc **open 6 days a week.**  
Our office is located at **4519 SE 16<sup>th</sup> PL, Unit #105, Cape Coral Florida 33904**  
**Office hours, Monday – Tuesday 9:00am to 5:30pm Wednesday – Friday 9:00am to 6:00pm and Saturday 9:00am to 4:00pm and closed Sunday.**

Or you may call us at (239) 540-3478

Or you may fax us at (239) 540-3568

866-540-3478 toll free

Web site: [www.lisatheleaser.net](http://www.lisatheleaser.net)

Thank you for your interest in "Lisa The Leaser" L. Cramer & Associates, Inc. Property Management  
Follow Lisa The Leaser on Face book, Twitter and YouTube.