VERANDAH PROPERTIES, LLC

The 'Sign' of Excellence in Success Management

Resident Selection Criteria

Fair Housing Compliance

Verandah Properties, LLC is committed to providing fair and equal housing opportunities in full compliance with the Federal Fair Housing Act, the Florida Fair Housing Act, and all applicable state and local laws. We do not discriminate against any applicant or resident based on race, color, religion, sex (including gender identity and sexual orientation), national origin, familial status, disability, age, marital status, source of income, military or veteran status, or any other classification protected by federal, state, or local law.

All screening criteria, fees, timelines, and approval requirements are applied uniformly and consistently to every applicant to ensure fairness, transparency, and legal compliance. Reasonable accommodations and modifications are available upon request for applicants with disabilities, in accordance with Fair Housing requirements.

Important Notice

While Verandah Properties maintains strict, standardized screening criteria, individual property owners may request additional consideration for a specific applicant. Any such consideration must remain fully compliant with Fair Housing laws and be applied in a manner that does not discriminate against any protected class.

Application Requirements

Each adult applicant (18 years or older) who will occupy the property must:

- Submit a fully completed and signed application
- Pay a **$95 non-refundable application fee** per applicant
- Provide a valid government-issued photo ID at lease signing
- Provide a valid **Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)** for identity verification and screening purposes
- Complete any required HOA or condominium association application and pay associated application fees (if applicable)

Verbal offers or approvals will not be presented or accepted.

Incomplete applications will not be processed.

Identity Verification & Co-Signer Policy

Verandah Properties requires a valid SSN or ITIN from each adult applicant in order to complete comprehensive identity verification, credit reporting, and background screening. This requirement is applied uniformly to all applicants.

A valid SSN or ITIN is required so that all on-time and late rent payments can be reported to the major credit bureaus (including Experian RentBureau), providing residents with credit-building benefits and ensuring consistent accountability standards across all leases.

In the limited circumstance where an applicant is unable to provide an SSN or ITIN, the application may only be considered if accompanied by a highly qualified co-signer who:

- Possesses a valid U.S. Social Security Number
- Meets or exceeds all income, credit, rental history, and background screening criteria outlined in this document
- Executes the lease as a jointly and severally liable party
- Provides full documentation equivalent to that required of a primary applicant

Co-signer consideration is offered on a case-by-case basis and does not guarantee approval. All co-signer evaluations are conducted in full compliance with Fair Housing laws.

Pet / Animal Screening (Required for All Applicants)

All applicants — including those without pets — must complete a Pet/Animal Profile through our third-party screening service.

- No pets are permitted without prior written approval, a fully executed pet lease addendum, and all required deposits and fees.
- Service animals and medically necessary assistance animals are exempt from pet fees, deposits, and breed restrictions, in full compliance with Fair Housing regulations. Verification of disability-related need may be requested where permitted by law.

Approved Pet Fees (if applicable)

- $25/month pet management fee for the first approved pet
- $15/month pet management fee for each additional approved pet
- $100 non-refundable pet fee due within four (4) business hours of approval, together with the Holding Deposit
- $100 refundable pet deposit due within four (4) business hours of approval, together with the Holding Deposit

Breed & Behavior Restrictions

Certain dog breeds may be restricted due to documented behavioral history or Florida insurance carrier limitations. Many Florida insurance carriers consider the following breeds high-risk or uninsurable:

- Pit Bull–type breeds (including American Pit Bull Terriers and Staffordshire Terriers)
- Rottweilers
- Dobermans
- Chow Chows
- Akitas
- German Shepherds
- Presa Canarios
- Wolf-hybrids
- Cane Corsos

Pet applications are reviewed on a case-by-case basis and are subject to owner insurance requirements and HOA regulations.

Income, Employment & Rental History

- **Income Verification:** All income and employment must be verifiable. Any third-party verification fees charged by an employer must be paid by the applicant.
- **Self-Employed Applicants:** Must provide two (2) years of tax returns or 1099s.
- **Roommate Applicants:** Must demonstrate the ability to jointly and severally meet all rental obligations.
- **Rental History:** A minimum of one (1) year of verifiable rental history from a third-party landlord or property management company is required.
- **Outstanding Balances to Prior Landlords:** Applicants with any outstanding balance, unpaid rent, unpaid damages, or collections owed to a previous landlord or property management company will not be approved.

Required Documents

Each adult applicant must provide the following, in addition to the verifications described above:

- **Income Bank Statements:** The two (2) most recent months of bank statements verifying the income reported on the application. These are required in addition to any employer verification of stated income.
- **Rent Payment Bank Statements:** Twelve (12) months of bank statements documenting a consistent history of on-time rent payments. These are required in addition to a tenant ledger or landlord verification.
- **Proof of Current Residency:** A copy of a recent utility bill showing the applicant's name and current address. If utilities are not in the applicant's name, a phone bill or other recent bill showing the applicant's name and current address will be accepted.

Credit & Background Screening

Credit History

Credit reports must be free of:

- Recent collections, liens, or bankruptcies (within the last five years)
- Significant slow payments or outstanding judgments
- Any balance owed to a prior landlord or property management company

Eviction History

Applicants will not be approved if their rental or court record includes:

- Any prior eviction judgment, regardless of outcome, or
- Any eviction action that was filed against them — even if later dismissed, withdrawn, or settled

Public records, including the Orange County Clerk of Courts and comparable county court databases, will be reviewed as part of the screening process.

Criminal Background

Criminal background checks are reviewed on a case-by-case basis in accordance with HUD guidance, considering the nature, severity, and recency of any offense, as well as evidence of rehabilitation where applicable.

- Registered sex offenders will not be approved.

Property Viewing & Virtual Walkthrough Policy

Verandah Properties does not accept blind sight-unseen applications. Every applicant must have the property meaningfully viewed prior to submitting an application, through one of the following approved methods:

- In-person viewing by the applicant
- Live virtual walkthrough conducted via video call with a Verandah representative, the applicant present on the call
- In-person walkthrough completed by a designated representative of the applicant — such as a friend, family member, or licensed Realtor — on the applicant's behalf

If a designated representative conducts the walkthrough in the applicant's place, this must be disclosed in writing and will be noted on the applicant's file. The applicant accepts full responsibility for the condition and features of the property as represented by their designee.

Any application submitted without one of the approved viewing methods will be automatically rejected, and application fees will not be refunded.

Application Approval & Lease Reservation

Application approval does not constitute a lease agreement or create a tenancy. A tenancy is created only after all required funds are received and the lease is fully executed by all parties.

Holding Deposit (Lease Reservation Deposit)

Upon application approval, the approved applicant must pay a Holding Deposit to reserve the property and remove it from the market.

- The Holding Deposit amount is equal to the approved monthly rent minus $100.
- Due to the digital nature of the leasing process, the Holding Deposit must be received within four (4) business hours of approval.
- If the Holding Deposit is not received within this timeframe, the property will no longer be reserved and approval may be withdrawn.

Payment Method — Online Certified Funds

- All move-in funds — including the Holding Deposit, Security Deposit, Pet Deposit, Pet Fee, Administrative Fee, and First Month's Rent — must be paid as Online Certified Funds through AppFolio (the Tenant Portal move-in checklist) using a credit or debit card. Online Certified Funds are protected from reversal, providing the security of a cashier's check with the convenience of paying online.
- Accepted methods: debit card or credit card.
- Processing fees are charged by the payment processor, not by Verandah Properties, and are paid by the applicant: $9.99 per debit card transaction, or 2.99% of the payment amount per credit card transaction.
- eCheck (ACH), cash, personal check, and money order are not accepted for any move-in funds.
- Once move-in onboarding is complete, standard online payment options, including eCheck (ACH), are available for ongoing monthly payments.

Deposit Application & Forfeiture

- Upon full execution of the lease, the Holding Deposit will be credited toward the Security Deposit.

- If an applicant is approved and pays the Holding Deposit but fails to sign the lease, withdraws, or does not take possession, the Holding Deposit is forfeited in full as liquidated damages for time off market and administrative costs.
- **Misrepresentation or Inaccurate Information:** If any answer, statement, or document provided during the application process is later proven to be inaccurate, false, or materially misleading, the lease — whether pending or executed — may be voided at the sole discretion of Verandah Properties, and the Holding Deposit will be forfeited in full as liquidated damages. Additional remedies, including termination of tenancy and pursuit of damages, may be pursued in accordance with Florida law.

Property Hold & Move-In Timeline

Verandah-managed properties are marketed and shown only once they are fully vacant and move-in ready. Because an approved property is immediately removed from the market and held off-market for the approved applicant, move-in is expected to occur promptly following approval.

Typically, a property can be reserved and held for a move-in (lease commencement) date occurring within two (2) weeks of application approval. A requested move-in date beyond two (2) weeks from approval is not standard and is subject to approval. Such requests are considered only where the individual property's listing terms or written owner authorization allow an extended move-in timeline.

Move-In Funds & Rent Payments

- **First Month's Rent:** Always due in full on the day of (or one day prior to) move-in, regardless of move-in date, and must be paid as Online Certified Funds (see Payment Method above).
- **Second Month's Rent:** Will be prorated if the move-in date is not the 1st of the month.
- **Administrative Fee:** A one-time $250 administrative fee is due on or before the move-in date.
- **HOA Dues:** Ongoing HOA dues and assessments are the property owner's responsibility. However, HOA or condominium association application fees, background check fees, and approval fees required by the association are the applicant's responsibility and may apply in addition to Verandah's application fee.
- **Online Payment Fees:** Processing fees are charged by third-party payment providers and are not controlled by Verandah Properties. Move-in funds paid by debit or credit card carry the processing fees listed under Payment Method above.

Fee Schedule

The fees below apply to leases signed on or after October 26, 2026. The fees in your signed lease control for the term of that lease.

At application and move-in

- Application fee: $95 per adult applicant (non-refundable)
- Administrative fee: $250, due on or before move-in
- Pet fee: $100, one time, non-refundable (if applicable)
- Pet deposit: $100, refundable (if applicable)
- Rush move-in (less than three business days): $100

- Card processing for move-in funds: $9.99 per debit card transaction or 2.99% per credit card transaction, charged by the payment processor

Monthly

- Resident Benefits Package: $45/month
- Pet management fee: $25/month for the first pet; $15/month for each additional pet

During the lease

- Late fee: 10% of monthly rent if rent is not paid by the 3rd
- Returned payment (NSF): $150 per returned payment, plus the late fee
- Payment by any method other than online payment: $35 per payment
- Courier or process server to deliver a 3-Day Notice: $100
- Roommate replacement: $250
- Inspection no-show: $350, plus any inspector or vendor trip charge
- Inspection not scheduled within 72 hours, or pets not secured: $50 rescheduling fee
- Missed vendor appointment: $250, plus the vendor's trip charge
- Tenant-related HOA violation: $75; $500 if a 7-Day Notice to Cure must be posted
- Property not made available for showings: $500

Renewal

- Lease renewal fee: $95
- Late renewal signing fee: $250 if the renewal is signed after the response deadline

Move-out

- Security deposit processing fee: $75, if a claim is made on the deposit
- Keys, garage remotes or other access devices not returned: replacement cost plus $125

Resident Benefits Package ($45/month)

All residents are automatically enrolled in the Resident Benefits Package, which includes, but is not limited to:

- Maintenance Concierge Services with AI-enhanced troubleshooting
- Resident support services
- Online payment and account access
- Enhanced communication tools and resident portal features
- Additional benefits and services added from time to time at no additional cost

This is a flat-rate, all-inclusive package. No discounts, credits, or prorations are provided if individual services are unused, temporarily unavailable, or not elected by the resident.

Additional Policies

- All Verandah-managed properties are **NON-SMOKING**.
- Occupancy limits must comply with HUD guidelines and any applicable HOA or municipal regulations.

- Failure to comply with lease terms, including non-payment of rent, may be reported to consumer credit bureaus.
- All residents are required to maintain renters insurance throughout the lease term, including liability coverage as specified in the lease.

Acknowledgment

By submitting an application, you acknowledge that you have read, understand, and agree to all terms, policies, and criteria outlined in this document. You further acknowledge that all information provided in your application is true, accurate, and complete to the best of your knowledge, and you understand that any misrepresentation may result in denial of your application, voiding of your lease, and forfeiture of any deposits paid.