



Offer Instructions

Rental Listings

Documents Required:

- Contract to Lease
- Credit Report for each applicant over 18 years of age (Minimum Score 620 or credit score required by landlord). NO SCREENSHOTS
- Two (2) Months Paystubs, Proof of Income/Benefits or W2 (1099 or Tax Return if Self Employed)
- Clean Background Report (May use Rental Beast or RentSpree)
- Copy of Tenants ID's or Passport
- One (1) Month Bank Statement
- **Previous Landlord contact information as reference. A must.**
- Tenants Full name, Address, Email and Phone number must be on the Contract to Lease to prepare a lease.
- Text (305) 417-8499 for Compensation being offered to Tenant agents. Compensation agreement will be provided with Contract to lease and Lease.
- **Send Contract to Lease in PDF format to listings@brokermiami.com** Please allow 24 hours to respond.

Terms:

- When an offer has been accepted, Landlord will prepare a Minimum 1 Year signed by Landlord or as indicated in MLS or as required by Association.
- Max 3 people in 1 Bedroom, 4 in 2 Bedroom, 5 in 3 bedrooms
- Must rent within thirty (30) days unless short term rental (See MLS listing)
- First Month's rent can be deposited in our attorney escrow if tenant agent does not have an escrow account. We will provide wire instructions or a cashier's check payable to Rizk Law
- Disbursement instructions will be provided to the Tenant or his/her representative at least 5 days prior to move-in. Funds must be in the form of a wire transfer, cashier's check, or money orders at move-in. ACH deposits are not accepted. For commissions to our office for Cooperating agents' escrow, please make a check payable to **Exp Realty LLC**.

- Final Walk-thru must be scheduled with 24-hours' notice. No weekend walkthroughs will be scheduled or after 6pm. Please refer to the association for other move-in requirements and/or elevator reservation if applicable.
- Landlord Requires **First Month's rent and Two Security Deposits** (No last month rent) if applicable
- Landlord will place 1 Month Deposit with Association. (If applicable)
- **Cleaning Fee will be between \$100-\$200** depending on unit size and location which will be due at lease signing. (Short term only)
- Tenants must apply for condo approval within 5 days of lease signing (If applicable).
- Please check MLS attachments for application or email us to request application or Condo Contact information. (if applicable)
- **Pet Deposit will be \$500.00** refundable if property is left in good condition.
- Tenant Maintenance requires that the tenant replaces A/C Filters once a month and is responsible for any repairs under \$150.00.
- Tenant Responsible for Keys/Lock, Fumigation if property does not offer it.
- Utilities included are what is provided by the Association if the property is a condominium. If not a condo, tenant is responsible for Water/Sewer/Garbage, Electricity and Landscaping if applicable. (Single family or Duplexes)
- Tenant must obtain Renters Insurance and name landlord as additionally insured.
- The tenant will be provided with one set of keys including a Mailbox key if applicable.
- Offers **MUST BE FULLY COMPLETED** (all pages in PDF format), readable and signed/initialed by Tenant. Agents, please include your full information including License number on the Contract to Lease.
- **COMMUNICATION REGARDING YOUR OFFER** – We will email you information regarding your offer so please check your email frequently. If we have multiple offers, we will alert you (typically via email). If your offer is accepted, we will send you the Contract to Lease signed.
- **ONCE WE HAVE WRITTEN ACCEPTANCE** – We will prepare a lease and send it to you for your tenant's signature. Tenants will need to deposit the 1st Months' rent check in Escrow and Escrow Letter will be provided.
- If a Co-signor is required, Co-signor must also sign the lease and make an application with Condominium as well. (If applicable)

- **Unit is being rented "As is". The unit will be delivered clean and painted if needed.**
- After move-in, the tenant may contact Property Manager below for any questions regarding Payments and/or Maintenance requests. Tenants will receive a **Welcome email** with instructions for monthly rent payment via our Online Payment Portal. You will be provided registration and Log in information for rent payments using Credit/debit card or via ACH deposit.

Property Manager:

Jackie or Barbara
Miami Ocean Intl Realty Property Manager
18246 Collins Ave
Sunny Isles Beach, FL 33160
Tel: 305-947-0477
Email: admin@miamioceanpm.com or
client@miamioceanpm.com

I HAVE READ AND UNDERSTOOD ALL THE INFORMATION CONTAINED IN THESE INSTRUCTIONS:

Tenant

Date

Tenant

Date

Tenant

Date