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**CONTACT US** 

844.395.3959

FirstKey Homes is pledged to the letter and spirit of all applicable state and federal fair housing laws, including, without limitation, the Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended), for the achievement of equal housing opportunities for all rental applicants and Residents throughout each of the states in which we operate.

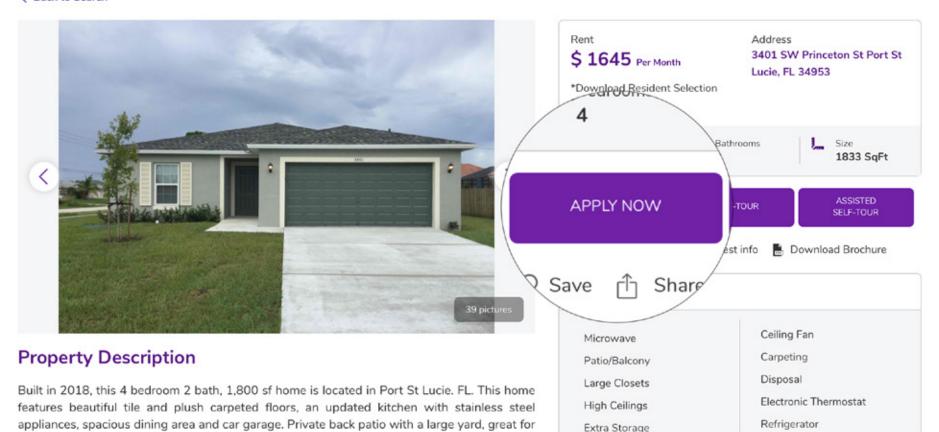
## **Applying For a Home**

To begin the application process click APPLY NOW and review details on the home's listing page.

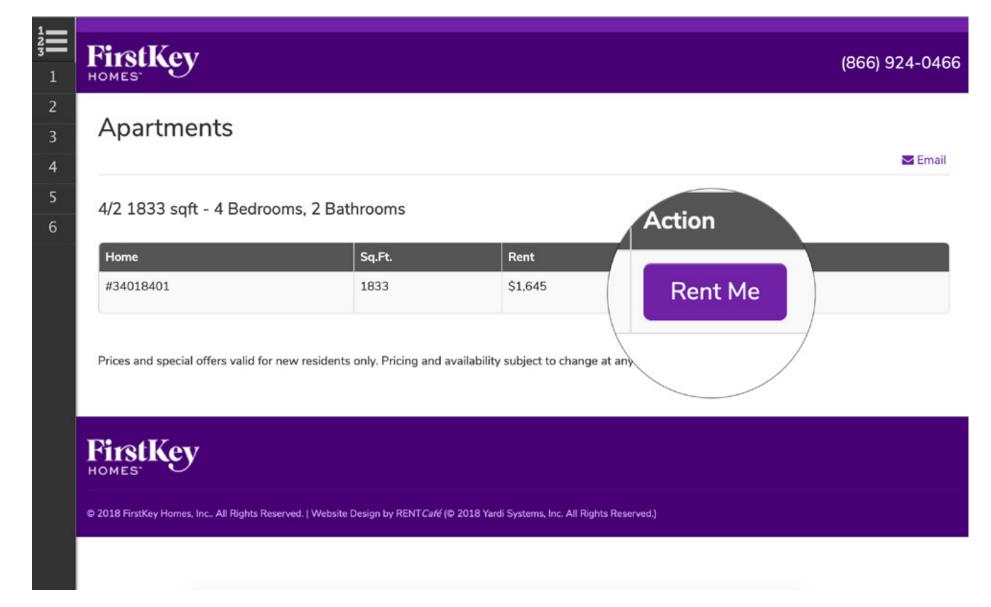


#780546 - 3401 SW Princeton St Port St Lucie, FL 34953

< Back to Search

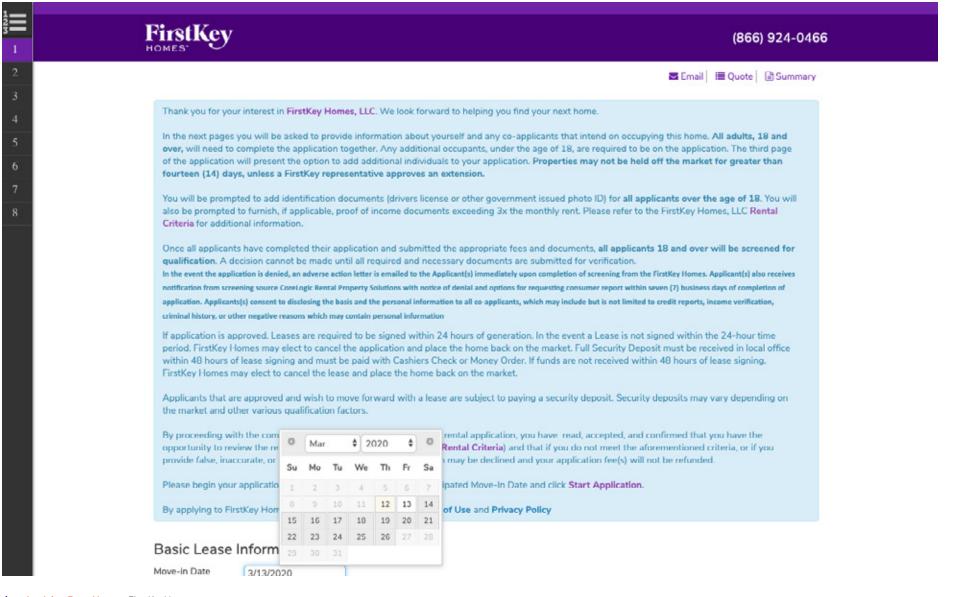


Click Rent Me to begin.

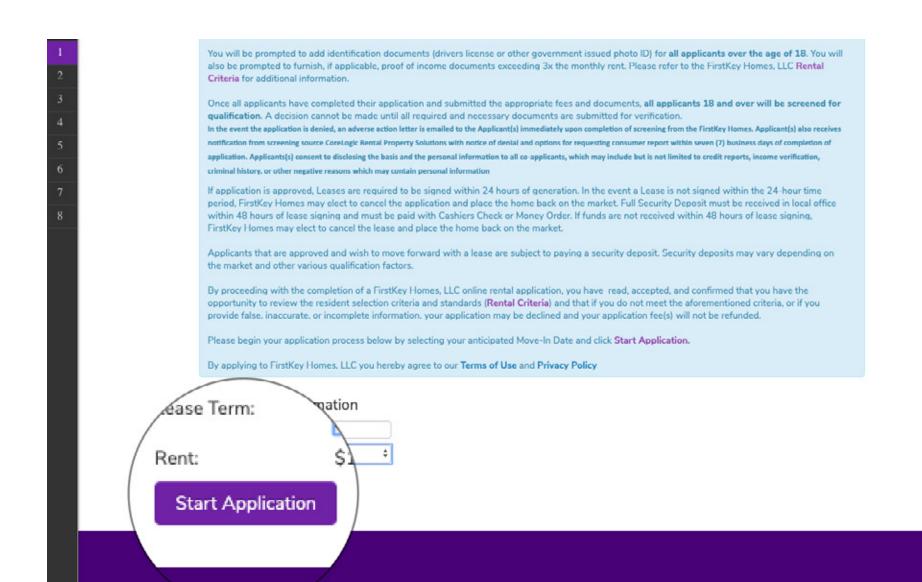


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Read all information in the application overview before beginning. Click the **Rental Criteria** link to learn details of the requirements to rent a home with FirstKey Homes. Select Move-in Date and Lease Term and confirm rent amount.



Click Start Application

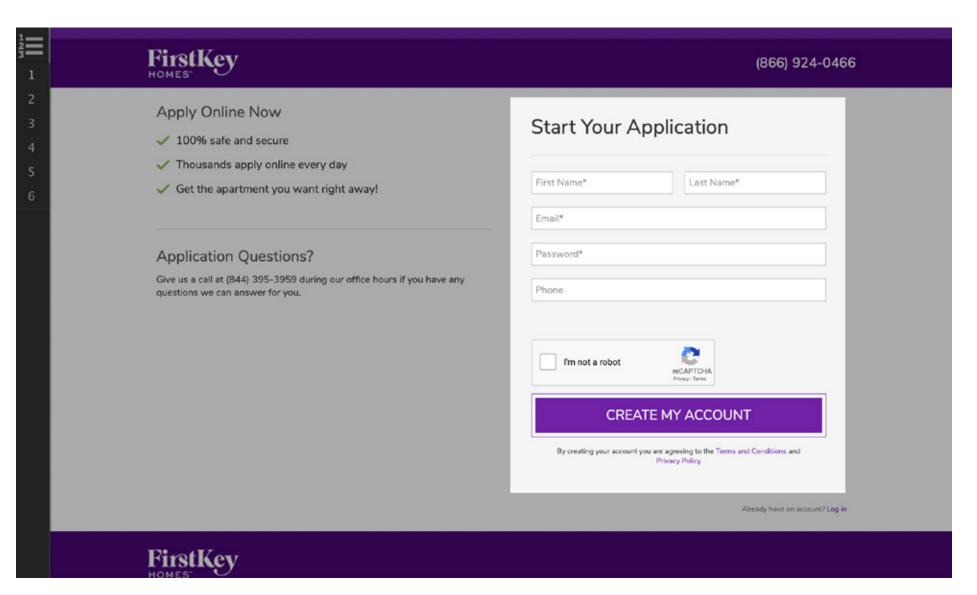


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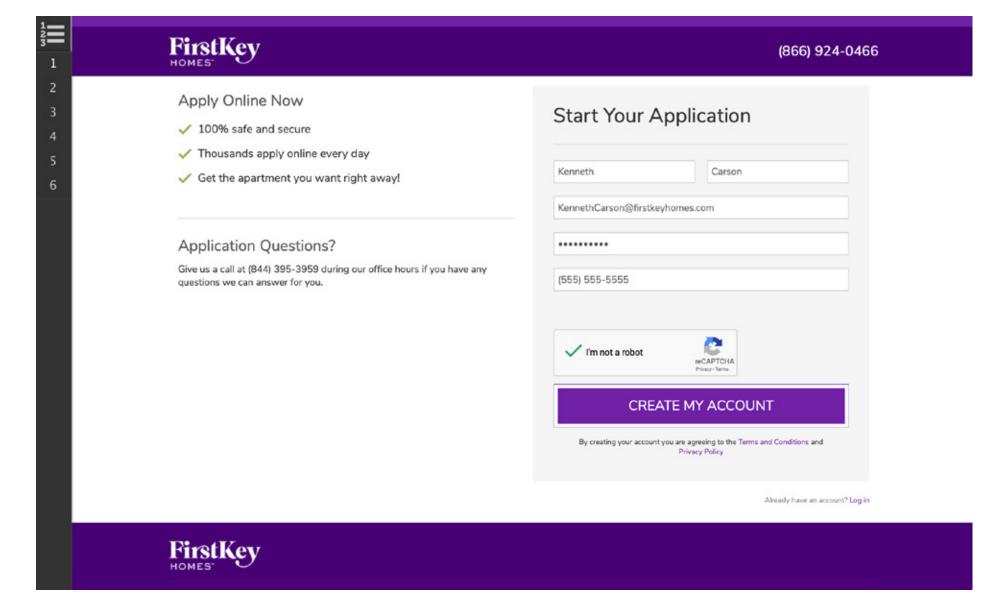
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# **Creating an Account**

Enter the required information (First Name, Last Name, Email, Password, Phone Number) into the Start Your Application Section.



Check the box I'm not a robot and complete the required task. Click CREATE MY ACCOUNT



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# **Completing an Application**

Read all information in gray shaded box and information highlighted in yellow. Fill in each field with your personal information. (Complete all required and non-required fields for best results.)

		the property managemen	nt company will immediate	tely be reflected on th
<ul> <li>application for your convenience.</li> <li>All required fields are denoted with a red asterisk</li> </ul>	k (*).			
Personal Information				
Personal Information				
If your legal name includes any FULL legal name for screening o	urposes. Our scree	enina provider. a	t times. will pror	mot an ID Ou
	urposes. Our scree	ening provider, a on vou apply wi	t times. will pror	mot an ID Ou
FULL legal name for screening potentity to verify your identity. Accuracy	urposes. Our scree cy of the informati	ening provider, a on vou apply wi ns.	t times, will pror th is critical in re	mot an ID Ou eceiving valid
FULL legal name for screening potentity your identity. Accuracy  Title  First Name * Max	urposes. Our scree cy of the informati	ening provider. a on vou apply wi ns. Phone *	tt times, will pron th is critical in red (404) 444-4444	mot an ID Ou eceiving valid

Continue to the Address Information section and complete.

Note: If you have only lived at one address, copy current address information into the required fields in the Previous Address Section.

½=	Last Name *	Powers			Lease Term *	12	months
3 <b>—</b>							
-1							
2	Address Information						
3							
4						ation and verification purposes thro of of utilities, certified mail, or any o	
5	information that may o						
6	Note: PO Boxes will no	ot be screened au	tomatically and y	ou may be asked to	provide a physical address.		
7	Country	United States		<u>-</u>	Residency From *	1/1/2010	mm/dd/yyyy
8	2000-2017-0-1000						
9	Address *	123 Main Stree	t		Monthly Rent/Monthly mortgage payments		
	Address (line two)						
	1.2000				Reason for Moving *	Lease Expired	
	City *	Atlanta		J	Was 30 days notice	Yes	
	State-Zip *	GA v	30000		given *	103	
	5.000 E.p	97	30000				
	Apartment						
	Community						
	Management						
	Company						
	Management						

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Scroll to Employer Information. Previous employer information is optional. You may add additional income source if you please.

Note: Employer information is required. If you are unemployed, the fields that require information must still be completed.

Country United States	
Job Title Leasing Manager  Employed Since 4/1/2017  Monthly Income \$4,500.00  Additional Income \$700.00  Additional Income Social Security  Employers Phone (555) 555-5551  Everious Employment Information  Job Title Employer	
Employed Since * 4/1/2017 mm/dd/yyyy Address (line two)  Monthly Income * \$4,500.00 City * Atlanta  Additional Income \$700.00 State-Zip * GA \$ 12345  Additional Income Social Security Employers Phone * (555) 555-5551  revious Employment Information  Job Title Employer	
Monthly Income \$4,500.00  City * Atlanta  Additional Income \$700.00  State-Zip * GA \$ 12345  Additional Income Social Security  Employers Phone * (555) 555-5551  evious Employment Information  Job Title Employer	
Additional Income \$700.00 State-Zip * GA \$ 12345  Additional Income Social Security Employers Phone * (555) 555-5551  evious Employment Information  Job Title Employer	
Additional Income Social Security Employers Phone * (555) 555-5551  evious Employment Information  Job Title Employer	
evious Employment Information  Job Title Employer	
evious Employment Information  Job Title Employer	
Job Title Employer	
Monthly Income Supervisors Name	
Additional Income Address	
Additional Income Source Address (line two)	
Previous Employer mm/dd/yyyy	
Start Date \$	

Scroll to the Screening Information section and complete. Government Issued Identification Number can be either your ID Card or Driver's License Number. You are advised again to read the Terms and Conditions and acknowledge that your credit, rental and criminal history will be pulled for screening purposes. By submitting this application, you verify that the statements provided in this application are true and correct and you agree to be screened after payment of application fees.

Note: A Date of Birth and Social Security Number are required. If you do not have a Social Security Number, select option "NO" and this will make the SSN field an option.

Date Of Birth *	1/1/1980	mm/dd/yyyy	Country	United States
Do you have a Social Security Number? * 0	Yes	~	Government Issued Identification Number	GA1234567
SSN*	123-00-1234	Yearns and Good Wines and I	Government Issuing Entity	GA V
I have read the Rente complete a credit, ref	er Screening section of the ference, and/or background	check. Click here to read th	Entity  I authorize the use of the infone Terms and Conditions. *	ormation and contacts provided in this application ct and I agree to be screened after payment of
<ul> <li>✓ I have read the Rente complete a credit, ref</li> <li>✓ By submitting this ap</li> </ul>	er Screening section of the ference, and/or background	check. Click here to read th	Entity  I authorize the use of the infone Terms and Conditions. *	ormation and contacts provided in this application

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Enter Pet, Vehicle and Emergency Contact information. Please be aware of limits on pets and vehicles; this is not subject to any additional HOA CC&Rs or jurisdiction bylaws that may take precedent over FirstKey Homes policy.

Pet Information				
Please enter informati breed/size and numbe		e home. Pets are subject to manager approval	please see the Rental Criteria for inform	mation on
	d by a separate addendum to t ng Agent for more information o	he Lease Agreement and may result in additiona n pet requirements.	al fees, rents, or deposit requirements. Co	ontact your
Do you have a	ny pets? • Yes • No			
Vehicle Information				
Do you have any v	ehicles? • Yes • No			
Emergency Contact				
Name *	Harry Emergency	Countr	y United States \$	
Relationship *	Friend	\$ Address	s 124 Main Street	
Phone *	(555) 555-5554	Address (line two		
		Cit	y Atlanta	
		State-Zij	GA \$ 12345	
Additional Informati	ion			
Do you or anyone else	No \$			

Click Save & Continue to proceed. If you've missed any required fields, you will have to enter those before proceeding.

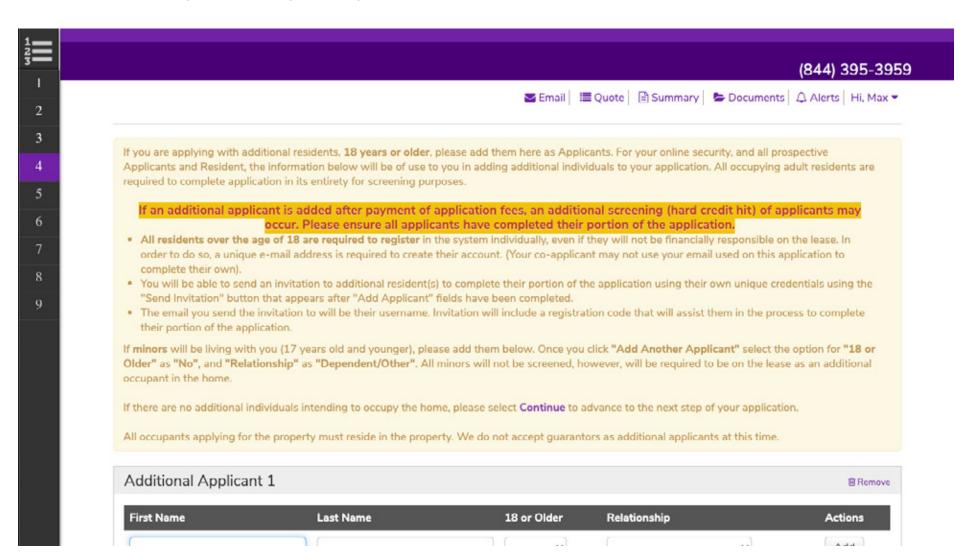
<u>3</u> —	Į.				
1	Vehicle Informatio	n			
3 4	Do you have any	vehicles? • Yes • No			
5	Emergency Conta	ct			•
6	Name *	Harry Emergency	Country	United States	•
	Relationship *	Friend \$	Address	124 Main Street	
	Phone *	(555) 555-5554	Address (line two)		
			City	Atlanta	
			State-Zip	GA \$ 12345	
	Additional Informa	ition			
	Save & Co	ontinue			
	Fineld HOMES				
	© 2018 FirstKey Homes, Inc.	All Rights Reserved.   Website Design by RENTCa	afé (© 2018 Yardi Systems, Inc. All Rights Reserved	1)	

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## **Additional Applicants**

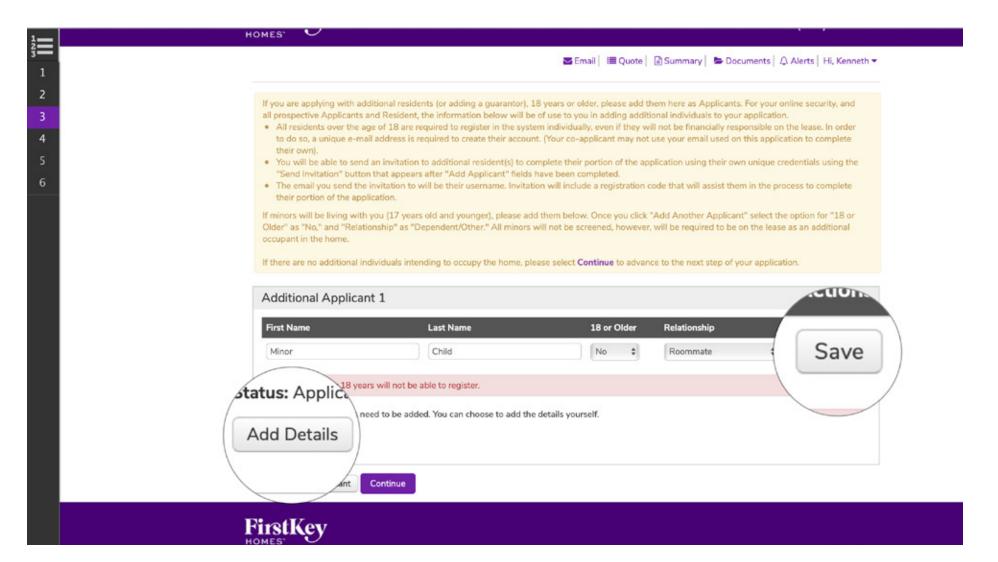
All individuals (adult and/or minors) are required to complete their portion of the application. If there are no additional individuals to be added, click Continue. If there are additional applicants or minors, click Add Applicant. You will be given an option to select the type of roommate. Fill in necessary additional applicant information and click Add.

Note: Guarantors are not living in the home but guaranteeing the lease.



All minors should be added to the application before submitting the application. Input the minor's information (First Name, Last Name, Select No + for 18 or older, Relationship: OTHER and Save ). You will be prompted to Add Details for the minor. (Required fields include middle name, date of birth and government issuing entity, which may be the current state they reside in.)

Note: Any missing information may result in an error when paying application fees, minors included.

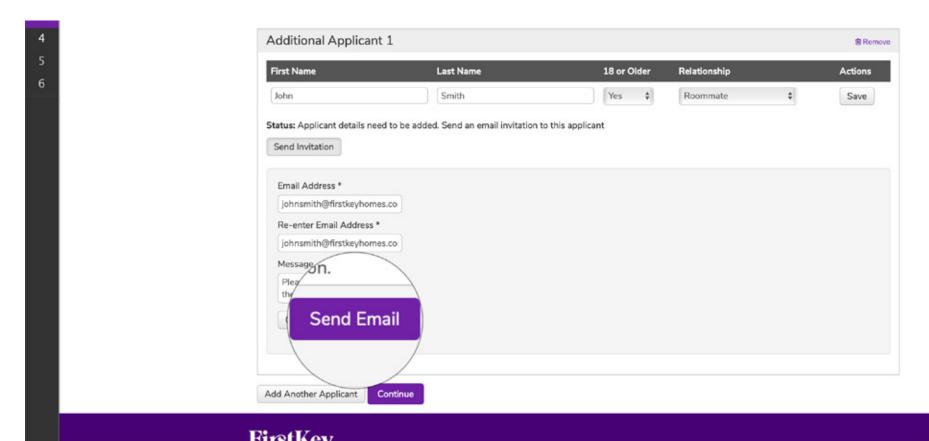


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Once you've added additional applicants over the age of 18, you will be prompted to send an email invitation for them to complete their information. After selecting the Send Invitation option, you will be prompted to provide contact information and custom message for that roommate. Click Send Email

Note: Each additional applicant will receive an email with instructions and a link to complete an application.

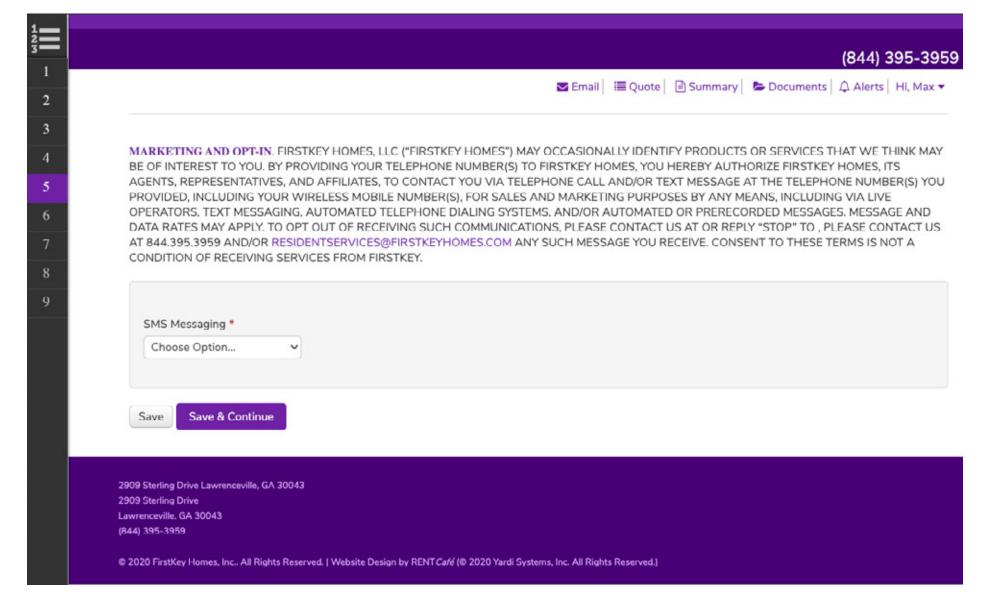
Applicant's username will be their email address; they will be provided a temporary password. Once signed in, they'll be prompted to change the password. Once all applicants have completed an application and uploaded required documents, the primary applicant will be able to pay application fees.



## Marketing and Messaging Opt-In

Choose SMS Messaging option and click

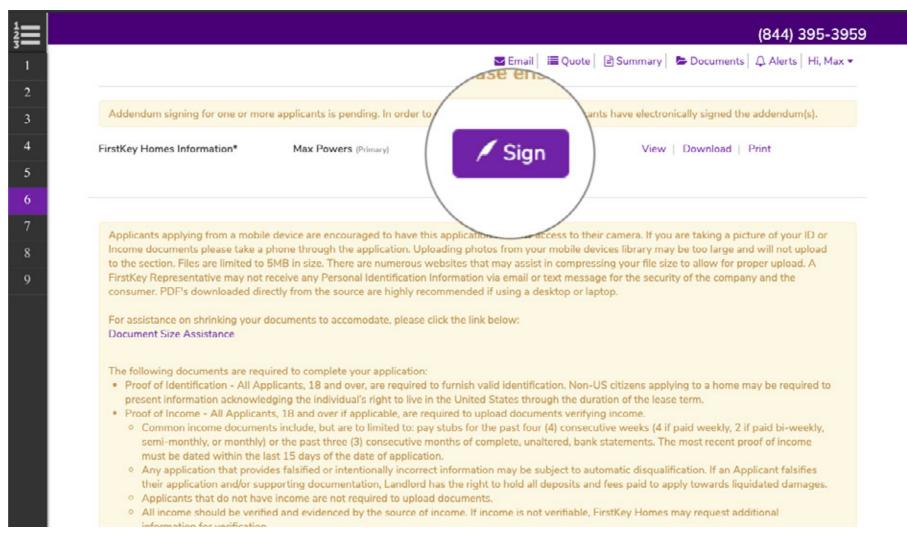
Save & Continue



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#### **Rental Criteria**

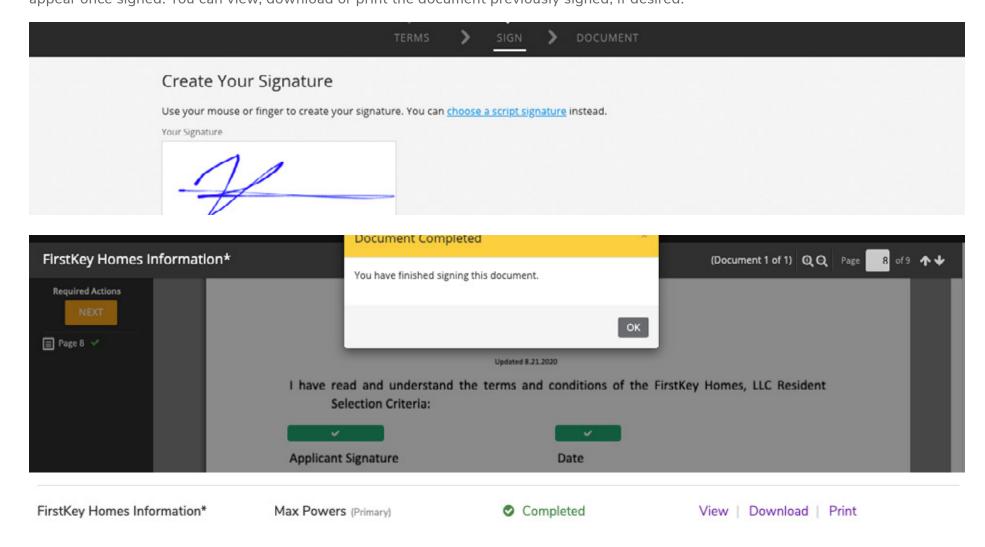
All applicants 18 years of age and older are required to view and sign the Rental Criteria agreement. Click open the agreement. This document can also be found on the FirstKey Homes website.



Read disclosure and click **Agree & Continue.** Add your signature and initials in white boxes and click **Save & Continue**.

Read FirstKey Homes Rental Criteria if you have not done so by this step. Click **JUMP TO NEXT**.

Click buttons for **APPLICATION SIGNATURE** and **DATE**. Buttons will turn green once completed. A **"Document Completed"** pop-up will appear once signed. You can view, download or print the document previously signed, if desired.



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## **Uploading a Document**

#### **REQUIRED DOCUMENTS**

Proof of Identification: All applicants 18 and older are required to furnish valid identification. Non-U.S. citizens applying to a home may be required to present information acknowledging the individual's right to live in the United States through the duration of the lease term.

Proof of Income: All applicants 18 and older are required to upload documents verifying income (as applicable based on the following).

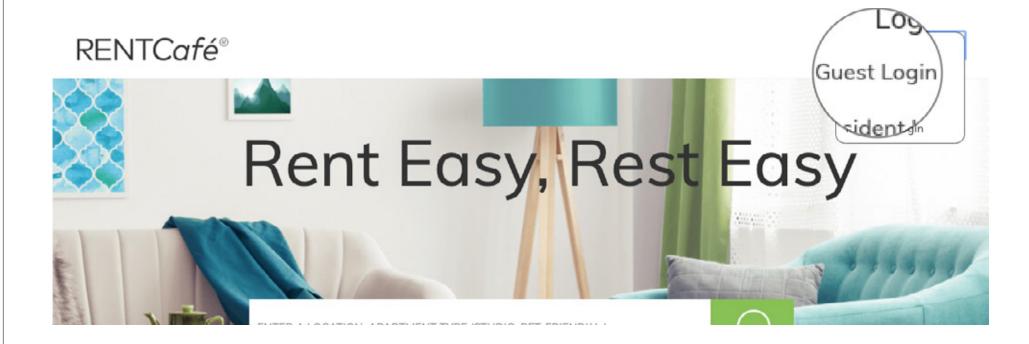
- Common income documents include but are not limited to: paystubs for the past four (4) consecutive weeks (4) if paid weekly, 2 if paid bi-weekly, semi-monthly or monthly) or the past three (3) consecutive months of complete, unaltered bank statements. The most recent proof of income must be dated within the last 15 days of the date of application. Any application that provides falsified or intentionally incorrect information may be subject to automatic disqualification. If an applicant falsifies their application and/or supporting documentation, landlord has the right to hold all deposits and fees paid to apply toward liquidated damages.
- Applicants that do not have income are not required to upload documents.
- All income should be verified and evidenced by the source of income. If income is not verifiable, FirstKey Homes may request additional information for verification.

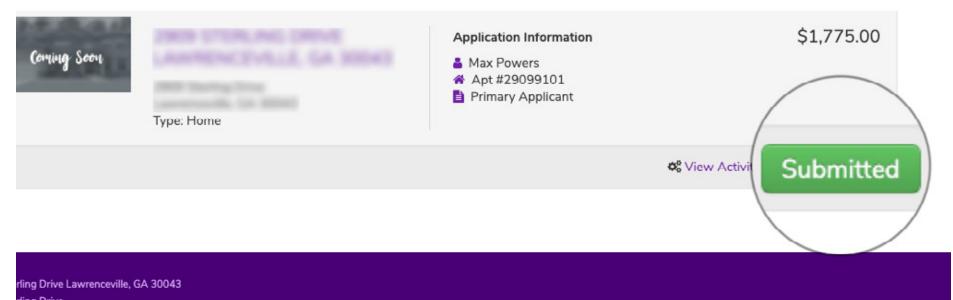
Representatives of FirstKey Homes are not able to accept financial documentation, or any other related Personally Identifiable Information, via email. It is the responsibility of our applicants to upload all required information.

Note: Proof of Income fields can accept multiple documents. When choosing your documents to upload from a PC, simply hold the Control (Ctrl) button on your keyboard and select the files you wish to upload. Please reach out to your local leasing agent with any issues.

Documents can be uploaded at www.rentcafe.com.

Click **Guest Login**. Enter the e-mail address and password you used when applying on the FirstKey Homes website. Select status button **Application Submitted** or **Continue Application**.





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Select the Documents folder in the top right corner. Choose a field that has not had files uploaded. Select Choose Files No file chosen 1

Note: Proof of Income field can have up to 5 files uploaded by holding Control/Ctrl button and clicking on the desired file. Additional documents requested fields are limited to 1 file each. All documents must include your name, listed address and dates.

Once files are uploaded, you will see a green check and the word Uploaded.

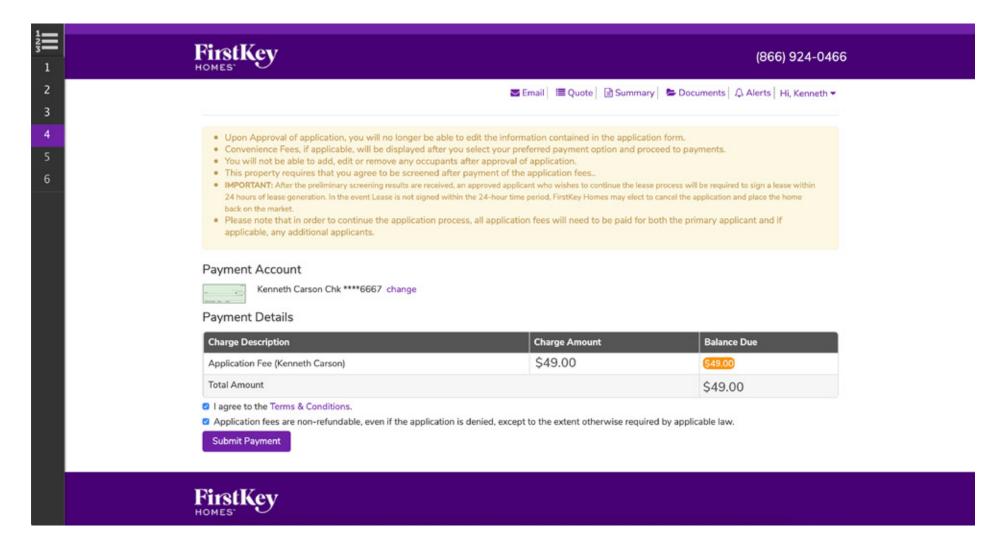
Note: Next steps cannot be completed until all applicants have uploaded required documents.

ey Homes Information*	Max Powers (Primary)	Completed	View   Download   Print
Please refer to entire R	esident Selection Criteria here.		
Proof of ID*	Max Powers (Primery)		Choose Files No file chosen   1
Proof of Income 1	Max Powers (Primary)		Choose Files No file chosen 1
Proof of Income 2	Max Powers (Primary)		Choose Files No file chosen (1)
Proof of Income 3	Max Powers (Primary)		Choose Files No file chosen 1
Proof of Income 4	Max Powers (Primary)		Choose Files No file chosen 1

## **Application Charges**

Applicants who have finished all required fields are directed to the application payment page. Applicants may pay for their own individual application or for the application in its entirety by checking next to whom they wish to pay for. Payment info may be added by clicking

+ ADD DEBIT CARD
.

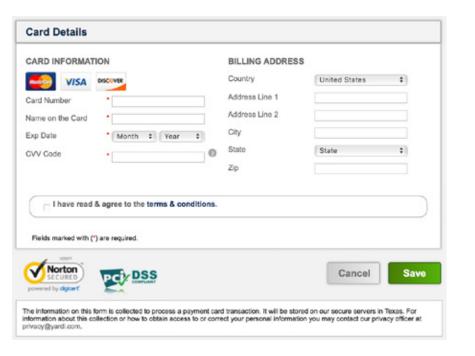


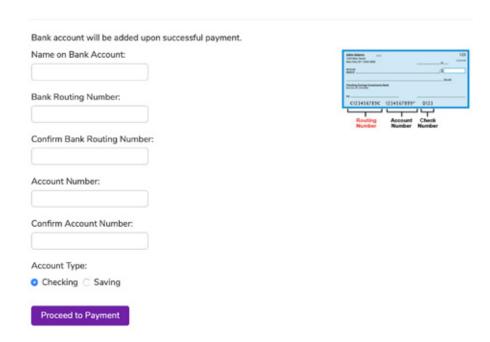
22 Uploading a Document • FirstKeyHomes.com • Application Charges 23

On payment screen, make sure to read all info in the yellow box. Payment options include debit card, bank account or credit card; please choose applicable payment option before entering information. Enter all required information for credit/debit card (Card Number, Name on the Card, Exp Date and CVV Code). You may pay using your bank account by selecting bank account

Note: All application fees must be paid on the primary application. Once all applicants' complete applications and fees are paid, all applicants will be screened for background, credit and rental history.







#### **Identification Verification**

#### **CERTAIN ID QUIZ**

Applicants may receive an Email from noreply@corelogic.com with the subject of Action Required for Your Pending Rental Application.

- This email will have a link for a quiz to verify your identity. (Quiz available in English and Spanish)
- Click the Certain ID Quiz link to access quiz.
- Please note the following:
  - Do not attempt the quiz if this email is not addressed to you or if you used someone else's email address when completing your application.
  - Do not open the guiz in more than one browser. If you receive a browser error:
    - Make sure that you close all browsers on every electronic device that was used for completing the quiz.
    - Once all browsers are closed, proceed with clicking on the guiz link again.
  - You will have 72 hours to complete a quiz from the time you first click on the link.
  - You must answer all the questions.

If your screening is accepted, you will be assigned to a Leasing Coordinator. If your screening is not accepted, you will receive an adverse action email stating the reason your application was not accepted.

Please call 844.395.3959 to contact your Leasing Coordinator (Monday – Saturday 8 a.m. – 5 p.m. Eastern).

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#### **Further Details**

A Leasing Coordinator will review your documents and reach out to the primary applicant or additional applicants if more information is needed. Once your documents are reviewed by our underwriting department, you may be required to upload additional documents. (Possible documents requested may include: Social Security Cards, ITIN documentation, utility bills, bank statements or other documents.)

Once all needed documents are reviewed and approved, you will receive an email with next steps for securing your home.

All homes are rented based on first approval. Once an application is approved, the property will be taken off the market and no additional applications will be taken for the home.

Lease must be signed within 24 hours of approval or home could become open to other applications.

Security Deposit must be paid within 48 hours of lease being signed or home could become open to other applications.

Prorated rent and additional fees are due within 48 hours of lease start date or home could become open to other applications.

If all fees are paid, you will receive a lock box code from your local office on your lease start date.



