



# ORLANDO REALTY & PROPERTY MANAGEMENT

By Keller Williams Realty at the Parks

## LEASE PREPARATION FORM

1. RENTAL PROPERTY ADDRESS: \_\_\_\_\_
2. OWNER'S NAME(S): \_\_\_\_\_  
\_\_\_\_\_
3. OWNER'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
4. OWNER'S PHONE NUMBER: \_\_\_\_\_
5. BANK NAME & ADDRESS THAT IS HOLDING DEPOSIT: \_\_\_\_\_  
\_\_\_\_\_
6. TENANT'S PHONE NUMBER: \_\_\_\_\_
7. TENANT'S EMAIL ADDRESS: \_\_\_\_\_
8. TENANT'S NAME(S): \_\_\_\_\_  
\_\_\_\_\_
9. LEASE START DATE: \_\_\_\_\_ LEASE END DATE: \_\_\_\_\_
10. RENT: \$ \_\_\_\_\_ SECURITY DEPOSIT: \$ \_\_\_\_\_
11. HOW MANY PETS: \_\_\_\_\_  
PET FEE OR DEPOSIT: \$ \_\_\_\_\_ ARE THOSE MONIES REFUNDABLE? \_\_\_\_\_  
\_\_\_\_\_
12. WILL ORPM BE MANAGING?: \_\_\_\_\_
13. WHO IS RESPONSIBLE FOR LAWN?:    OWNER    TENANT  
WHO IS RESPONSIBLE FOR POOL?:    OWNER    TENANT
14. ARE ANY UTILITIES INCLUDED?: \_\_\_\_\_
15. IS THE INTERNET, CABLE, ETC., INCLUDED, IF SO WHICH ONES?: \_\_\_\_\_  
\_\_\_\_\_
16. ANY ADDITIONAL MONEY (LAST MO RENT?): \_\_\_\_\_
17. ADDITIONAL ADDENDUM?: \_\_\_\_\_  
\_\_\_\_\_