



ORLANDO REALTY & PROPERTY MANAGEMENT

By Keller Williams Realty at the Parks

Lease Preparation Agreement

1. Rental Property Address: _____
2. All leases will be professionally prepared by a Florida attorney to conform with Florida Landlord and Tenant law and all other applicable Florida Statutes.
3. Please complete the attached **'INFORMATION FOR LEASE PREPARATION FORM'** in its entirety. Even if you think we already have this information, please be sure to be exact in spelling of names, etc. Orlando Realty and Property Management at Keller Williams Realty (hereinafter ORPM-KWR) is not responsible nor liable for inaccurate or incomplete information provided by Property Owner. Again, please fill out each question completely and with 100% accuracy.
4. Original and one copy of the Lease Agreement will be completed and ready for signing within two business days of full payment (see details below) and delivery of completed 'INFORMATION FOR LEASE PREPARATION FORM' to ORPM-KWR.
5. No work, no services, nor delivery will be performed until a non-refundable fee of \$199.00 is paid in advance to ORPM-KWR. PERSONAL CHECKS ARE NOT ACCEPTED and payment MUST be in one of the following forms:
 - a. A cashier's check made payable to "Keller Williams" is delivered to ORPM-KWR office via mail or hand delivery.
 - b. A payment through PayPal or credit card through our website (www.407rentals.com) is made (Note: a small additional fee for using a credit card may apply).
6. If after the lease has been prepared, and the Property Owner would like ORPM-KWR to have a revision prepared for any portion of the lease, a fee of \$50.00 will be charged and is due prior to Property Owner receiving completed lease revision.
7. **LEASE ADDENDUMS INCLUDED AT NO CHARGE:** Pet Addendum, Mold Addendum, Early Termination Addendum, Drug/Crime Free Addendum. Additional lease addendums or specific information can be added to the lease for a fee of \$75.00 per addendum or per specific line item.

By signing below, Property Owner(s) agree to all items above, that ORPM-KWR is not responsible for the conduct of the Tenant(s), and Property Owner(s) hold ORPM-KWR harmless in the event the Tenant(s) does not pay the rent, Tenant(s) does not fulfill obligations under the lease terms, or if Tenant(s) must be evicted. All fees are non-refundable.

Property Owner _____ Date _____

Property Owner _____ Date _____