



ORLANDO REALTY & PROPERTY MANAGEMENT

Orlando Realty and Property Management Application Outline

1. Submit application (VERY IMPORTANT STEP!)

1. Each tenant must completely fill out the application.
2. Each tenant must initial at the bottom of each page.
3. Each tenant must initial on page 3, near line 25.
4. Each tenant must initial at the bottom of page in either box #1 or box #2.
5. If there are any issues regarding the condition of the property it **must** be placed on the application or the property will be leased 'As-Is' (the Owner has the right to not fix any of the issues).
6. Each tenant must sign and date the application on the last page.

2. Pay the application fee. This can be done via:

1. Cash
2. Check, Cashier's check or money order payable to "Orlando Realty and Property Management"
3. Credit card: Pay online at our website, www.407rentals.com (go to 'Online Application')

3. Employment verification (see application regarding the necessary items)

1. Provide items like recent paystubs, prior years taxes, etc. Again, see application for full details.

4. Landlord verification (see application for full details)

1. Give notice to your current landlord that we will be contacting your current landlord.
2. Provide the name, email address and/or fax number of your current landlord.

5. If you have a pet

1. Choose an option on the Pet Addendum, sign and return with the application.
2. Take a picture of your pet.
 - Email the picture to orpm@407rentals.com (Place in the subject the address of the property you are looking to rent. Place in the body of the email, your name/contact information).

Submit your application via:

- 1. Fax: 407-429-3857**
- 2. Email: orpm@407rentals.com**
- 3. In person at our office or mail**

Thank you,
Orlando Realty & Property Management
Office: 407-434-9174 | Fax: 407-429-3857
orpm@407rentals.com | www.407rentals.com



ORLANDO REALTY & PROPERTY MANAGEMENT

708 EAST COLONIAL DRIVE - SUITE 201 ORLANDO, FLORIDA 32803
407-434-9174 OR 407-641-5782

IMPORTANT INFORMATION FOR THIS APPLICATION...

- Fee is \$75 Per Adult - Non-Refundable.
- Check or Cash or Credit card @ www.407rentals.com
- CANNOT process until fee is paid.
- CANNOT process if incomplete.
- Must include copy of Drivers License.
- Must include pay stub / proof of income.





Please read and complete the following...

- For which property are you placing this application?

- How did you find out about this property?
Please circle one: Website Realtor Sign
If a website, which site?: _____
If a Realtor, what is Realtor's name, Brokerage, and Phone Number:

- What approximate move in date were you hoping for?

- NOTICE:** \$75 PER ADULT FEE MUST BE PAID BEFORE YOUR APPLICATION CAN BE PROCESSED
 Checks – Payable to “Orlando Realty and Property Management”
 Credit card – Please use website - www.407rentals.com . 
THE \$75 IS NON-REFUNDABLE.
- Please fill out all information on application completely! Incomplete applications cannot be processed. Application fee will not be refunded.
- ALL APPLICANTS MUST INITIAL Page 3, SIGN, and DATE APPLICATION.**
Fax application to 407-429-3857 or Email/mail/bring to our office.

Applicant Name: _____ Date of Birth: _____

Driver's License #: _____ Social Security #: _____

Telephone #: _____ Email address: _____

Present Address: _____

Do you own or rent?: _____ Since (date): _____ / _____ / _____ Monthly Payment?: _____

Current Landlord: _____ Telephone # _____ Fax # _____

Previous Address: _____

Vehicle : _____

Year	Make	Model	Color	Taa #
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Have you ever filed a petition of bankruptcy? _____ If yes, when/explain?: _____

Have you been evicted from any tenancy or had an eviction notice served on you? _____ If yes, when/explain?: _____

Have you ever willfully and intentionally refused to pay any rent when due? _____ If yes, when/explain?: _____

Have you ever been convicted of a felony or misdemeanor? _____ If yes, when/explain?: _____

Occupation: _____ Present Employer: _____

Employer Address: _____ Phone: _____

Type of Business: _____ Name of Supervisor: _____

From: _____ / _____ / _____ to _____ / _____ / _____ Monthly Gross Income: _____

PLEASE READ ON – ALL APPLICANTS MUST SIGN AND DATE PAGE 4

CO-Applicant Name: _____ Date of Birth: _____

Driver's License #: _____ Social Security #: _____

Telephone #: _____ Email address: _____

Present Address: _____

Do you own or rent?: _____ Since (date): _____ / _____ / _____ Monthly Payment?: _____

Current Landlord: _____ Telephone # _____ Fax # _____

Previous Address: _____

CO-Applicant Vehicle: _____
Year Make Model Color Taa #

Have you ever filed a petition of bankruptcy? _____ If yes, when/explain?: _____

Have you been evicted from any tenancy or had an eviction notice served on you? _____ If yes, when/explain?: _____

Have you ever willfully and intentionally refused to pay any rent when due? _____ If yes, when/explain?: _____

Have you ever been convicted of a felony or misdemeanor? _____ If yes, when/explain?: _____

Occupation: _____ Present Employer: _____

Employer Address: _____ Phone: _____

Type of Business: _____ Name of Supervisor: _____

From: _____ / _____ / _____ to _____ / _____ / _____ Monthly Gross Income: _____



Please list ALL other occupants/relationships/ages - ALL ADULTS MUST BE ON LEASE : _____

Pets? - Pets are not permitted unless PET ADDENDUM to lease is signed by Applicant(s) and accepted by Owner.

Pet 1: Type of Animal _____ Breed _____ Weight _____ Age _____

Pet 2: Type of Animal _____ Breed _____ Weight _____ Age _____

PLEASE READ ON – ALL APPLICANTS MUST SIGN AND DATE PAGE 4

ORLANDO REALTY AND PROPERTY MANAGEMENT - APPLICATION DETAILS

PLEASE CAREFULLY READ AND REVIEW ALL THE FOLLOWING REQUIREMENTS AND PROCEDURES PRIOR TO MAKING APPLICATION FOR THIS PROPERTY.

1. Orlando Realty & Property Management supports and complies with all federal, state, and local Fair Housing Laws.
2. All parties acknowledge that Orlando Realty & Property Management are the agents of the Owner and will be paid by the Owner. Orlando Realty & Property Management is not the agent of and does not represent the applicants.
3. Each person, 18 years of age and over, must fill out a complete Orlando Realty & Property Management application. All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
4. Valid current photo ID documentation (driver's license, military ID, or State ID) is required for each applicant.
5. **The \$75 per adult application fee is non-refundable at any time. This fee must accompany the completed application form provided to you by our company.** This fee is to cover the costs incurred while processing the application.
6. Your application is considered incomplete for any of the following: no current pay stubs, no current landlord name/information (including telephone number and fax number), a partially filled out application, an unsigned application or application missing signatures, no legible copy of all applicants' driver's license or required photo ID, or unpaid application fee for any or all applicants.
7. **Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, applicants must apply to such homeowners or condominium association and remit whatever other application fees and/or forms that maybe required.**
8. Multiple Applications - It is entirely possible that Orlando Realty & Property Management may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property Owner, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Orlando Realty & Property Management to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence, our policy that the

application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.

9. In the event that this application is denied and/or considered void for any reason and the applicant is entitled to a refund of any part of their deposit, it is understood that said deposit will be returned to applicant by check, through regular mail only. Applicant will not be refunded cash and cannot pick up their check at any office location. There will be no exceptions. It is further understood that said deposit will be made payable to all applicants and mailed to the current address given. In the event that the deposit is made by personal check, the required time for clearance must be taken into consideration.
10. Orlando Realty & Property Management obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
11. **Orlando Realty & Property Management will check your credit report, public records for past evictions, verify your employment, verify current landlord references, and do a criminal background check.**
12. Orlando Realty & Property Management must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.
13. We will not provide you with the credit report or tell you of its contents, however, as stipulated by the federal Fair Credit Reporting Act we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and are for internal company use to approve or deny application only. Such information will not be shared with third parties nor the Owner.
14. The applicant's statements given on this application are submitted for the purpose of obtaining credit and are hereby certified by applicant to be true, complete and correct. The purpose of asking for applicant's social security number is to verify applicant's credit score.
15. Applicant expressly authorizes Orlando Realty & Property Management, to make inquiries of others concerning the foregoing information, including, but not limited to, procuring a consumer reporting agency and to provide information arising out of applicants transactions with others.
16. Any person named herein is expressly authorized to furnish Orlando Realty & Property Management with information in connection with this application. This application shall remain the property of Orlando Realty & Property Management. Applicant agrees that Orlando Realty & Property Management may terminate any agreement entered into in reliance of any misstatement made on this application.
17. Applicant acknowledges this instrument has been signed before any lease/rental agreement has been signed.
18. Applicant acknowledges this instrument as an addendum to Rental Agreement and when executed is made an integral part of the aforementioned agreement.
19. It is expressly understood that this transaction involves a lease/rental agreement and the applicant acknowledges that they have been advised of the importance of rental insurance for contents and belongings. In the event that the applicant decides that they do not desire said insurance, they agree to hold harmless Orlando Realty & Property Management, its agents, the property owner, and all parties involved in this transaction.
20. Should applicant intend to place floatation bedding in said property, renters' insurance is required, naming Orlando Realty & Property Management by as loss payee for any loss or damage as a result of having said floatation bedding.
21. Commercial vehicles are not permitted at any Orlando Realty & Property Management by leased property.
22. Smoking is not permitted in any Orlando Realty & Property Management by leased property.
23. Security deposits are security for faithful performance by tenants of all terms, covenants and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. **Unless claimed due to a breach of lease of damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term, except the \$150.00 administration fee which is due to Orlando Realty & Property Management within 24 hours of an approved application. THIS ADMINISTRATION FEE IS NON-REFUNDABLE.**
24. Key(s) to the property are available at our downtown Orlando office on the 1st day of the rental agreement after an executed rental agreement is complete, all monies are correctly paid via a cashier's check ONLY, and the walkthrough document is signed by tenant(s).
25. **The property you are applying for comes in 'AS-IS' condition. Any request for repairing, cleaning, etc., must be in writing and must be received before or at time the application is received. Request will be submitted to Owner for consideration. Otherwise it is understood that the property will be rented to the approved applicant in an 'AS-IS' condition. (See below).**
26. Pets are not permitted unless PET ADDENDUM to lease/rental agreement is signed by Applicant(s) and accepted by Owner.

➔	Applicant Initial _____
	Applicant Initial _____

RENTAL REQUIREMENTS

CREDIT REQUIREMENTS

1. One year of verifiable residence history from a third-party landlord required.
 2. Rental history demonstrating residency but not by a third party, may require an additional security deposit.
 3. Three (3) or more three-day notices or "late rents" within a 12 month period will result in denial, or an additional security deposit.
 4. Two (2) or more NSF checks within a 12 month period will result in denial, or an additional security deposit.
 5. Rental history reflecting any unpaid past due rent will result in denial, or an additional security deposit.
 6. Any unlawful detainer action or eviction over five (5) yrs old which has been paid can be approved with an additional security deposit.
 7. Rental history showing property damage may require an additional security deposit, if the amount has been paid in full. If the damage has not been paid this may result in a denial.
 8. Rental history with disturbance complaints may be denied if the previous owner/manager would not re-rent.
1. A credit score below 600 for 1 of the applicants may result in an additional security deposit above one month's rent.
 2. A credit score below 550 for 1 of the applicants will most likely result in a minimum of first month, and a security deposit equaling two times the monthly rent. Two years of verifiable residence history from a third-party landlord will be required.
 3. Negative credit reports can be grounds for denial of an application.
 4. Not having a U.S. Social Security number will result in an automatic denial or a minimum of a deposit equaling four times the monthly rent.
 5. College students are required to have a co-signor and an additional deposit. At least 1 parent with a good credit score and a deposit of 2 times the monthly rent is needed.
 6. Co-signers are accepted at the managers discretion only, must meet all requirements.

INCOME REQUIREMENTS

- 1. Monthly income must equal approximately three (3) times the monthly rent. If monthly income does not equal approximately three (3) times stated monthly rent, additional deposits, guarantor or qualified roommate may be required.
- 2. 1 year of verifiable employment is required, or an additional security deposit may be required. A current paycheck stub will be required.
- 3. Some form of verifiable income will be required for unemployed applicants.
- 4. Self employed applicants will require proof of income from 2 years tax returns, and last 3 months of bank statements.

AUTOMATIC DENIALS

- 1. Any collection filed by a property management company or landlord will result in denial, unless paid, which will result in an additional security deposit.
- 2. Any applicant with unlawful detainer action or eviction within the past five (5) years will be denied.
- 3. Any current three-day notice will result in denial.
- 4. Any pets on the dangerous breed list (German Shepherds, Dobermans, Staffordshire Terriers (Pit Bulls), Chows, Rottweilers, Siberian Huskies, Akitas, Malamutes, Wolf-Hybrids and other animals not mentioned). Farm animals are not permitted.
- 5. Giving false information is automatic grounds for denial.
- 6. An incomplete application is grounds for a denial. An application must have current pay stubs, current landlord information, completed application, signed application, copy of all applicant's driver's license, and paid application fee for all applicants.
- 7. If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.
- 8. Any exceptions to the above list of criteria, can result in a higher security deposit.

CRITERIA FOR TENANCY

- 1. I have read and understand Orlando Realty & Property Management by criteria for tenancy (Tenant Screening Requirements).
- 2. Any exceptions to these criteria will need to be submitted in writing to Orlando Realty & Property Management for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required. The minimum amount to move into an Orlando Realty & Property Management leased property is a full month's rent and a minimum one month security deposit.
- 3. **Security Deposit: Once you have been notified that your application has been approved, you have twenty-four (24) hours to deliver a one month holding deposit (same amount as the monthly rent) to our office. This holding deposit MUST be in the form of a cashier's check ONLY (Personal checks, money orders or cash will not be accepted). The cashier's check MUST be written to "Orlando Realty and Property Management."** Until we receive an approved application, approval of owner, the holding deposit, executed lease, we will continue to market the property to prospective tenants.
- 4. **Once approved and holding deposit is received, this deposit is non-refundable.** In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 24 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee and holding deposit is non-refundable.
- 5. **All rent/deposits made prior to commencement of lease must be made in a cashiers check only and made payable to: "Orlando Realty and Property Management."** Required funds prior to move-in: may include first and last month's rent, additional security deposit and miscellaneous fees. Please pay these funds by cashier's check only.
- 6. Personal checks will be accepted starting with the second rental payment.
- 7. **Rental payments are due on or before the First day of each month. Orlando Realty & Property Management late fee policy is \$75.00 on the 2nd day of the month and \$5 per day after the 2nd. It is important that your payment is received by the end (5:00 p.m.) of business on the first day of each month.**

ALL RENT/DEPOSITS PAID PRIOR TO THE COMMENCEMENT OF THE LEASE MUST BE MADE BY CASHIER'S CHECK ONLY AND MADE PAYABLE TO: "ORLANDO REALTY AND PROPERTY MANAGEMENT"

Thank you for applying to Orlando Realty & Property Management.

CONDITION OF THE PROPERTY

For the application to be complete – any and all alterations to the property must be stated on this application.

Initial Only #1 or #2

1. I/We will accept the property in the condition the property is currently in. We are accepting this property in 'AS-IS' condition with no changes by the Owner.

1. Applicant Initial _____

Applicant Initial _____

2. I/We will accept the property in the condition the property is currently in except for the items on page 5.

2. Applicant Initial _____

Applicant Initial _____

- Item #1: _____
- Item #2: _____
- Item #3: _____
- Item #4: _____
- Item #5: _____
- Item #6: _____
- Item #7: _____
- Item #8: _____
- Item #9: _____
- Item #10: _____

I HAVE READ ALL 5 PAGES, UNDERSTAND & AGREE TO THE ABOVE INFORMATION. I DECLARE THAT THE FOREGOING IS TRUE & CORRECT, AUTHORIZE ITS VERIFICATION & THE OBTAINING OF A CREDIT REPORT. I ALSO AGREE THAT THE LANDLORD MAY TERMINATE ANY AGREEMENT ENTERED INTO IN RELIANCE ON ANY MISSTATEMENT MADE ABOVE.



Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

DRIVING DIRECTIONS: Orlando Realty & Property Mgmt, 708 East Colonial Dr - Suite 201, Orlando, FL 32803
FROM DAYTONA BCH: Travel I-4 West, exit 84 (Ivanhoe Blvd), keep (L) at the fork in the ramp, then keep (R) at the fork in the ramp (don't get back on I-4). Once at the Colonial Drive (SR50) intersection, make a (L) onto E. Colonial Drive. Travel approx. 0.8 miles on E. Colonial Dr, make a (R) onto N. Summerlin Ave., then a (L) onto Hillcrest St, the large parking lot on the (L) is the rear of the 708 E. Colonial Dr bldg. Our suite number is #201. **EAST/WEST ORLANDO:** Travel 408, exit to I-4 East, then Exit 83B....go to 'FROM TAMPA' directions. **FROM TAMPA:** Travel I-4 East, Exit at 83B (50/Amelia St.), at the bottom of the ramp, go straight through traffic light. Make a (R) onto Colonial Rd. (SR50), travel approx. 0.7 miles on E. Colonial Drive, make a (R) onto N. Summerlin Ave., then a (L) onto Hillcrest St, the large parking lot on the left is the rear of the 708 E. Colonial Dr building. Our suite number is #201. 407-434-9174 for further driving directions.



PARK FOR FREE - REAR OF THE BUILDING - THE PARKING LOT IS OFF OF HILLCREST ST.

PET FEE REQUIREMENTS DISCLOSURE

THESE PET FEE REQUIREMENTS ARE IN PLACE AND IN FORCE UPON AUTHORIZATION OF THE PET ADDENDUM TO LEASE AGREEMENT.

These PET FEE REQUIREMENTS shall apply to TENANT(s) upon consent being granted to TENANT(s) to keep pet(s) identified on the PET ADDENDUM on the Premises, provided the below listed conditions are adhered to by TENANT(s).

1. TENANT(s) shall review each Option below and **SELECT ONE OPTION** to be included as a part of and incorporated into Lease Agreement.

OPTION A - PET APPLICATION FEE of \$250 is charged to TENANT(s) for FIRST PET identified here below on this Pet Addendum. Pet Application Fee of \$50 is charged to TENANT(s) for EACH ADDITIONAL PET identified here below. Payment of the Pet Application Fee is a non-refundable charge for administrative processing and property damage disbursements allocation for term of lease. Damage to Premises which is directly caused by a specific pet identified here below will be the monetary obligation (subject to limits) of MANAGER and not TENANT(s). TENANT(s) must provide direct irrefutable evidence that a specific pet identified here below is the direct cause of the damage, failure to do so shall then cause TENANT(s) Security Deposit to be charged for damage and MANAGER shall have no monetary obligation. Any monetary obligation of the MANAGER under this Option A is strictly limited to damage to Premises directly caused by a specific pet identified here below and Manager's total monetary obligation herein shall in not exceed an amount equal to \$750.

I/We select OPTION A	_____	_____	_____	_____	_____	_____
	TENANT	Date	TENANT	Date	TENANT	Date

OPTION B - PET APPLICATION FEE of \$250 is charged to TENANT(s) for FIRST PET identified here below. Pet Application Fee of \$250 is charged to TENANT(s) for EACH ADDITIONAL PET identified here below. Fifty percent (50%) of each Pet Application Fee is a non-refundable charge for administrative processing. Fifty percent (50%) of each Pet Application Fee will be refundable to TENANT(s) provided there is no damage to Premises in any form, type, or manner whatsoever from any pet(s). Damage to Premises in any form, type, or manner whatsoever from any pet(s) will be assessed first against the refundable portion of the Pet Application Fee and next against the TENANT(s) Security Deposit, beyond which any further amount shall be a liability and obligation of the TENANT(s) as per the Lease Agreement. The refundable portion may be used by MANAGER to pay for any pet damage or for any other amounts due and owing under the terms of the Lease Agreement whether pet related or not upon TENANT(s) vacating the premises. TENANT(s) will be responsible for full replacement and/or repair cost of carpet, walls, blinds, flooring or any other items damaged in any way by any pet(s). TENANT(s) also will be responsible for the full cost of any exterminating of pests that may be required because of any pet(s).

I/We select OPTION B	_____	_____	_____	_____	_____	_____
	TENANT	Date	TENANT	Date	TENANT	Date

2. Only pet(s) specifically identified here below are allowed onto Premises. No other pet(s) may be brought onto Premises at any time for any length of time for any reason whatsoever – not even a visit. Absolutely no dangerous pets of any kind will ever be allowed on Premises, (including, but not limited to, Rottweilers, Pit Bulls, Shepard of any breed, etc.). A \$350 charge will apply for each unauthorized pet.
3. Pet(s) must be kept on a leash at all times while it is outside of the Premises. **PETS ARE NOT ALLOWED TO RUN LOOSE AT ANY TIME.** TENANT(s) agree to fully indemnify the Landlord, Owner or Manager for any damages arising out of injury to another person or to another pet by the pet(s). Pet(s) must not be tied or kept outside door, in the hallways or on the balcony or on open porch or lanais, if applicable. TENANT(s) may be assigned a designated area to walk pet(s) and TENANT(s) must walk pet(s) in that area only. TENANT(s) are responsible for immediately cleaning up after pet(s) and must do so.
4. In the event any pet(s) have offspring, TENANT(s) will be in immediate breach of the Lease Agreement.
5. TENANT(s) agree that approval or denial of all pets(s) is at the sole discretion of OWNER. OWNER reserves the right to withdraw consent at any time by giving the TENANT(s) 7 days written notice to remove pet(s) from the Premises for any reason, including, but not limited to, noise, barking, disturbances, damage, threatening behavior towards other TENANT(s), neighbors, or the OWNER or MANAGER or their employees or agents. In the event the pet(s) are not removed after notice and cure period, TENANT(s) will be in breach of the Rental Agreement and subject to eviction. TENANT(s) agree that keeping a pet on the Premises is a revocable privilege and not a right. In case of conflict between the provisions of this disclosure and any other provisions of the Lease Agreement, the provisions of this disclosure shall govern

DESCRIPTION OF PET(S) – TENANT must supply picture of each pet and complete following.

PET ONE

Type _____ Breed _____ Color _____ NAME _____ LBS _____

Vaccination/License Tag # _____ Year _____

PET TWO

Type _____ Breed _____ Color _____ NAME _____ LBS _____

Vaccination/License Tag # _____ Year _____

TENANT ACKNOWLEDGEMENT OF RECEIPT:

Initial _____ Initial _____ Initial _____