

CO-Applicant Name: _____ Date of Birth: _____

Driver's License #: _____ Social Security: _____

Telephone #: _____ Email address: _____

Present Address: _____

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

Current Landlord Name _____ Phone Number _____ Fax Number _____

Previous Address: _____

Vehicle #1: _____
Year Make Model Color Tag #

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: _____

Business Address: _____ Phone: _____

Type of Business: _____ Name of Supervisor: _____

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

PLEASE READ ON AND SIGN / DATE PAGE 4

Orlando Realty & Property Management at Keller Williams at the Parks APPLICATION DETAILS

Please take a few moments to review the following procedures prior to making application for this property.

1. Orlando Realty & Property Management at Keller Williams at the Parks supports Fair Housing Laws and is an Equal Opportunity Employer.
2. All parties acknowledge that Orlando Realty & Property Management at Keller Williams at the Parks are the agents of the Owner and will be paid by the Owner.
3. Each person, 18 years of age and over, must fill out a complete Orlando Realty & Property Management at Keller Williams at the Parks 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.
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 if one of the following items is incomplete or missing. Current pay stubs, current landlord name/information (including telephone number and fax number), a partially filled out application, an unsigned application, legible copy of all applicants' driver's license, or unpaid application fee for any or all applicants.
7. **Some Homeowner & Condominium Associations may require a separate application and fees and if such is the case, you must apply to such homeowners or condominium assoc. & remit whatever other application fees/forms that maybe required.**
8. Multiple Applications - It is entirely possible that Orlando Realty & Property Management at Keller Williams at the Parks 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, 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 at Keller Williams at the Parks 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 at Keller Williams at the Parks obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.

11. Orlando Realty & Property Management at Keller Williams at the Parks 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 at Keller Williams at the Parks 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, 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 for company use only.

14. The statements given on this application are submitted for the purpose of obtaining credit and are certified to be true, complete and correct. The purpose of asking for your social security number is to verify your credit score.

15. Applicant expressly authorizes Orlando Realty & Property Management at Keller Williams at the Parks, 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 at Keller Williams at the Parks with information in connection with this application. This application shall remain the property of Orlando Realty & Property Management at Keller Williams at the Parks. Applicant agrees that Orlando Realty & Property Management at Keller Williams at the Parks 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 agreement has been signed.

18. Applicant acknowledges this instrument as an addendum to a Lease Agreement and when executed is made an integral part of the aforementioned agreement.

19. It is expressly understood that this transaction involves a lease 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 at Keller Williams at the Parks, 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 at Keller Williams at the Parks as loss payee for any loss or damage as a result of having said floatation bedding.

21. Commercial vehicles are not permitted at a Orlando Realty & Property Management at Keller Williams at the Parks leased property.

22. Smoking is not permitted in a Orlando Realty & Property Management at Keller Williams at the Parks 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 \$50.00 filing of the property & \$50.00 administration fee which is paid to Orlando Realty & Property Management at Keller Williams at the Parks at commencement of lease & these fees are 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 money via a cashier's check or money order are correctly made payable, and the walkthrough document is signed by resident.

RENTAL 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 add'l 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.

CREDIT REQUIREMENTS

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. Atleast 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 at Keller Williams at the Parks's criteria for tenancy (Tenant Screening Requirements).
2. Any exceptions to these criteria will need to be submitted in writing to Orlando Realty & Property Management at Keller Williams at the Parks for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.
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 Security Deposit (same amount as the monthly rent) to our office. This holding deposit MUST be in the form of a cashier's check or money order ONLY (Personal checks or cash will not be accepted). The cashier's check or money order MUST be written to "KELLER WILLIAMS."** 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 or money order form only and made payable to: "KELLER WILLIAMS." 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 or money order 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. There is a 2 day grace period. Orlando Realty & Property Management at Keller Williams at the Parks late fee policy is \$75.00 on the 4th day of the month and \$5 per day after the 4th. 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 MADE PRIOR TO THE COMMENCEMENT OF THE LEASE MUST BE MADE IN A CASHIER'S CHECK OR MONEY ORDER FORM ONLY AND MADE PAYABLE TO: "KELLER WILLIAMS"

Thank you for applying to Orlando Realty & Property Management at Keller Williams at the Parks.

I HAVE READ ALL 4 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: _____

Date: _____

Applicant: _____

Date: _____

DRIVING DIRECTIONS TO: ORPM at Keller Williams, 444 N. Mills Ave., Orlando, FL 32803

From Tampa: Travel I-4 East, exit 83B (50/Amelia St.), at the bottom of the ramp, go straight through traffic light. Make a R onto Colonial Rd. (SR50), travel approx. 8 blocks, make a R onto Mills Ave., our office is a few blocks down on the R side. **From Daytona Bch:** Travel I-4 West, exit 84 (Colonial Rd (Rte. 50). Make a L onto Colonial Rd. (Rte. 50) travel approx. 9 blocks, make a R onto Mills, our office is a few blocks down on the R side. **From East Orlando:** Travel 408 West, exit 12B (Crystal Lake), at the bottom of the ramp go straight through the traffic light. Make a R onto Bumby Ave., L onto Robinson St, R onto Mills Ave. Our office will be 3 blocks down on your L. (Dial 407-692-4420 for further driving directions)