



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 "ORPM"
3. Credit card: Pay online at: www.407rentals.com/tenants

3. Landlord verification (see application for full details)

1. Provide the name, phone number, email address and/or fax number of your current landlord.
2. Most companies will not provide rental history to us if you have not provided written notice to your current landlord.

4. Employment verification (see application for full details regarding the necessary items)

1. Provide the 2 most recent paystubs if paid bi-weekly, if weekly, please provide the 4 most recent paystubs.
2. If you are self-employed: 2 prior years tax returns and 3 most recent bank statements.

5. Utility Addendum

1. The application can not be processed without the signing and submitting of this addendum.

6. 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 leasing@407rentals.com (Place in the subject the address of the property you are applying for. Place in the body of the email, your name/contact information).

APPLY ONLINE: www.407rentals.com/tenants

Submit your application via:

1. Fax: 407-429-3857
2. Email: leasing@407rentals.com (Place in the subj. line the address of the rental)
3. In person at our office or via mail

**PLEASE NOTE!
YOUR APPLICATION WILL
NOT BE PROCESSED!!!**

Until we have all necessary documents including but not limited to paystubs & IDs. Immediately provide written notice to your current landlord of your move out. The faster we receive all required information, the faster we can process an application. Please note, there are likely other potential applicants for a specific property, therefore, turning all documents quickly may assist you in getting the property you desire.



ORLANDO REALTY & PROPERTY MANAGEMENT

314 S. LAKEWOOD DR., ORLANDO, FLORIDA 32803
OFFICE: 407-641-5049 FAX: 407-429-3857

IMPORTANT INFORMATION FOR THIS APPLICATION...

- Fee is \$79 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 & completed the following....

- 1 For which property address are you placing this application?

- 2 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:

- 3 What approximate move in date were you hoping for? _____
- 4 **NOTICE:** **\$79 PER ADULT FEE MUST BE PAID BEFORE YOUR APPLICATION CAN BE PROCESSED**
Checks – Payable to “Orlando Realty & Property Management”
Credit card – Please use website - www.407rentals.com .
THE \$79 IS NON-REFUNDABLE.
- 5 Please fill out all information on application completely! Incomplete applications cannot be processed. Application fee will not be refunded.
- 6 **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 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?: _____

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

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.

10. 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. All deposits whether by personal check, cashier check, money order, bank checks, credit card or electronic funds transfer or any other means are subject to clearance by ORPM's bank which in all cases shall be not less than 7 business days. All holding deposits for a rental property are NON-REFUNDABLE.
11. ORPM will review your credit report, public records for past evictions, verify your employment, verify current landlord references, + perform a criminal background check.
12. ORPM obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions. ORPM 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. Any person named herein is expressly authorized to furnish ORPM with information in connection with this application. This application shall remain the property of ORPM. Applicant agrees that ORPM may terminate any agreement entered into in reliance of any misstatement made on this application. Applicant expressly authorizes ORPM, 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.
15. Applicant acknowledges this instrument has been signed before any lease agreement has been signed. Applicant acknowledges and agrees to the Texting Acknowledgement.
16. It is the Applicant's obligation and responsibility to review the lease/rental agreement, Rules & Regulations and other lease documents which are available 24/7 at the ORPM website, www.407rentals.com/tenants. Once the application / admin fees are paid, they are non-refundable.
17. Please note: Most Owners require a minimum deposit equal to one month's rent. Some Owners require on their properties a higher minimum deposit.
18. Applicant acknowledges this instrument as an addendum to Rental Agreement and when executed is made an integral part of the aforementioned agreement.
19. Renter's insurance is required for floatation bedding in property, naming ORPM and Owner as add'l insured for any loss or damage as a result of said floatation bedding.
20. Commercial vehicles are not permitted, neither is parking on the lawn, nor parking on the street at any property leased by ORPM.
21. Smoking is not permitted in any property leased by ORPM.
22. PROHIBITION OF PUBLICATION; CONFIDENTIALITY. LANDLORD/MANAGER hereby agrees not to publish in any media (including but not limited to online, internet, or websites) nor provide to any third party data or information related to TENANT'S payment history, late payments, NSF, non-compliance, breach, or any violation of the rental agreement/lease agreement, nor provide any allegation, opinion or recounting of TENANT'S conduct related to or arising from the rental agreement/lease agreement without the express written consent of TENANT. TENANT, in exchange for such obligation from LANDLORD/MANAGER, hereby agrees not to publish in any media (including but not limited to online, internet, or websites) nor provide to any third party data or information related to LANDLORD'S/MANAGER'S non-compliance, breach, or any violation of the rental agreement, nor any allegation, opinion or recounting of LANDLORD'S/MANAGER'S conduct related to or arising from the rental agreement/lease agreement without the express written consent of LANDLORD/MANAGER. Both TENANT and LANDLORD/MANAGER hereby acknowledge and agree that foregoing obligations are of mutual benefit and value to both parties and that violation of foregoing obligations by one party shall be considered breach of the rental agreement/lease agreement, with all legal remedies available for said breach, including but not limited to all court costs, all legal fees, and damages to be awarded to prevailing party. Each Applicant and ORPM agree to liquidated damages of \$500.00 for each violation of this provision. The foregoing shall in no way whatsoever limit nor constrain either party from lawful enforcement of provisions of the rental agreement/lease agreement, nor in any way whatsoever limit nor constrain reports to law enforcement or government agencies.
23. 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 ORPM, its agents, the property owner, and all parties involved in this transaction.
24. All required utilities must be converted into the tenant's name, must be ACTIVE and turned on at the lease commencement before tenant will receive possession / keys.
25. 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 deposit be used for any rent due. Unless claimed due to a breach of lease of damages, the deposit is refundable when the tenants move out of the property at the expiration of the lease term.
26. 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).
27. **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. Requests 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).**
28. 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

1. 1 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 deposit.
3. Three (3) or more three-day notices or "late rents" within a 12 month period will result in denial, or an additional deposit.
4. Two (2) or more NSF checks within a 12 month period will result in denial, or an additional deposit.
5. Rental history reflecting any unpaid past due rent will result in denial, or an additional deposit.
6. Any unlawful detainer action or eviction over five (5) yrs old which has been paid can be approved with an additional deposit.
7. Rental history showing property damage may require an additional 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. All tenants must have a credit score above 600 in order to lease a property with a deposit equal to one month's rent.
2. A credit score below 600 for 1 of the applicants will likely result in an additional deposit above one month's rent.
3. A credit score below 550 for 1 of the applicants will most likely result in a minimum of first month, and a deposit equaling two times the monthly rent. Two years of verifiable residence history from a third-party landlord will be required.
4. Negative credit reports can be grounds for denial of an application.
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 manager's/owner's 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 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 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 including but not limited to Staffordshire Terriers, Pit Bull Terriers, Presa Canarios, American Bulldog, Chows, German Shepherds, Dobermans, Rottweilers, Mastiffs, Cane Corsos, Great Danes, Alaskan Malamutes, Siberian Huskies, Akitas, Wolf-Hybrids, "Mixed" / "Mutt" dogs without veterinarian proof of dog's breed and other dogs / animals not mentioned or dogs not permitted by an individual owner. 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. Any exceptions to the above list of criteria, can result in a higher deposit.

CRITERIA FOR TENANCY

1. I have read and understand ORPM by criteria for tenancy (Tenant Screening Requirements).
2. Any exceptions to these criteria will need to be submitted in writing to ORPM for consideration. If approval is then given for such exceptions, additional deposit, co-signers and/or additional "higher" rent may be required. The minimum amount to move into an ORPM leased property is a full month's rent and a minimum one month deposit.
3. **Holding 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 cashier's 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 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. The ORPM late fee policy is \$75.00 on the 2nd calendar day of the month and \$5 per calendar 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.**
8. All deposits and all payments are subject to clearance by ORPM's bank which in all cases shall be not less than 7 business days.

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: _____

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: _____

PLEASE PLACE AT LEAST 2 EMERGENCY CONTACT NAMES, PHONE NUMBERS FOR EACH APPLICANT.

Applicant #1



Relationship: _____ Contact Name: _____ Ph #: _____

Relationship: _____ Contact Name: _____ Ph #: _____

Applicant #2



Relationship: _____ Contact Name: _____ Ph #: _____

Relationship: _____ Contact Name: _____ Ph #: _____

DRIVING DIRECTIONS: Orlando Realty and Property Management, 314 S. Lakewood Dr. - Orlando, FL 32803
FROM DAYTONA BCH or TAMPA: Travel I-4, Take exit 82A to FL-408 E, Travel 408 E, then take exit 12A toward Bumby Ave, merging onto E Anderson St, Turn Left on S Crystal Lake Dr, go under the bridge and immediately turn left onto E South St, and then immediately Right on S Lakewood Dr, our office will be on the Left. **EAST ORLANDO:** Travel 408 West, Take exit 12B Crystal Lake, at the bottom of the exit ramp, travel straight through traffic light. Turn Right onto S Lakewood Dr, our office will be on the Left. **WINTER GARDEN:** Travel 408 East, Take exit 12A toward Bumby Ave, merging onto E Anderson St, Turn Left on S Crystal Lake Dr, go under the bridge and immediately turn Left onto E South St, Turn Right on S Lakewood Dr, our office will be on the Left. Call 407-641-5049 for further driving directions.



PARKING IS FREE

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) Holding 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) Holding 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, Rottweiler's, 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 _____