

APPLICATION FOR RESIDENCY
Each Adult Must Fill Out A Separate Application
Fill out completely. Do not leave any blank spaces.

Real Property Management & Realty, Inc.
1910 E. Robinson St. Orlando, FL 32803
(407) 897-3366 - Fax (407) 897-3355
Visit us at www.rpmrealty.net

Address Applying For _____ Agent _____

Name _____ SS# _____ Birthdate ____/____/____
Last First MI Jr. Maiden Name

Drivers License # _____ St. _____

Other _____
Name Relationship Age SS# Name Relationship Age SS#

Occupants _____
Name Relationship Age SS# Name Relationship Age SS#

Pets: Number _____ Type _____ Breed _____ Name _____ Weight _____ Age _____
(Certain breeds will not be accepted)

Why are you moving? _____ Move In Date? ____/____/____

Home Phone (____) _____ Cell Phone (____) _____ Email _____

RESIDENTIAL HISTORY (List all residences for the past 2 years, use back of application if necessary)

Present Address _____
Street Apt# City St Zip Code

Present Landlord/
Mortgage Holder _____ Phone (____) _____

Length of Residence: ____/____/____ To ____/____/____ Monthly Rent/Mortgage \$ _____ Mortgage Acct. # _____
Mo. Yr. Mo. Yr.

Previous Address _____
Street Apt# City St Zip Code

Previous Landlord/
Mortgage Holder _____ Phone (____) _____

Length of Residence: ____/____/____ To ____/____/____ Monthly Rent/Mortgage \$ _____ Mortgage Acct. # _____
Mo. Yr. Mo. Yr.

EMPLOYMENT INFORMATION (List all employers for the past 2 years, Must Provide Pay Stubs or Tax Return)

Present Employer _____ City & St. _____ Phone (____) _____

Position _____ Dates Employed ____/____/____ To ____/____/____ Income _____ Per _____ Mgr. _____
Mo. Yr. Mo. Yr.

Previous Employer _____ City & St. _____ Phone (____) _____

Position _____ Dates Employed ____/____/____ To ____/____/____ Income _____ Per _____ Mgr. _____
Mo. Yr. Mo. Yr.

Other Income \$ _____ Per _____ Source (Please provide documentation) _____

OTHER INFORMATION

Vehicle#1 _____ #2 _____
Year Make Model Tag No. St. Year Make Model Tag No. St.

Bank Name _____ Branch City _____ Checking or Savings? _____

In Case of
Emergency Notify _____ (____) _____
Name Relationship Address Phone Number

Have you ever left owing money to an landlord or been filed upon for eviction?..... Applicant: Yes _____ No _____
Have you applied for residency in the past 2 years, but did not move in?..... Applicant: Yes _____ No _____
Have you or anyone in your household ever been arrested for or convicted of a felony?..... Applicant: Yes _____ No _____

If you have answered yes to any of the above questions please explain the circumstances regarding the situation on back of this sheet.
Real Property Management & Realty, Inc., as a Registered Real Estate Broker, is acting as the Owner's agent and is being paid a commission by the Owner for renting this premises.

AUTHORIZATION TO RELEASE OF INFORMATION: Applicant represents that the above information and statements on the application are true and complete, and hereby authorizes verification of any and all information relating but not limited to residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before management can process it. **Applicant acknowledges that false or omitted information herein will constitute grounds for rejection of this application, termination of right to occupancy and forfeiture of holding deposit and may constitute a criminal offense under the laws of this State.**

APPLICATION FEE: Applicant agrees to pay \$50.00 for a non-refundable application fee.

DEPOSIT AGREEMENT: Applicant has paid a holding deposit of \$ _____ in consideration of Owner taking the premises off the market during consideration of the approval of this application. If applicant is approved, the Applicant must make arrangements within 48 hours to sign the rental agreement and other documents. **If Applicant is approved and fail to promptly enter into a Rental Agreement for the premises, the Holding Deposit will be retained by Real Property Management & Realty, Inc. and considered forfeited as liquidated damages.** The holding deposit will only be refunded if the applicant cancels this application with written notice within 48 hours, or if application is not approved; refunds will be sent via mail within 10 days of cancellation. This application is preliminary only and does not obligate Owner or **Real Property Management & Realty, Inc.**, to execute a lease or deliver possession of the proposed premises. No oral agreements have been made. Applicant has read and understands the above statement.

Applicant's Signature

Date

Time

Real Property Management & Realty, Inc.

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Rental Application Policies and Resident Selection Criteria

REAL PROPERTY MANAGEMENT & REALTY, INC. DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED BASIS. REAL PROPERTY MANAGEMENT & REALTY, INC IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE.

1. A separate application is required for each adult, eighteen years of age or older, intending to occupy the property. Each application must be filled out completely and signed by the applicant. Full name of all occupants, pets, all vehicles and any water-filled furniture must be on the application. A credit report from a national credit reporting agency will be obtained on all applicants. Incomplete applications will not be processed. Complete applications include: "Rental Application Policies and Resident Qualification Criteria", "Rental Application Disclosure and Authorization", and "Rental Application."
2. A processing fee of \$50 must accompany each application. If paid in cash the exact amount is required. The processing fee is non-refundable. No application will be processed without a processing fee. Deposits or holding fees must be separate from the rent or application fees. If the applicant is applying to rent a property governed by a condominium or homeowner's association, the applicant may be required to submit a separate application and/or fee to the association for processing and approval.
3. Applications from other applicants are accepted until an application is approved. Because of the fiduciary relationship Real Property Management & Realty, Inc. has with owners, if more than one application is submitted before approval can be achieved, than the most qualified applicant will be approved for placement. Remaining applicants may consider other properties available from the Real Property Management & Realty, Inc. rental list.
4. Applicants must have a combined gross income of at least 2.5 times the monthly rent or comparable amount if income is tax-free.
5. Reliable documentation and telephone numbers for all income sources must be provided. Employment will be verified on all applicants. Self-employed applicants will be required to produce upon request the previous year's tax return. Non-employed applicants must provide proof of income. A history of any of the following by any household member is cause for rejection of a rental application: Any conviction or adjudication other than acquittal of a sex offense. Any conviction or adjudication other than acquittal of a felony within the past seven years. Residency must be verified for a minimum of the last twenty-four months with no interruptions. Rental history references must reflect timely payment, appropriate notice of intent to vacate, no complaints regarding disturbances or illegal activities, no NSF checks, no damage to previous rental units and no failure to leave the premises clean and without damage at the time of lease termination. Any history of eviction actions may be cause for rejection of a rental application. Falsification of any information of the application will be considered grounds for rejection and it is understood that the holding fee will be forfeited.
6. As per the guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy is two persons per bedroom.
7. Pets are permitted only on certain properties at the sole discretion and approval of the owner/landlord. Only non-violent, common domesticated animals will be allowed on any property that permits pets. Rottweilers, American Staffordshire Terriers (pit bulls), Dobermans, Chows, Huskies, German Shepherds, Alaskan Malamutes, Great Danes, St. Bernards, Mastiffs and mixed breeds including any of the above mentioned will not be approved. If a pet is approved, an additional security deposit of \$300 per pet will be required at the sole discretion of the owner/landlord.
8. Proof of insurance (FS 83.535) must be provided for any water-filled furniture.
9. If approved the applicant must do one of the following: 1) Sign a Lease Agreement within two business days of approval and all monies due—rent, security deposit, pet fees, and any other sums due—must be paid in full with certified funds (cashiers check, official bank check or money order) at the time of lease signing and prior to taking possession of the premises; or 2) Sign a Holding Agreement within two business days and pay a holding fee equivalent to \$_____ in order to hold a property until a lease is signed by the date stipulated in the Holding agreement. No property will be held for longer than 20 days without owner/landlord approval. Holding fees must be paid with certified funds (cashier's check, official bank check or money order). In the event the applicant fails to enter into a Lease Agreement by the date stipulated in the Holding Agreement the applicant shall forfeit the holding fee. In the event an applicant fails to sign a Lease Agreement or a Holding agreement within two business days after approval, it will be assumed that the applicant has withdrawn and the property will be offered to others.
10. Applicant is required to pay a security deposit at the time of lease signing. In owner/landlords sole discretion, a higher security deposit, additional pre-paid rent and/or guarantors may be accepted in lieu of acceptable credit or landlord history. A guarantor must complete an application packet and be qualified in order to be a guarantor. When lease is fully executed and all monies paid, all Holding fees become security deposits.
11. Our company policy is to report any amounts owed at the end of your tenancy to a collection agency and/or national credit-reporting agency.
12. Applicant acknowledges that the Landlord is not obligated by receipt of a deposit or holding fee to lease to applicant, but that a decision will be made within 2 business days based on the verification of the information given and to which applicant so agrees. The application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises.

Applicant's Signature _____ Date _____

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Rental Application Disclosure and Authorization

Applicant's Name (please print clearly) _____

Social Security Number _____

I, the UNDERSIGNED APPLICANT, affirm that the information contained in this application is true and correct. I understand that misstatements, either false or incorrect, may result in rejection of this application and any future application for housing managed by Real Property Management & Realty, Inc. and/or my lease may be held in default and I may be subject to eviction. I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit report, rental information, employment verification(including salary), and all public records to Real Property Management & Realty, Inc. and/or its principal and/or the owner of any property which I am applying to occupy. I further agree to hold harmless Real Property Management & Realty, Inc. and all providers of information on the applicant listed above. I understand that due to the Fair Credit Reporting Act, I will not be furnished with a copy of my credit report from Real Property Management & Realty, Inc. I understand this application is the property of Real Property Management & Realty, Inc.

Real Property Management & Realty, Inc. welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, sexual orientation, marital status, race, creed, religion, familial status, disability, color , national origin, or any other protected basis.

Notice of the contractual relationship between Property Owner and Real Property Management & Realty, Inc.: Real Property Management and Realty, Inc. is an exclusive agent of the property Owner and represents the Property Owner's interest in any and all rental transactions.

Applicant's
Signature _____ Date _____