

APPLICATION FOR RESIDENCY

Keller Williams at the Parks
 444 N. Mills Ave, Orlando, FL 32803
 (407) 629-4420 - Fax (407) 629-4480 - Email: teamdrawdy@teamdrawdy.com

(Application Fee is \$45.00 per adult applicant. This is a **non**-refundable fee)

Property Location _____ Desired Move in date: _____

How did you find out about this property: Sign Web site Internet Ad Other: _____

If Realtor: _____

Applicant Info

First	M.I.	Last	Date of Birth	Social Security Number	Phone
Drivers License #				Email	

Your Residences – (last 2 years)

Current Address #1	Apt#	City	State	ZIP	Rent \$	How Long ?
Landlord Name					Phone	
Current Address #2	Apt#	City	State	ZIP	Rent \$	How Long ?
Landlord Name					Phone	

Your Employment – (2 years)

#1 Employer & Address	Supervisor	Phone	How Long?	Monthly Salary
#2 Employer & Address	Supervisor	Phone	How Long?	Monthly Salary

Your Family

Child's Name	Age	Child's Name	Age
Child's Name	Age	Child's Name	Age

Your automobiles

#1 Make	Model	Color	Year
#2 Make	Model	Color	Year

ADDITIONAL QUESTIONS:

Do you have a pet?	Yes _____	No _____
Have you ever filed a petition of bankruptcy?	Yes _____	No _____
Have you ever been convicted, pleaded Guilty or no Contest to a Felony?	Yes _____	No _____
Have you ever been convicted, pleaded Guilty or no Contest to a Misdemeanor involving Sexual Misconduct?	Yes _____	No _____
Have you ever been Foreclosed on or are you in the process of Foreclosure?	Yes _____	No _____
Have you ever Been Evicted?	Yes _____	No _____
Has an eviction action ever been filed against you?	Yes _____	No _____
Have you ever refused to pay rent?	Yes _____	No _____
Have you ever defaulted on a rental agreement?	Yes _____	No _____
Have there been complaints against you for disturbances or illegal activities?	Yes _____	No _____
Do you have any outstanding balances with a current or prior landlord?	Yes _____	No _____
Will you have a flotation bedding system?	Yes _____	No _____

If you answered "Yes " to any of the above questions please write explanation (You may attach a written explanation if necessary)

Application Details and Policies

1. A separate application is required of each adult (eighteen years or older) that will occupy the property.
2. A **non refundable processing fee of \$45.00 is required** with each fully completed application provided by Keller Williams at the Parks. No application will be processed without a processing fee. If applicant is applying to rent a unit with a condominium or homeowners association then the applicant may be required to submit a separate application and fee to the association for processing and approval.
3. Applications from any potential other applicants will be accepted until an application is approved and a holding deposit is collected. If more than one application is submitted before approval and submission of a holding deposit then the most qualified applicant will be approved which may not necessarily be the first application received. More than one applicant may be approvable but only one will be approved. Remaining acceptable applicants may be considered for other properties available from Keller Williams at the Parks without paying additional processing fees.
4. If approved then the applicant must submit a holding deposit equal to the security deposit within (2) business days of notification of approval. This application will also serve as holding deposit agreement. This holding deposit agreement is binding when applicant has paid the holding deposit to hold the property until a lease is signed on or before the lease start date stipulated on this application. No property will be held for longer than 30 day without owner approval. **Holding deposit must be paid with certified funds (Cashier's check, money order or bank check).** In the event that the applicant fails to enter into a lease agreement by the date stipulated on this application the applicant shall forfeit the holding deposit. **Once approved and holding deposit is received then the holding deposit is non-refundable.** When lease is fully executed and all funds have been paid then the holding deposit will become the security deposit per the lease agreement. In the event that the applicant fails to submit the holding deposit within two (2) business days after approval then it will be assumed that the applicant has withdrawn and the property will be placed back on the market as available.
5. **All rents and deposits made prior to commencement of lease must be made with certified funds. (Cashers check or money order) made payable to: "Keller Williams".** Personal checks will be accepted starting with the second rental payment
6. Applicants must have a combined gross income adequate to support the rental payments (Usually 41% or less of applicants gross monthly income).
7. Reliable documentation and telephone numbers for all income sources must be provided. Self-employed applicants may be required to produce upon request tax returns or 1099. Employment will be verified on all applicants. Non-employed applicants must provide proof of income.
8. As per guidance form United States Department of Housing and Urban Development the maximum occupancy is two persons per bedroom.
9. Pets are permitted only in certain properties at the sole discretion and approval of the owner/landlord. Only non-violent common domesticated animals will be allowed in any property that will permit pet(s). American Staffordshire Terriers (pit bulls), Alaskan Malamutes, Dobermans, German Shepherds, Great Danes, Mastiffs, wolf-Hybrids and mixed breeds including any of the above mentioned will not be accepted. If a pet is approved there is a \$100.00 non-refundable pet administration fee and an additional \$250.00 non-refundable pet

fee/security deposit for dogs. There is a \$50.00 administration fee and an additional \$100.00 non-refundable pet fee/security deposit for cats.

10. Proof of insurance must be provided with any water flotation bedding. (FS83.535)
11. Applicant acknowledges this application as an addendum to the lease agreement. Any misrepresentation made by the applicant/tenant in the application will be a breach of the lease agreement and Owner/Landlord may terminate the tenancy at Owner/Landlords sole option.
12. Applicant acknowledges that they have been advised that the Owner/Landlords homeowners insurance will not cover their personal property and they should obtain renters insurance for their personal contents and belongings. In the event that applicant chooses not to obtain renters insurance they agree to hold harmless Keller Williams at the Parks , its agents and the Owner/Landlord .

Qualification Criteria

1. Valid current photo ID (Drivers license, Military ID or State ID) is required.
2. A \$45.00 non refundable application fee is required. The fee is to cover the cost of processing the application and must be accompanied with the application provided by Keller Williams at the Parks.
3. Any of the following is cause for rejection or additional security deposits: Any convictions or adjudication other than acquittal of a sex offense. Any conviction or adjudication other than acquittal of a felony within the past seven years. A conviction for any length of time for a drug related, murder related, arson related or sexual related crime. Any history of eviction actions is cause for rejection or increased security deposits.
4. Residency must be verified for a minimum of the past 2 years with no interruptions. Residency history must reflect timely payments with no complaints of late rental payments, NSF checks, disturbance complaints or illegal activities. No history of damage to previous rental units or units left unclean at time of termination.
5. Not having a valid Social Security number is cause for rejection or increased security deposits.
6. Negative credit reports can be grounds for rejection or increased security deposits.
7. Incomplete application, unsigned application, inability to verify information on the application, non-payment of application fee are all grounds for rejection or increased security deposits.
8. Giving false information is automatic grounds for denial.

ALL RENT AND DEPOSITS MADE PRIOR TO THE COMMENCEMENT OF THE LEASE MUST BE MADE WITH A CASHIERS CHECK OR MONEY ORDER MADE PAYABLE TO: "KELLER WILLIAMS".

Keller Williams at the Parks welcomes all applicants and supports fair housing. We do not refuse to lease any housing nor in any other way discriminate against persons because of sex, sexual orientation, marital status, race, creed, religion, age, familial status, disability, color, national origin or any other protected class.

Applicant represents that all of the statements and representations are true and complete and hereby authorizes verification of the above information, references, and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms. Applicant(s) authorizes verification of all information by the landlord and/or management company

Applicant Signature

Date

We thank you for your application to Keller Williams at the Parks.

Applicant Information Page

(Please keep this page for your information)

General Information:

If your application is approved then you will need to submit a holding deposit within 2 business days of being notified of acceptance. **The holding deposit must be in the form of a cashiers check or money order made payable to “Keller Williams”.** Holding fee will be in the amount equal to the security deposit. Please keep in mind that if you are approved and submit your holding deposit and fail to enter into a lease or take possession of the property on the date specified on the application then your holding deposit will be forfeited to cover the expense to remarket the property and the cost of holding the property off the market.

The balance of the funds due (rents, pet deposits, etc) will be due prior to occupancy payable in the form of a cashiers check or money order made payable to “Keller Williams”. Please note that all funds must be paid in full before you will be allowed to occupy the property. No exceptions.

Once your application has been accepted and you have submitted your holding deposit you will need to make an appointment with the leasing agent to do a walk through on the property and sign off on the lease agreement. You will need to bring with you:

1. Copy of photo ID for each applicant if not already provided.
2. All adult applicants named on the lease must be there to sign on lease and Property Condition Report.
3. All funds required in the form of a cashiers check or money order made payable to “Keller Williams” (rent, security deposit, pet fees, etc). Please note that under no circumstances will occupancy be granted until we receive FULL payment of funds due. No exceptions.
4. Please allow 45 min to 1 hour for walk through and lease signing.

School zoning

Please note that school zones change every year. If school zones are important to you please verify that the property that you are interested in is in school zones that are acceptable to you. Keller Williams, its associates, and the Owner/Lanlord make no representations of current or future school zoning. It is the responsibility of the applicant to investigate this information to their satisfaction. The following are good sources of information.

Greatschools.net

Orange County Schools, www.ocps.net, (407) 317-3233

Seminole County Schools, www.scps.k12.fl.us, (407) 320-0000

Utilities

In most cases the power and utilities are the responsibility of the applicant/tenant. You may want to make these arrangements prior to your move in date to ensure that you have power and water at the property. Here are some common contacts you may find helpful.

Electric Power

Progress Energy 407-629-1010
Florida Power and Light 800-226-3545

Telephone - Cable

Bright House 407-291-2500
AT&T 407-757-6500
Embarq 800-304-6820

Water and Sewer

Altamonte Springs 407-571-8044
Apopka 407-703-1712
Casselberry 407-262-7700
Lake Mary 407-585-1448
Longwood 407-260-3470
Maitland 407-539-6200
Ocoee 407-905-3191
Oviedo 407-971-5530

Sanford 407-330-5630
Winter Garden 407-656-4111
Winter Springs 407-327-5996
Orange County 407-836-5515
Orlando Utilities 407-423-9018
Seminole County 407-665-2010
Utilities Inc. 407-869-1919
Winter Park Utilities 407-599-3220

Driving directions to the office

I-4 to Hwy 50 (Colonial Drive) go east to Mills Ave. (17-92) and take a right. (South) go two traffic lights down to Amelia. Office is located at corner of Mills and Amelia. 444 N. Mills Ave., Orlando, FL 32803.

24 hr drop box located by front door. Phone – (407) 629-4420