



PROPERTY MANAGEMENT DIVISION
1188 COMMERCE PARK DR. #1001
ALTAMONTE SPRINGS, FL 32714
407-774-9858 Fax: 407-774-2643

RENTAL APPLICATION INSTRUCTIONS:

1. **PROPERTY MUST BE VIEWED PRIOR TO MAKING APPLICATION.** All adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant(s) must provide valid photo ID such as driver's license. *A non-refundable application fee of \$70 will be required for all adult applicants.* Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. All information provided in the application must be verifiable. All applicants will be subject to a credit, criminal and eviction check. Proof of employment, income and 2 year residential/rental history must be provided by each applicant. Self-employed applicants will be required to produce 2 years of tax returns or 1099's and non-employed individuals must provide verifiable proof of income.
3. All dependents 18 years or older residing in the home, full or part-time, will be subject to a criminal background check and will be signers on the lease agreement.
4. An application will not be approved until we have received the full application fee for each applicant along with a complete application. An application is only considered complete when, all applicants 18 years and older have submitted: residential verification signed by current landlord, employment verification signed by HR or employer, initialed the FCRA Summary of Rights, initialed the application instructions and signed the application. If there is a pet, the veterinary records and a color picture of the pet must be submitted with the application. Pet vaccinations must be up to date and a clear vaccination record(s) must be provided. The property will remain active and continue being shown until all criteria have been satisfied. We will cancel an application if all necessary documents are not submitted within 24 hours of beginning an application. Nonrefundable **APPLICATION FEES ARE NON-REFUNDABLE.**
5. Once an applicant has been approved a holding fee equivalent to one full month's rent is due in the form of cashier's check or money order to hold the property off the market. The applicant will have 24 hours from time of acceptance to bring the holding fee into our office. The fee collected will be used towards the first month's rent upon move-in. If the applicant fails to sign the lease, the fee will be non-refundable.
6. The applicant will have 3 days from the date the lease was emailed to submit the signed lease and security deposit. The security deposit will be a minimum of one month's rent + \$50.00. We reserve the right to require a higher security deposit and or additional prepaid rent.

7. If a tenant moves in mid-month, the month following the move-in will be prorated. The exact amount of the proration and due date will be on the lease.
8. Prior to move in a Greater Orlando Realty USA, Inc. field agent will perform a thorough move in inspection. Tenant(s) may pick up their keys on the day the lease begins, Monday – Friday between 9am and 5pm.
9. You may call our office at 407-774-9858 for any updates on your application. Our goal is to have your application fully processed within 48 business hours of acceptance.
- 10. All properties are rented in “as is” condition. Any items you would like to request including such items as a home cleaning, reduction in rent, carpet cleaning, etc. need to be requested in writing with the application.**

Initials (Applicant & Co-applicants): _____

Date: _____



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RESIDENT SELECTION CRITERIA:

1. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a cosigner. A minimum of two years residential/rental history is required.
2. Credit history and or Civil Court Records must not contain judgments, eviction filing, liens or bankruptcy within the past 2 years. Credit scores below 600 & slow pays will be considered during the application process.
3. Felonies within the past seven years will be taken into consideration according to Florida and Federal Laws.
4. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination. A minimum of 2 years residential/rental history is required.
5. Any exceptions to our company's criteria will need to be submitted in writing to the rental office for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required.
6. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

Initials (Applicant & Co-applicants): _____

Date: _____

FCRA Summary of Rights

A Summary of Your Rights – Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u, by visiting www.ftc.gov. The FCRA gives you specific rights as outline below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA’s – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in the future reports. If an item is deleted or a dispute statement is filed you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items and the source of the information.** If you tell anyone – such as a creditor who reports to the CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for the unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll free number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

FOR QUESTIONS OR CONCERNS PLEASE CONTACT:

Federal Trade Commission
Consumer Response Center – FCRA
Washington, D.C. 20580 *** 202-326-3761

Initials (Applicant & Co-Applicants): _____
Date: _____



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RENTAL APPLICATION

Date:	Expected Move-In Date:
Rental Address:	
Special Terms (Please see Paragraph 10 on Rental Application Instructions):	
Agent you are working with:	
Agents Office:	Phone Number:

Are you currently an active member of the Military: YES or NO

Applicant#1

Full Name:	EMAIL:
Address:	
Home Phone:	D.O.B.:
Work Phone:	SSN:
Cell Phone:	DL#:

Previous Address:

Applicant Employment

Current Employer:	
Address:	
Phone:	Date Started:
Position:	Monthly Income:
Previous Employer:	
Address:	
Phone:	Date Started/Left:
Position:	Monthly Income:
Other Income:	

Present Landlord or Mortgage Company

Present Landlord or Mortgage Company:	
Phone:	Monthly Rent:
Move-in Date:	Move-out Date:

Personal References

Name:	Phone:
Name:	Phone:

Applicant #2

Full Name:	EMAIL:
Address:	
Home Phone:	D.O.B.:
Work Phone:	SSN:
Cell Phone:	DL#:

Previous Address:

Applicant #2 Employment

Current Employer:	
Address:	
Phone:	Date Started:
Position:	Monthly Income:
Previous Employer:	
Address:	
Phone:	Date Started/Left:
Position:	Monthly Income:
Other Income:	

Present Landlord or Mortgage Company

Present Landlord or Mortgage Company:	
Phone:	Monthly Rent:
Move-in Date:	Move-out Date:

Personal References

Name:	Phone:
Name:	Phone:

Adult Dependent #1

Full Name:	EMAIL:
Address:	
Home Phone:	D.O.B.:
Work Phone:	SSN:
Cell Phone:	DL#:

Previous Address:

Adult Dependent #1 Employment

Current Employer:	
Address:	
Phone:	Date Started:
Position:	Monthly Income:
Previous Employer:	
Address:	
Phone:	Date Started/Left:
Position:	Monthly Income:
Other Income:	

Adult Dependent #2

Full Name:	EMAIL:
Address:	
Home Phone:	D.O.B.:
Work Phone:	SSN:
Cell Phone:	DL#:

Previous Address:

Adult Dependent #2 Employment

Current Employer:	
Address:	
Phone:	Date Started:
Position:	Monthly Income:
Previous Employer:	
Address:	
Phone:	Date Started/Left:
Position:	Monthly Income:
Other Income:	

Occupants: Please list all persons who will be living in the rental property.

Name:	18 yrs or older?	Y	N
Name:	18 yrs or older?	Y	N
Name:	18 yrs or older?	Y	N
Name:	18 yrs or older?	Y	N
Name:	18 yrs or older?	Y	N
Name:	18 yrs or older?	Y	N

Vehicles

Make:	Model:	Year:
Make:	Model:	Year:
Make:	Model:	Year:

Have any of the applicants or adult dependents listed above been:

Evicted: **Yes** **No**
Broken Lease: **Yes** **No**
Filed Bankruptcy: **Yes** **No**

Pets

Type & Name:	Breed:	Weight:
Type & Name:	Breed:	Weight:
Type & Name:	Breed:	Weight:

*******Pet vaccinations must be up to date and a clear vaccination record(s) must be provided from the veterinarian for each pet listed. Please also provide a picture of each animal. No pets (with the exception of medically necessary pets for the benefit of the occupant(s) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease and additional security deposit will apply. No snakes, frogs, spiders, ferrets or other exotic animals or dangerous dog breeds will be permitted. Additional deposits are waived for medically necessary pets.**

TENANCY will be denied if any information is misrepresented on this application. If misrepresentations are found after the Rental Agreement is signed, your Rental Agreement will be terminated. The number of occupants must be in compliance with HUD standards/guidelines for that County/City.

This is to advise that I the undersigned hereby authorize Greater Orlando Realty USA to obtain a consumer credit report, to conduct a criminal record search, an eviction search and to make any other inquiries as deemed necessary in determining eligibility for tenancy and assessing credit worthiness. I understand that the information set out in the Rental Application form may be used for purposes of responding to emergencies, ensuring the orderly management of the tenancy, complying with legal requirements and for collection purposes should rent be left owing or rental property damaged at termination of lease or end of tenancy. I understand that a copy of this application may be provided to the owner of the property.

***Applicant shall give Greater Orlando Realty USA, Inc. a non-refundable application fee of \$70 per person 18 years of age or older or \$20 per adult dependent. Any adult dependents listed above must provide proof of dependency.**

Applicant Signature: _____ Date:

Applicant Signature: _____ Date:

Adult Dependent Signature: _____ Date:

Adult Dependent Signature: _____ Date:



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EMPLOYMENT VERIFICATION

Address of property you are applying for:

Address	City, State	Zip
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***Address must be listed above in order to process**

Instructions: Each employed individual must have this form **filled out and signed by employer/Human Resource Department** and returned to our office with the application.

The following individual is applying for a rental property with our management company. Would you please be so kind as to verify the information requested below?
If you have any questions please feel free to contact our office at 407-774-9858.

Thank you,
Greater Orlando Realty USA

Applicant's Name: _____

Company: _____

Job Title: _____

Dates of Employment: _____

Monthly Income: _____

Name & position of person providing this verification _____

Signature _____

Contact Phone #: _____

Date: _____

PLEASE FAX TO 407-774-2643

This is to advise that I the undersigned hereby authorize Greater Orlando Realty USA to Obtain an employment and income verification as part of the application process in determining eligibility for tenancy and assessing credit worthiness. I understand that a copy of this form may be provided to the owner of the property.

Applicant Signature: _____ **Date:** _____



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RESIDENTIAL VERIFICATION

Address of property you are applying for:

Address	City, State	Zip
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***Address must be listed above in order to process**

1. Do you currently rent the property located at: _____
To Tenant(s): _____
2. Dates of tenant occupancy: _____ to _____
3. Rental amount: _____ # of late payments: _____ # of NSF's _____
4. Was notice given? _____ Deposit Refunded & How Much? _____
5. Did applicant break lease? (Y/N) _____ Damages _____
6. Do you anticipate that he/she will receive the security deposit in full? (Y/N) _____
7. Would you re-rent to them again? (Y/N) _____
8. Was notice ever filed? 3 day or 7 day notice? (Y/N) _____
9. Does applicant have a balance due? (Y/N) _____
10. Any complaints or other comments: _____
11. Has tenant(s) filed insurance claim against the owner?(Y/N) _____

Signature of LANDLORD giving information: _____ Dare: _____

Name and Title: _____ Contact phone#: _____

PLEASE FAX TO 407-774-2643

This is to advise that I the undersigned hereby authorize Greater Orlando Realty USA to obtain a residential verification as part of the application process in determining eligibility for tenancy and assessing credit worthiness. I understand that a copy of this form may be provided to the owner of the property.

Applicant Signature: _____ **Date:** _____