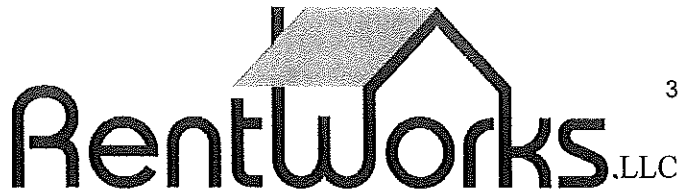


Oviedo  
376 North Central Ave  
Oviedo, FL 32765  
407-366-6320 Office  
407-366-3334 Fax



Avalon Park  
3819 Avalon Park Blvd, East  
Orlando, FL 32828  
407-706-1080 Office  
407-207-8837 Fax

PROPERTY MANAGEMENT AND RENTALS

## Rental Application

Date of Application: \_\_\_\_\_

Desired Lease Start Date: \_\_\_\_\_

Property Address Applying For: \_\_\_\_\_

A non-refundable application fee is required for all applicants/occupants over the age of 18. Fees are as stated: FL residents \$45.00 per adult; Non-Florida residents \$\_\_\_\_\_ (Non- FL residents' application fee requires extra fees for background and eviction checks.)

### A LEDGABLE COPY OF YOUR DRIVERS LICENSE MUST ACCOMPANY THIS APPLICATION

(1) \_\_\_\_\_  
First Middle Last

\_\_\_\_\_ Date of Birth Social Security Number

(2) \_\_\_\_\_  
First Middle Last

\_\_\_\_\_ Date of Birth Social Security Number

### NAMES OF ALL OCCUPANTS UNDER 18 YEARS OF AGE:

\_\_\_\_\_ First Last DOB Relationship

\_\_\_\_\_ First Last DOB Relationship

\_\_\_\_\_ First Last DOB Relationship

\_\_\_\_\_ First Last DOB Relationship

### CURRENT ADDRESS:

\_\_\_\_\_ Number and Street City State Zip

\_\_\_\_\_ How long did you lived there? Monthly Rent Amount Name of Rental Agent/Apt/Mortgage Company

\_\_\_\_\_ Why did you leave? Telephone Number

**EMPLOYMENT OF ALL ADULTS**

Current Employer: \_\_\_\_\_ How Long? \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_

Current Employer: \_\_\_\_\_ How Long? \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_

**Self Employed: Provide Last (2) two years of 1099 Tax Returns and/or banking proof of funds letter.**

**Number of vehicles that will be kept at property: \_\_\_\_\_ . List each vehicle below.**

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_

Are you a pet owner?  No  Yes

If so, what Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

If so, what Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

No animal of any kind shall be permitted in the premises without prior consent of the landlord or landlord's agent. If allowed, a non-refundable pet fee (per pet) must be completed and submitted along with a photo of the pet (s).

Do you have renter's insurance?  No  Yes Company & Policy Number: \_\_\_\_\_

Have you ever had eviction proceedings against you?  No  Yes

Have you ever been convicted of a felony?  No  Yes

**IMPORTANT TO APPLICANTS**

(1) The lease effective date is final. If the applicant fails to move in on that date, prorated rent still is charged from the lease effective date.

(2) A full month's rent will be due at move-in. Any applicable prorated rent will be due on the first day of the following month. Except, if the move-in occurs on the 20th or later, prorated rent and the full month's rent will be due upon move-in.

**QUALIFICATION STANDARDS**

Income Requirements: Employment and income will be verified on each applicant. Monthly income must equal at least three times the monthly rental rate to be considered for this/any property.

Rental Reference: Two years of rental history will be verified on each applicant. Applicant must have been on the lease or a mortgage holder for the reference to be valid. References should reflect the applicant's ability and willingness to pay.

Credit Qualifications: Credit information on each applicant will be obtained through a national credit reporting agency. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the lease or mortgage.

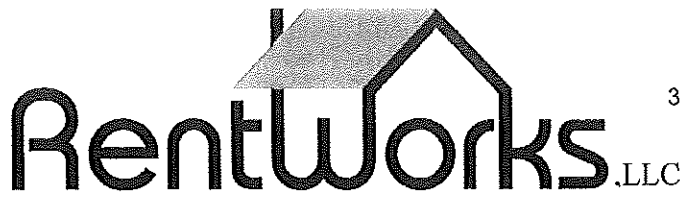
**APPLICANTS SIGNATURE**

I certify that the foregoing information is true and complete to the best of my knowledge. I authorize inquiries to be made to verify the statements above, including credit bureau reports.

(1) \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

(2) \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Oviedo  
376 North Central Ave  
Oviedo, FL 32765  
407-366-6320 Office  
407-366-3334 Fax



Avalon Park  
3819 Avalon Park Blvd, East  
Orlando, FL 32828  
407-706-1080 Office  
407-207-8837 Fax

PROPERTY MANAGEMENT AND RENTALS

## Rental Requirements

Please Read Carefully!

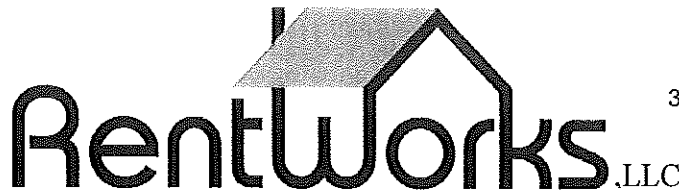
1. All tenants over the age of 18 must fill out an application. Application fee is **\$45.00 per adult and is non-refundable**.
2. Tenants must have a combined income for three times the monthly rent. If you do not provide your own income a guarantor will be needed.
3. Self-employed tenants must provide income documentation such as tax returns for the last (2) two years.
4. Tenants with felonies and prior convictions will not be approved. Sexual and weapon possession offenses will also be declined.
5. Tenants must have verifiable rental and or mortgage history as well as employment history for the last two years.
6. Security deposits are in the amount of a minimum of one month's rent or more. The security deposit is refundable upon the lease expiration except for \$250.00 of the deposit, which is non-refundable as a professional cleaning. There is also a minimum of \$200.00 professional carpet cleaning fee that will be deducted unless professional carpet cleaning receipt is presented.
7. Security deposits, pet fees and any advanced rent payments must be paid in **Certified Funds**. ALL monthly rent payments can be paid with Personal Checks, Direct Deposit, Cashier's Check or Money Order to be made out to RentWorks, LLC. Cash is not accepted. Tenants may pay online with Credit Card at [www.Paylease.com](http://www.Paylease.com). Ask management for more details. **ALL RENT PAYMENTS MUST BE SENT TO 376 N CENTRAL AVE OVIEDO, FL 32765.**
8. No postdated checks are accepted for rent.
9. Rental property will be taken off the market once a nonrefundable holding deposit equivalent to (1) one month's rent is collected. Properties will not be held for more then 2 weeks prior to lease commencement. The Lease must be signed 48 hours after holding deposit is collected during regular business hours Monday –Friday 9 a.m. to 5 p.m.
10. If applicant is approved, but fails to enter into the lease within 48 hours of written approval and/or does not take possession (and all utilities established in tenants name) after lease signing, the FULL "HOLDING DEPOSIT" shall be forfeited to the Landlord and RentWorks in addition to any penalties as provided in the lease if the lease has been signed by the applicant.
11. All properties are accepted in "AS-IS" condition.
12. Late fees of (5%) percent of the monthly rent apply after the 4th of every month plus a late fee of \$10.00 per a day the rent is late.
13. The office is open Monday- Friday 9:00am – 5:00pm. Saturday. Hours are subject to change (i.e. holidays, emergencies, etc...) Please check with office if you are unsure. Rent payments will **ONLY** be accepted between the hours of operations. **NO EXCEPTIONS.** You must ask to receive a receipt at the time of paying rent check in the office, otherwise, the rent check will be considered received on the day Rent Works LLC processes it.

**\*All paperwork needs to be submitted within 24 hours or the application is denied\***

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oviedo  
376 North Central Ave  
Oviedo, FL 32765  
407-366-6320 Office  
407-366-3334 Fax



Avalon Park  
3819 Avalon Park Blvd, East  
Orlando, FL 32828  
407-706-1080 Office  
407-207-8837 Fax

PROPERTY MANAGEMENT AND RENTALS

## Rental Verification

Top Portion to be filled out by Tenant ONLY

Resident Name: \_\_\_\_\_

Resident Address: \_\_\_\_\_

I authorize this inquiry: \_\_\_\_\_

Resident Signature

\*Landlord Contact is essential to verify this information. Please include FAX or EMAIL to send this document\*

Landlord Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Present and/or Past Residence Verification to be Completed by Previous Landlord

*This section is to be filled out by previous/current landlord ONLY. RentWorks, LLC will contact the landlord to verify and fill out.*

Date of move in: \_\_\_\_\_ Date of move out: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Lease Term: \_\_\_\_\_

Any Late Payments: \_\_\_\_\_ Any NSF'S:  No  Yes If Yes, How Many? \_\_\_\_\_

Roommates:  No  Yes If Yes, How Many? \_\_\_\_\_ Their Names: \_\_\_\_\_

Any lease violations (Noise, Etc.)  No  Yes If Yes, Please explain: \_\_\_\_\_

Is property in good condition:  No  Yes If Yes, Please explain: \_\_\_\_\_

Would you re-rent to this individual? \_\_\_\_\_ Explain: \_\_\_\_\_

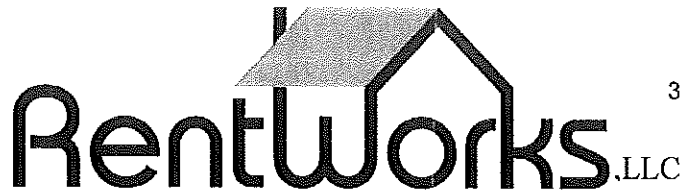
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Comments: \_\_\_\_\_

**Completed Form must be fax to 407-207-8837 within 24 hours of receipt of form.**

Oviedo  
376 North Central Ave  
Oviedo, FL 32765  
407-366-6320 Office  
407-366-3334 Fax



Avalon Park  
3819 Avalon Park Blvd, East  
Orlando, FL 32828  
407-706-1080 Office  
407-207-8837 Fax

PROPERTY MANAGEMENT AND RENTALS

## Employment Verification

Top Portion to be filled out by Tenant ONLY

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\*Employer contact is essential to verify this information. Please include FAX or EMAIL to send this document\*

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

I authorize this inquiry: \_\_\_\_\_

Resident Signature

---

### Current Employer Verification to be completed by Employer ONLY

*This section is to be filled out by the Employer ONLY. RentWorks, LLC will contact the landlord to verify and fill out.*

Dates of Employment: \_\_\_\_\_ Salary: \_\_\_\_\_ Per \_\_\_\_\_

Is the employee on a leave of absence?  No  Yes If Yes, Please Explain: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position in Firm: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed Form must be fax to 407-207-8837 within 24 hours of receipt of form.**