

TENANT APPLICATION PACKAGE

TENANT NAME: _____

PROPERTY: _____

The following information / documents are **required** as a part of the application process:

- Completed Rental Application** *(One Application per Adult To Be Occupying the Dwelling)*
- Completed Rental Verification Form** *(Please Sign On Applicant Signature and Date, Landlord will Complete Remaining Portion Including Address of Residence Occupied)*
- 2 Months of Pay Stubs (or 2 Months of Bank Statements if Self-Employed)**
- Copy of Driver's License or Applicable Identification**

OPTIONAL: *The following item(s) are not required to complete the application process but may be submitted in conjunction with your required items to help strengthen your application.*

- Last Copy of Bank Statement(s) – Either Checking, Savings, or Both**
- Personal Statement**

To avoid delays in processing, please submit all documents together to:

E-Mail: Realtorbud@earthlink.net
Fax: 407-658-0600

APPLICATION FOR RESIDENCY

**Please note that all co-applicants must submit a separate application.*

The undersigned hereby makes an application to rent _____

Anticipated move date of _____ at a monthly rate of _____ and security deposit of _____ and pet deposit if applicable of \$250.00 per pet.

APPLICANT INFORMATION

Full Name _____

Social Security # _____

Date of Birth _____

E-Mail Address _____

Home Phone () _____

Cell Phone () _____

Names of Children _____

Ages of Children _____

RESIDENTIAL HISTORY (Prior 3 Years)

Current Address _____ Apt. # _____

City _____ State _____ Zip _____

Month/Year Moved In _____ Current Rent \$ _____

Landlord Name _____ Phone () _____

Reason for Leaving _____

Previous Address _____ Apt. # _____

City _____ State _____ Zip _____

Month/Year Moved In _____ Previous Rent \$ _____

Landlord Name _____ Phone () _____

Reason for Leaving _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

- Have you declared bankruptcy in the past seven (7) years? YES NO
- Have you ever been evicted from a rental residence? YES NO
- Have you had two or more late rental payments in the past year? YES NO
- Have you ever willfully or intentionally refused to pay rent when due? YES NO

EMPLOYMENT INFORMATION

Your Status: Full Time Part Time Student Unemployed

Employer _____

Dates Employed _____ Position _____

Supervisor Name _____ Phone () _____

Salary \$ _____ per _____

If employed by above less than 12 months, give name & phone of previous employer or school:

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Source Name and Phone _____

EMERGENCY CONTACT INFORMATION

Name _____ Address _____

Contact Phone () _____ Relationship To Applicant _____

PERSONAL REFERENCE (Cannot be same as Emergency Contact or someone related to applicant)

Name _____ Address _____

Contact Phone () _____ Relationship To Applicant _____

VEHICLE INFORMATION

Make _____ Model _____ Year _____

Color _____ License Plate State and Number _____

Make _____ Model _____ Year _____

Color _____ License Plate State and Number _____

DRIVER'S LICENSE INFORMATION

Driver's License Number _____ Issuing State _____

ADDITIONAL INFORMATION

Have you ever been convicted of any criminal offense of physical or violent nature against people or property? YES NO

If yes, please describe: _____

Have you ever been convicted of a felony? YES NO

If yes, please describe: _____

PETS

Do You Own Pets? YES NO If Yes, How Many? _____

Type _____ Breed _____ Weight _____ Age _____ Color _____

Type _____ Breed _____ Weight _____ Age _____ Color _____

Pet Reference _____ Phone () _____

APPLICATION DEPOSIT AGREEMENT

Applicant is applying for residency and has tendered a non-refundable application fee of \$50.00 This application can be paid by cashiers check or money order.

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application. I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

When so approved and accepted, I agree to execute a lease before possession is given and to pay the balance of the security deposit prior to the move in date. If the application is not approved or accepted by the owner or agent, I hereby waiving any claim for damages by reason of non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, and investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant

Date Signed

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby agree to permit The Williams Real Estate Co. to investigate my credit, tenant history, banking, and employment for the purposes of renting a condo, town home, or single family home with this owner or manager.

Applicant Signature

Date Signed

Applicant Name (Please Print)

RENTAL VERIFICATION

The individual signed below has submitted a rental application to The Williams Real Estate Company

Please provide the information requested and fax this form back to our office at (407) 658-0600.

Thank you for your prompt response.

Name of Applicant (*please print*) _____

I hereby authorize release of the information requested below for my rental address at:

STREET _____ CITY _____ STATE _____ ZIP _____

APPLICANT SIGNATURE _____ DATE _____

Please note if the applicant is a current resident or a past resident at your community.

Move-In Date: _____

Lease Ending Date: _____

Amount of Rent: \$ _____

of Late Payments: _____

of NSF checks: _____

Has Proper Notice Been Given? YES NO

Is there currently any past due amount owed on the resident's account? YES NO

Has the resident complied with all community policies? YES NO

Does this resident keep an animal on the premises? YES NO

Has the animal at any time caused a problem or been a nuisance? YES NO

Have legal proceedings ever been filed on this resident? YES NO

Is resident eligible for re-rental? YES NO

Date

Signature

Community