



Rental Application for Residents and Occupants

Each co-applicant and each occupant 18 years old and over must submit a separate application. Spouses may submit a single application.



Date when filled out: _____

ABOUT YOU Full name (exactly as on driver's license or govt. ID card) _____

Your street address (as shown on your driver's license or government ID card): _____

Driver's license # and state: _____
OR govt. photo ID card #: _____

Former last names (maiden and married): _____

Your Social Security #: _____

Birthdate: _____ Height: _____ Weight: _____

Sex: _____ Eye color: _____

Marital Status: single married divorced widowed separated

Are you a U.S. citizen? Yes No Do you or any occupant smoke? Yes No

Will you or any occupant have an animal? Yes No

Kind, weight, breed, age: _____

Current home address (where you now live): _____

City/State/Zip: _____

Home/cell phone: _____ Current rent: \$ _____

Email address: _____

Name of apartment where you now live: _____

Current owner or manager's name: _____

Their phone: _____ Date moved in: _____

Why are you leaving your current residence? _____

Your previous home address: _____

City/State/Zip: _____

Apartment name: _____

Name of above owner or manager: _____

Their phone: _____ Previous monthly rent: \$ _____

Date you moved in: _____ Date you moved out: _____

YOUR WORK Present employer: _____

Address: _____

City/State/Zip: _____

Workphone: _____

Position: _____

Your gross annual income is over: \$ _____

Date you began this job: _____

Supervisor's name and phone: _____

Previous employer: _____

Address: _____

City/State/Zip: _____

Workphone: _____

Position: _____

Gross annual income was over: \$ _____

Dates you began and ended this job: _____

Previous supervisor's name and phone: _____

YOUR CREDIT HISTORY Your bank's name, city, state: _____

List major credit cards: _____

Other non-work income you want considered. Please explain: _____

Past credit problems you want to explain. (Use separate page.) _____

WHY YOU APPLIED HERE Were you referred? Yes No

If yes, by whom:

Name of locator or rental agency: _____

Name of individual locator or agent: _____

Name of friend or other person: _____

Did you find us on your own? Yes No If yes, fill in information below:

On the Internet Stopped by Newspaper (name): _____

Rental publication: _____

Other: _____

YOUR RENTAL/CRIMINAL HISTORY Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever: been evicted or asked to move out? moved out of a dwelling before the end of the lease term without the owner's consent? declared bankruptcy? been sued for rent? been sued for property damage? been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above.

YOUR SPOUSE Full name: _____

Former last names (maiden and married): _____

Spouse's Social Security #: _____

Driver's license # and state: _____
OR govt. photo ID card #: _____

Birthdate: _____ Height: _____ Weight: _____

Sex: _____ Eye color: _____

Are you a U.S. citizen? Yes No

Present employer: _____

Address: _____

City/State/Zip: _____

Work phone: _____

Position: _____

Date began job: _____ Gross annual income is over: \$ _____

Supervisor's name and phone: _____

OTHER OCCUPANTS Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # _____ & State: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # _____ & State: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # _____ & State: _____

Birthdate: _____ Social Security #: _____

YOUR VEHICLES List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

EMERGENCY Emergency contact person over 18, who will not be living with you:

Name: _____

Address: _____

City/State/Zip: _____

Workphone: _____ Homephone: _____

Relationship: _____

AUTHORIZATION I or we authorize (owner's name) Orlando I Associates, L.P.

to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature _____

Spouse's signature _____

Applicant must also sign on the next page of this Application.

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The National Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract _____
- Prorated rent for: first month or second month \$ _____;
- Monthly rental due date _____;
- Name of Owner/Lessor Orlando I Associates, L.P.
- Late charges due if rent is not paid on or before the 3 _____;
- Property name and type of dwelling (bedrooms and baths) The Park Apartments
- Initial late charge \$ 100.00 ; Daily late charge \$ 10.00 _____;
- Complete street address 7528 Park Promenade Dr.
- Returned-check charge \$ 50.00 _____;
- City/State/Zip Winter Park, FL 32792
- (Check one) furnished or unfurnished;
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) _____
- Utilities paid by owner (check all that apply): electricity, gas, water, wastewater, trash, cable TV, master TV antenna;
- Total number of residents and occupants _____
- You are (check one): required to purchase personal liability insurance or not required to purchase personal liability insurance;
- Beginning date and ending date of Lease Contract _____
- Special provisions regarding parking, storage, etc. (see attached page, if necessary): No assigned parking. No working on cars on the property. All cars must be properly tagged with current insurance and registered with the office.
- Total security deposit \$ _____; Animal deposit \$ 250.00 _____
- Other fees \$ _____
- Total monthly rent for dwelling unit \$ _____
- Rent to be paid at (check one) on-site manager's office or at 7528 Park Promenade Drive Winter Park FL 32792

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached—or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable.*
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
7. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the application deposit. *If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked): a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
9. **Non-approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Non-approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ 50.00
Application deposit (may or may not be refundable): \$ 99.00
Other move-in fees (may or may not be refundable): \$ _____
Total of above application fee and application deposit: \$ _____
Total amount of money we've received to this date: \$ _____
15. **Signature.** Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.


Acknowledgment. You declare that all your statements in this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.)
 Doctor's name: _____ Doctor's phone: (_____) _____
 Important medical information in emergency: _____

Applicant's Signature: _____ Date: _____
 Signature of Spouse: _____ Date: _____
 Signature of Owner's Representative: _____ Date: _____

FOR OFFICE USE ONLY	
1. Apt. name or dwelling address (street, city): <u>Orlando I Associates, L.P.</u>	Unit # or type: _____
2. Person accepting application: _____	Phone: (_____) _____
3. Person processing application: _____	Phone: (_____) _____
4. Date that applicant or co-applicant was notified by <input type="checkbox"/> telephone, <input type="checkbox"/> letter, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> nonacceptance: _____ (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)	
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____	
6. Name of owner's representative who notified above person(s): _____	

The Park Apartments



THE PARK
Revised August 1, 2016
FAIR HOUSING POLICY

1. Fair housing policy. We are absolutely committed to compliance with fair housing laws. Different apartment communities may have different policies, provided that the policies do not violate fair housing laws. Fair housing laws do not require equal treatment of all persons. Instead, they require that persons may not be discriminated against because of race, color, Religion, sex, national origin, handicap or familial status. Under federal fair housing laws, rental Housing owners may treat people differently and discriminate against them for reasons other than those listed above—such as rental history, credit record, criminal history, income, current Drug use, etc. Florida fair housing statutes and regulations are identical to federal laws. Local City ordinances may add other protected classes such as age, student status, vocation, sexual Preference, etc., which are not protected classes under federal law.
2. Definition of family. Federal statutes and regulations define a “family” as follows: A family consists of one or two adult parents or custodians PLUS a child who must be (1) their natural or adopted child, (2) a child who they have legal custody of or are applying for legal custody of (e.g., guardian/ward or foster parent/child), or (3) a child who is living with the adult(s) by written permission of the child’s parent or custodian. A pregnant woman also is considered a family under the federal fair housing statute. (A married couple without children living with them does not constitute a family.)
3. Two persons per bedroom. Each of the following types of applicants must rent at least the number of bedrooms as stated below. Applicants or guarantors must qualify for the amount of rent as stated below. If the apartment has an acceptable floor plan that would accommodate an infant up to 12 months of age, then in addition to two occupants per bedroom, you may also have one infant that is 12 months of age or less at the time of occupancy.
 - (a) Only one adult-one bedroom.
Applicant must qualify for entire monthly rent.
 - (b) Only husband and wife-one bedroom.
Husband and wife together must qualify for entire monthly rent.
 - (c) Family of two-one bedroom.
Applicant must qualify for entire monthly rent.
 - (d) Family of three-two bedrooms.
Applicant must qualify for entire monthly rent. Husband and wife may qualify together.
 - (e) Family of four-two bedrooms.
Applicant must qualify for entire monthly rent. Husband and wife may qualify together.
 - (f) Two roommates (not a family)-one bedroom or two bedroom
Each roommate or guarantor must qualify for one half of monthly rent.
 - (g) Three roommates (not a family)-two bedrooms
Each roommate or guarantor must qualify for one half of monthly rent.
4. Applications. Each roommate, parent and adult living in a unit must submit a separate rental application. Husband and wife may submit a joint application. In renting to roommates, all roommates must be 18 or older.
5. Two different families may live in same unit only if: (1) a single parent with child(ren) lives in the same unit with one other single parent with child(ren), (2) the persons-per-bedroom ratios above are met, and (3) each parent qualifies for at least half of the monthly rent.



Resident Qualifying Criteria

(Revised September 6, 2016)

We are delighted that you are interested in leasing your new home in our apartment community. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. **You must be 18 years of age to apply for an apartment and everyone 18 years or older must complete an application and pay an application fee.** A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. Spouses can complete one rental application (proof of marriage may be required).
2. **Application fee is \$50.00 for each adult 18 years or older. An Administration fee of \$150.00 is for preparing lease paperwork. A \$99.00 deposit is required to hold an apartment. They must be in separate payments, made with money order or cashier's check only.**
3. The rental application and all required documentation must be submitted within **48 hours** to process and determine your eligibility.
4. **Each applicant** must provide a valid US government issued photo identification and an original **Social Security card, Medicare card (with SS# on it), or military ID (with SS# on it)** and allow them to be photocopied for the lease file. **(Students out of country are exempt)**
5. Applicants who do not have sufficient income under paragraph 7 below may qualify by having a lease guarantor. The guarantor must complete and sign a lease guaranty agreement and meet all of our qualifying criteria. **Total monthly income for the guarantor must be 4 times the market rent.** The lease may be guaranteed by a relative or employer, only.
6. Applicants that are **first-time renters** may qualify if they meet income requirements, **have 1 year stable employment, no more than \$4,000 negative credit** and pay an additional \$150 Security Deposit.
7. If applicant's family will be occupying the dwelling, the family size must be appropriate to the available apartment, i. e., no more than two persons per bedroom. See our attached Fair Housing Policy. (If the apartment has an acceptable floor plan that would accommodate an infant up to 12 months of age, then in addition to two occupants per bedroom, you may also have one infant that is 12 months of age or less at the time occupancy is taken.)
8. **The total monthly income of all applicants must be at least (3) times the rent. Husband and wife together must qualify for entire months rent. Roommates must each qualify for one half of monthly rent.** All applicants must provide documentation proving six (4) weeks of pay history in the form of **current paycheck stubs or current bank statements that show direct deposits. Contract Labor/self-employed workers must provide last years federal income tax return, copies of 1099's or copies of actual pay checks. Verifiable letters from employers will be accepted.** If an individual fails to meet the income requirements but can provide proof of at least 12 times the rent in one or more bank accounts for the past three (3) months then the income requirements will be considered met.
9. **Each applicant must have verifiable rental history.** Payments to family members or friends will not be counted towards rental history. Negative mortgage balances will be waived if other requirements are met.
10. A minimum of 1 year present/past employment history is required. A lease guarantor can be used for lack of employment history.

A) **Animal Policy** – We allow up to two (2) animals per apartment. A \$250 pet deposit and a \$150 pet fee are required per animal. Animals must weigh no more than 25lbs. full grown. Copies of shot records and a picture of the pet must be provided. In addition, pet owners will pay \$15 a month pet rent.

12. **Applicant(s) may be denied occupancy for the following reasons:**

- Criminal history of any **violent or sexual crime** by any applicant
- Other felony convictions will be **considered on a case to case basis**
- **Lack of rental** history, employment history or insufficient income
- Negative credit **over \$10,000** (medical bills and student loans will be waived)
- Rental history that **reflects late payments more than 20% of the time**
- Evictions and/or Property Debt

13. **Cancellation of Application** – If applicant finds it necessary to cancel moving in, the deposit becomes Non-Refundable after 72 hours of applicants notification of approval.

14. **RENTERS INSURANCE OF \$100,000 PERSONAL LIABILITY COVERAGE IS MANDATORY** and **Proof** must be provided **prior to move in. The Park Apartments will need to be listed on the policy as an interested party.**

15. Once **approved**, applicants may sign their **move-in paperwork** but will not be given keys until:

- All parties **have signed the lease** and all related paperwork
- **All deposits and rentals have been paid**
- The **electricity** has been set up and **account number provided**
- **Proof of Renters Insurance has been provided**

We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, or familial status.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RENTAL SELECTION CRITERIA AND THE ATTACHED FAIR HOUSING AND PRIVACY POLICIES WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTIONS OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.

_____	_____	_____	_____
Applicant	Date	Applicant	Date
_____	_____	_____	_____
Applicant	Date	Owner's Representative	Date