



RENTAL APPLICATION FORM INSTRUCTIONS

1.- Everyone who is **18 years of age or older, AND will be occupying the property MUST complete an application.**

The application form must be **FILLED OUT ENTIRELY** and **MUST BE SIGNED BY ALL PARTIES.**

2.- We must have a copy of ALL the applicants Driver's License (s) or their **PHOTO ID.**

3.- We must have documented proof of income (last 2 pay-stubs, last year tax return, etc.) for as many of the applicants as appropriate.-

4.- We must have payment **BEFORE** we can process the application. The application fee is \$75.00, for each applicant and must be in cashier's check or money order. **PERSONAL CHECKS CANNOT BE ACCEPTED.**

Once an application **IS PROCESSED**, regardless of approval or denial, there is **no refunding** of the application fee (s) under any circumstances.

When we process the application, we check the following:

- » Total Monthly Income. - MAY BE COMBINED.
- » Felony Criminal Records. Should be no prior evictions.
- » Previous residency. - Should have good payment record and "few" NSF checks.
- » Credit Report. - Should be "fair" or better with respect to credit Bureau score.

5.- You must then complete, sign and date the **RENTAL APPLICATION FORM** document (4 pages), and then email us to: ***rentals@centralrealtygroup.com*** or fax us at: **407-582-9015**

If you have any questions, please contact us at 407-582-9011.-

Central Realty Group and Properties

Jorge Castorani

Property Management

12250 MENTA STREET SUITE 105, ORLANDO FL 32837
PHONE: (407) 582 9011 / FAX: (407) 582 9015



PROPERTY MANAGEMENT DIVISION

12250 Menta Street Suite 105

Orlando, FL 32837

Office Phone #: 407-582-9011

Fax #: 407-582-9015

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Date:	Expected Move-in date:
Address:	

Applicant Info.

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

Applicant Employment Info.

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

Present landlord or mortgage company

Name:	
Phone #:	Monthly Rent:
Move-in date:	Move-out date:

Personal references

Name:	Phone #:
Name:	Phone #:

Co-applicant info.

Full Name:	DOB:
Address:	
Home Phone#:	Work Phone#:
Cell Phone#:	Email:
SSN:	DL#:
Previous Address:	

Co-applicant Employment Info.

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

Co-applicant Present landlord or Mortgage company

Name:	
Phone #:	Monthly Rent:
Move-in date:	Move-out date:

Co-applicant personal references

Name:	Phone #:
Name:	Phone #:

Occupants - Please list all people who will be living at the rental property

Name:	Age:

Pets

Type:	Breed:	Weight:
Type:	Breed:	Weight:
Type:	Breed:	Weight:

Vehicles

Brand:	Model:	Year:
Brand:	Model:	Year:
Brand:	Model:	Year:

Bank information

Bank Name:
Account number:

Have any of the people listed above been:

Evicted	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Broken Lease	YES <input type="checkbox"/>	NO <input type="checkbox"/>
File bankruptcy	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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.

This is to advise that I, the undersigned hereby authorize Central Realty Group & Properties 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 assesing credit worthiness.

I understand 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.

Applicant shall give Central Realty Group & Properties a non-refundable application fee in the amount of US \$ 75.00

After sent both: 1) Rental Application Form and: 2) Rental Documents, applicant must call Office (407-582-9011) to pay application fee amount.

Applicant signature: _____ Date: _____

Co-applicant signature: _____ Date: _____

===== Reserved for Office =====

Agent: _____ Date: _____

Approved: _____ Denied: _____