



DREAM BUILDERS REALTY

Timothy P. Weisheyer, Broker

910 Mabbette Street

Kissimmee, FL 34741

Office: 407-847-5428

Fax: 407-847-8576

E-mail: info@DreamBuildersRealty.com

Dear Prospective Tenant:

Thank you for your interest in renting a property through Dream Builders Realty. In order to process your Application and provide you with a prompt approval, we need the following information to be submitted **with** your completed Application package, which is attached.

(Initials)

- _____ **1. Application Fee must be received *before* we can process an application.**
- a. The Application Fee is **\$50.00** for **each** adult (over 18 yrs old) residing in the property and/or included on the Application. The Fee must be paid by **cashier's check** or **money order** (*Personal checks and cash cannot be accepted*). ****There is no refund of the Application Fee(s) under any circumstance.**
- _____ **2. The Application package must be filled out entirely and signed by all parties.**
- _____ **3. We must have a copy of each Applicant's Driver's License and/or other government issued photo ID.**
- _____ **4. We must have documented Proof of Income: (check all that apply)**
- a. _____ *Employed* Applicants – provide your **last 2 pay stubs**
- b. _____ *Self-Employed* – provide **last 2 years completed (signed) tax returns**
- c. _____ *Retired* Applicants – provide **proof of income** (i.e. S.S., annuity, etc.)
- d. _____ Unemployed Applicants - provide **proof of income** (i.e. disability, annuity, alimony, etc.)

Applicant Signature

Date

Co-Applicant Signature

Date

DATE/TIME received in DBR office: _____



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5. Dream Builders Realty is the property manager for many different property owners.

a. Although each property may vary depending on the particular requirements of the owner, **all** applicants **must** meet, at a minimum, the rental criteria outlined below:

1. Income: **Combined** Gross Income 3.5 Times the Monthly Rent
2. References: **Positive and Verifiable** Rental/Ownership Reference(s)
3. Employment: Ongoing Employment/Verifiable Income Source - (i.e. S.S., Income, Pension, W-2, tax returns, etc.)
4. Credit: **Minimum** Credit Score of 610 (no collections, foreclosures, bankruptcies, evictions, convictions, etc.)
5. Background: **Please circle answers below**
 - i. Have any of the applicants ever been evicted from a rental property? Yes / No
 - ii. Do any of the applicants have any debt collections? Yes / No
 - iii. Have any of the applicants ever filed bankruptcy? Yes / No
If yes, when? _____
 - iv. Do any of the applicants have any past convictions? Yes / No

If you have any questions, please feel free to contact us at 407-847-5428.

I/We do hereby acknowledge receipt and understanding of the Application requirements outlined above and agree to the procedures of Dream Builders Realty's rental application process.

Applicant Signature

Date

Co-Applicant Signature

Date



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Office Use Only: APPLICATION FEE PAID? Yes / No Amount \$ _____ (*\$50 per individual adult on lease)
RECEIVED: Date: _____ Time: _____ AM/PM

ALL OF THE FOLLOWING INFORMATION MUST BE GIVEN IN ORDER TO PROCEED

This application is for the property located at _____

The rental period being requested is from ___/___/201__ to ___/___/201__.

GENERAL INFORMATION - Please Print Legibly

TOTAL # OF OCCUPANTS _____ TOTAL # OF PETS _____ (animals, fish tanks, birds)

NAME & AGE OF ADDITIONAL OCCUPANTS _____

IN AN EMERGENCY, NOTIFY _____ PHONE # _____

APPLICANT INFORMATION - Please Print Legibly

NAME: _____ SSN# _____ - _____ - _____
First Name Middle Initial Last Name

DOB: _____ PHONE# _____ CELL# _____ EMAIL: _____

CURRENT ADDRESS _____ HOW LONG? _____
Street Number Street Name City State Zip

LANDLORD/MORTGAGE _____ PH# _____ - _____ - _____ /Fax _____ - _____ - _____

CURRENT MONTHLY PAYMENT \$ _____ WHY MOVING? _____

VEHICLE TAG# _____ MAKE/MODEL _____ YEAR _____ COLOR _____

EMPLOYER _____ PHONE# _____ - _____ - _____ YRLY INCOME \$ _____
(documented proof of income required)



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CO-APPLICANT INFORMATION - Please Print Legibly

NAME: _____ SSN# _____ - _____ - _____
First Name Middle Initial Last Name

DOB: _____ PHONE# _____ CELL# _____ EMAIL: _____

CURRENT ADDRESS _____ HOW LONG? _____
Street Number Street Name City State Zip

LANDLORD/MORTGAGE _____ PH# _____ - _____ - _____ /Fax _____ - _____ - _____

CURRENT MONTHLY PAYMENT \$ _____ WHY MOVING? _____

VEHICLE TAG# _____ MAKE/MODEL _____ YEAR _____ COLOR _____

EMPLOYER _____ PHONE# _____ - _____ - _____ YRLY INCOME \$ _____
(documented proof of income required)

RELATIONSHIP TO APPLICANT _____

=====

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION!

I/We hereby certify the above information is true and accurate to the best of my/our knowledge Further, I/we certify that I/we have never been convicted of a felony offense, arrested for, put on probation for, nor had adjudication withheld or deferred for a felony offense. Further, I/we understand Dream Builders Realty will run a credit report, a criminal history check and eviction check on each individual for the purpose of qualifying for a rental and the Application Fee is non-refundable, regardless of whether the application is accepted or rejected. A photo ID for each applicant (i.e., driver's license) **MUST** accompany this application. Further, any monies accepted as an Application Deposit to hold a property will be fully refunded if I/we do not qualify; if, however, I/we do qualify, then any monies paid to hold a property will be fully forfeited if I/we do not perform within the specified time frame. If I/we do perform, then the Application Deposit will be applied towards the required Security Deposit/Rent. **In addition, if any type of fee is required for Dream Builders to verify employment, I/we will be responsible to pay that amount in addition to the Application Fee(s) already paid.**

Applicant Signature Date Co-Applicant Signature Date

*****We cannot process this application unless all required information is provided and ALL APPLICANTS SIGN!!***



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APPLICANT INFORMATION - Please Print Legibly

****Application Fee(s) & Application Deposit must be paid with separate Money orders/Cashier's Checks.**

In order to hold a rental property, so no one else can rent that specific property, you must complete a Rental Application (\$50 fee for each adult occupying property) **and** pay an Application Deposit to Dream Builders Realty of **at least \$750.00** in collectable funds (**cashier's check/money order only**). If your rental application is not approved, the Application Deposit will be returned to you once it becomes available.

If you are approved, the Application Deposit will be held until you sign your lease and pay the first month's rent and security deposit, plus a pet fee, if applicable. The Application Deposit will then be **subtracted** from what you need to pay at move-in time.

We can hold a property for no more than 15 days. If we hold a property for you and you decide not to rent the property as agreed, **you will forfeit your Application Deposit.**

If you want to hold a property, but need more than 15 days, then you must still deposit at least \$750.00; you will then be given **FIRST RIGHT of REFUSAL**. That is, if someone else wants to rent the same property sooner than you do, you will be given a choice. You can either:

- Take the property the same day on which the other person would have taken it. Then, all the above rules would still apply and you would have to take the property sooner than you originally wanted,

OR

- Give up your right to the property and decide not to rent it. In that case, **your Application Deposit will be refunded** and the other person would get the property.

By signing below, you acknowledge that you have read and understand the requirements associated with hold a rental property.

Applicant Signature

Date

Co-Applicant Signature

Date



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INITIAL PRE-OCCUPANCY INFORMATION

UTILITY COMPANIES

ELECTRIC	407-629-1010	PROGRESS ENERGY
ELEC / WATER	407-933-7777	KISSIMMEE UTILITY AUTHORITY (KUA)
ELEC / WATER	407-957-7373	OSCEOLA COUNTY UTILITIES (OUC)
WATER	407-423-9018	ORLANDO UTILITIES COMMISSION (OUC)
WATER	407-836-5515	ORANGE COUNTY UTILITIES (OCU)
WATER	407-518-2160	TOHO WATER AUTHORITY (KISSIMMEE)
GAS	877-832-6747	TECO (was PEOPLE’S GAS)
PHONE	888-755-6500	AT&T (BELL SOUTH)
PHONE	1-800-339-1811	SPRING
CABLE	407-843-2480	ADELPHIA (ORANGE COUNTY)
	407-870-8433	ADELPHIA (OSCEOLA COUNTY)
	407-847-8001	BRIGHTHOUSE

OSCEOLA COUNTY PUBLIC SCHOOLS - 407-870-4897 (ENROLLMENT) - www.osceola.k12.fl.us/

ORANGE COUNTY PUBLIC SCHOOLS - 407-317-3233 (PUPIL ASSIGNMENT) - www.ocps.net

CHANGE OF ADDRESS - UNITED STATES POST OFFICE - www.usps.com

****Note: In order to get mailbox key, you must take your LEASE to the nearest Post Office. They will assign you a box and key.***

OFFICE HOURS: Monday - Friday 9:00 a.m. to 5:00 p.m.

Tenant understands and agrees that Tenant will initiate, in Tenant’s name, any and all necessary utility services that are appropriate for the property (electric, water, gas, etc.). Further, Tenant shall pay all necessary deposits. Tenant also acknowledges Landlord can order utility serve e(s) to be terminated out of Landlord’s name (if applicable) within1 day after Lease commencement and Tenant may therefore have no utility services if Tenant has failed to initiate such services on a timely basis.

Applicant Signature

Date

Co-Applicant Signature

Date



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- Please only write inside the box below - the other information is for the current Landlord to fill in -

RENTAL VERIFICATION

The individual(s) signed below has submitted a rental application to **Dream Builders Realty**. Please provide the information requested and fax this form back to our office at **407-847-8576**.

Thank you for your prompt response.

Name of Applicant(s) (Please Print): _____

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

ADDRESS	CITY	STATE	ZIP
_____	_____	_____	_____

Applicant Signature	Date	Co-Applicant Signature	Date
_____	_____	_____	_____

THIS SECTION MUST BE COMPLETED AND SUBMITTED BY PROPERTY OWNER/MANAGER

Please note if the Applicant is a () current resident or a () past resident in your home/community.

Move- In Date: _____

Lease Ending Date: _____

Amount of Rent: \$ _____

of Late Payments: _____

of NSF checks: _____

- Has property 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

Community Name: _____

 Signature Date