

LEASE APPLICATION CHECKLIST

THE JANDER GROUP, INC.

Thank you for your interest in leasing a home from The Jander Group, Inc. As you prepare to submit your lease application for processing, please **fully and carefully** follow the below checklist.

1. Home Availability

Please visit our actual website to ensure the home that interests you is still available. If you do not see the home listed on our [Homes for Rent](#) page, the home has already been leased and is no longer available. Our website has accurate information. Please do not rely on third party sites for they routinely have outdated information.

2. Leasing Process and Frequently Asked Questions (FAQ)

Please visit the [Applicant Resources and Leasing Process](#) and the [Applicant FAQ](#) pages on our website where you will very likely find answers to any leasing questions that you might have.

3. Fully Completed Lease Application

If the property that interests you is listed on our website, please **fully** complete the lease application document, paying special attention to accurately provide the requested information in each field. Please **do not** submit an incomplete lease application as that is a reason for denial.

No fields should be left blank. If a field is not applicable to you (for instance you do not have any pets), you should list N/A in that field. Do not list N/A in any field that is applicable to you.

4. Sign Your Lease Application

The lease application **must** be signed. If you do not have the ability to digitally sign your lease application document, you will need to physically print the document and sign.

Do not submit an unsigned lease application.

5. Required Documents

Please gather **all** of the minimum required supporting documents as you prepare to submit your fully completed and signed lease application. They are listed in **bold** on the lease application and the list below.

- a. Current Government Issued Photo ID in **color**
- b. Current Vehicle Tag Registration(s)
- c. Current Veterinarian Papers (appointment eval/report and vaccine certificates) and Current Pictures
- d. Recent Pay Stub(s) if W2 employee or Recent Tax Returns if self-employed / independent contractor

Do not submit your lease application without all of the minimum required supporting documents.

6. Submitting Your Lease Application

Email, Facsimile (in color), or Mail to the **Greater Orlando Main Office**. **No submissions to MidSouth Office**. Most applicants elect to email their fully completed lease application and required documents to us at leasing@jandergroup.com as that submission method is the quickest. If emailing to us, please make sure your documents are in **PDFs** or **JPEG** format as those are the **only** formats we can accept.

7. Pay Your Lease Application Fee

The lease application fee may be paid via money order, cashier's check, or electronic payment. Most applicants elect to pay electronically via our website, which payment link is located on our [Pay Lease Application Fee](#) page. Please remember that the lease application fee is nonrefundable. **Please only submit payment after you have followed all of the above steps as the application fee is nonrefundable.**

8. Lease Application Processing Time

Provided the applicant follows all of the above steps, the average lease application processing time is five (5) business days. Please know that we work to quickly process each and every lease application. **There are instances when additional supporting information might be required from an applicant.** As soon as your application finishes processing, you will be notified of the result.

LEASE APPLICATION
THE JANDER GROUP, INC.

GREATER ORLANDO MAIN OFFICE

**1440 HOWELL BRANCH ROAD
WINTER PARK, FLORIDA 32789
(407) 628-2500 - Phone
(407) 628-2541 - Fax**

MID SOUTH BRANCH OFFICE

**363 MILITARY ROAD
MARION, ARKANSAS 72364
(901) 428-3000 - Phone
(870) 559-3141 - Fax**

www.jandergroup.com

Thank you for taking the time to fill out this lease application completely and accurately. In so doing, you will enable us to serve both you and our owners in the most professional and helpful manner possible. For this purpose each adult co-resident must submit a **separate** application. Legally married co-applicants may submit one joint application. Please note all Jander Group managed homes are **NO SMOKING** properties.

**PLEASE MAKE SURE TO FULLY COMPLETE THIS LEASE APPLICATION PRIOR TO SUBMISSION
ALL FIELDS MUST BE COMPLETED.**

**FAILURE TO FULLY AND ACCURATELY COMPLETE THE LEASE APPLICATION AS INSTRUCTED
BELOW INCLUDING SUBMISSION OF ALL OF THE MINIMUM REQUIRED SUPPORTING
DOCUMENTS CAN RESULT IN PROMPT LEASE APPLICATION DENIAL. APPLICANT WOULD BE
REQUIRED TO RE-SUBMIT INCLUDING AN ADDITIONAL LEASE APPLICATION FEE.**

Today's Date: _____ Property: _____ Desired Move-In Date: _____

Your Full Name: _____ SSN: _____

Any Aliases: _____

Driver's License Number: _____ State: _____ Email: _____

Birthdate: _____ Place of Birth: _____ Sex: _____ Cell #: _____

Marital Status: _____ If married, please include Spouse's information in the fields directly below:

Full Name: _____ SSN: _____

Any Aliases: _____

Driver's License Number: _____ State: _____ Email: _____

Birthdate: _____ Place of Birth: _____ Sex: _____ Cell #: _____

Total Number of Occupants: _____ List Full Names, Birthdates, and Relationships of all Minors or Other Occupants:

In Case of Emergency Notify (not an occupant): _____ Relationship: _____

Full Address: _____ Cell Phone: _____

_____ Email: _____

RESIDENTIAL ADDRESS HISTORY SECTION

At minimum, residence history listing where you have lived should be for prior 10 years

Current Address: _____ Start Date: _____

City, State, Zip: _____ End Date: _____

Monthly Rent or Mortgage Payment: _____

Current Landlord/Lender: _____ Phone#: _____

Email: _____ Fax#: _____

Next Prior Address: _____ Start Date: _____

City, State, Zip: _____ End Date: _____

Monthly Rent or Mortgage Payment: _____

Next Prior Landlord/Lender: _____ Phone#: _____

Email: _____ Fax#: _____

Next Prior Address 2: _____ Start Date: _____

City, State, Zip: _____ End Date: _____

Monthly Rent or Mortgage Payment: _____

Next Prior 2 Landlord/Lender: _____ Phone#: _____

Email: _____ Fax#: _____

If necessary to reach 10 years of residence history, please provide the standard information as outlined above in the below field:

VEHICLE SECTION

Must Include Current Vehicle Tag Registration(s) as supporting document(s).

List All Vehicles to be Parked on the Premises - **Year, Make, Model, Color, License Tag#, State:**

ANIMAL / PET SECTION

Must Include Current Veterinarian Papers (appointment eval/report and vaccine certificates) and Current Picture(s) as supporting documents.

Will You or Any of the Other Occupants Have an Animal / Pet?: _____ If so, List **Name, Type, Breed, Weight, and Age:**

EMPLOYMENT SECTION
Must Include Recent Pay Stub(s) as supporting document(s).
If Self Employed or Independent Contractor, Must Include Recent Tax Returns.

Present/Future Employer: _____ Start Date: _____

Full Office Address (street, city, state, zip code): _____

Company Phone#: _____ Position: _____ Income: _____ per month

Supervisor: _____ Title: _____ Email: _____

Prior Employer: _____ Start Date: _____ End Date: _____

Full Office Address (street, city, state, zip code): _____

Company Phone#: _____ Position: _____ Income: _____ per month

Supervisor: _____ Title: _____ Email: _____

Spouse's Employer: _____ Start Date: _____

Full Office Address (street, city, state, zip code): _____

Company Phone#: _____ Position: _____ Income: _____ per month

Supervisor: _____ Title: _____ Email: _____

BANKING SECTION

Bank Name: _____ City & State: _____

Savings Acct #: _____ Checking Acct #: _____

GENERAL QUESTIONS SECTION

How Did You Hear About Us or How Were You Referred to Us? _____

Why Are You Leaving Your Present Residence?: _____

Have You or Your Spouse Ever Had an Eviction Action Filed Against You?: (Y/N) _____ When?: _____

Address: _____ Landlord Contact: _____

Why?: _____

Have You or Your Spouse Ever Broken a Lease or Rental Contract?: (Y/N) _____ If so, when? _____

Address: _____ Landlord Contact: _____

Why?: _____

Have You or Your Spouse Ever Been Sued By a Landlord?: (Y/N) _____ If so, when? _____

Address: _____ Landlord Contact: _____

Why?: _____

Have You or Your Spouse Ever Declared Bankruptcy?: (Y/N) _____ If so, when? _____ Discharge Date? _____

Have You or Your Spouse Ever Been Convicted of a Felony?: (Y/N) _____ If so, Who? _____

When, Where, What For? _____

Are you or any of the other occupants a smoker? (Y/N) _____ If so, who? _____

Applicant hereby states, affirms, and represents that all of the above information is true, accurate, and complete, and hereby authorizes the verification of same by all reasonable means including, but not limited to, employment, past rental history, past mortgage payment history, and credit check verifications, criminal background checks, etc. Applicant authorizes The Jander Group, Inc. or any of its agents to contact any of Applicant's references, previous employers, companies, credit bureaus, corporations, law enforcement agencies, persons, and educational institutions to supply any information concerning Applicant's background and criminal history. This authorization is a continuing one, and specifically extends after the term of the tenancy (if a tenancy actually occurs) if the Applicant/Tenant vacates the premises while still owing money to The Jander Group, Inc. Applicant also hereby releases any of the above from liability and/or responsibility arising from furnishing this information. Photocopies of this authorization form may be made to facilitate multiple inquiries. Applicant understands and acknowledges that any false information given herein may constitute grounds for rejection, termination of the right of occupancy, and/or forfeiture of any deposits, and may also constitute a criminal offense under the laws of the States of Florida, Arkansas, Tennessee, or of the United States of America.

If the property that is the subject of the herein contemplated rental is located within a community which is governed by a Home Owners Association or a Condominium Association, and that respective Association requires its approval of all tenancies, the Applicant hereby grants to The Jander Group, Inc. permission to share a copy of this rental application with that Association.

Applicant has paid a non-refundable application fee in the amount of seventy dollars (\$70.00) to be used by The Jander Group, Inc. to pay for the processing of this rental application. Once payment is made, the application fee will not be refunded for any reason.

Applicant has deposited the sum of \$ _____ (minimum amount equal to one month's rent) in the form of a holding deposit. If holding deposit is tendered, The Jander Group, Inc. shall, in consideration, take the rental unit off the market upon applicant approval, refrain from exhibiting the property to any other prospective Lessee, and agree to lease the property to the Applicant. For application approval to occur, the Applicant must meet The Jander Group, Inc.'s standard and customary qualifications for rental. Such approval and acceptance shall be given by The Jander Group, Inc. provided that a favorable credit report, favorable rental reference(s), verification of stated employment and required income, and an acceptable criminal report is received on the Applicant by The Jander Group, Inc. Upon approval and acceptance by The Jander Group, Inc. the Applicant agrees to execute The Jander Group, Inc.'s standard lease agreement for the tenancy contemplated herein, and to do so within three (3) calendar days of notification of such approval and acceptance. If so desired, a copy of that standard lease agreement may be reviewed by the Applicant at an office of The Jander Group, Inc. prior to tendering the holding deposit. If the Applicant is approved but fails to enter into the contemplated lease, the holding deposit shall be forfeited to The Jander Group, Inc., as agent for the owner of the property and for payment to the owner of the property, as liquidated damages. In the event of dispute and/or litigation regarding any forfeiture of the holding deposit, the prevailing party shall be entitled to all court costs and reasonable attorney fees (including those incurred upon appeal). The holding deposit shall only be refunded if the Applicant is not approved. If the Applicant is not approved the holding deposit will be refunded, the Applicant hereby waiving any claim for damages by reason of non-acceptance. This application is for information only and does not obligate The Jander Group, Inc. to execute a lease or deliver possession of the proposed premises, except in the case where the Applicant has paid The Jander Group, Inc. a full holding deposit and has met the customary and normal standards for retail credit history, favorable rental reference(s), existence of stated employment and required income, and an acceptable criminal record. If the Applicant is approved by The Jander Group, Inc. based upon the four above-stated conditions and the contemplated lease is entered into, the holding deposit shall be credited to the required security deposit. Keys will be furnished and possession of the premises will be given only after the contemplated lease and other rental documents have been properly executed by all parties and only after applicable rental amounts, security deposits, pet deposits/fees (if applicable), and maid cleaning fee have been paid.

Lease Application fee may be paid via money-order, certified check or electronic payment (credit card, debit card, or bank account)
*To pay electronically, please visit the **APPLICANTS – Pay Lease Application Fee** page on The Jander Group, Inc. website.*

Holding deposits must be paid via money order or certified check ONLY.

Cash or Personal Check payments cannot be accepted.

Applicant fully understands that The Jander Group, Inc. is acting as an agent and representative for the Owner of the proposed lease property, and not as an agent or representative for the Applicant.

I, the undersigned Applicant, have read and agree to all of the provisions as stated in this lease application, and hereby specifically reaffirm my understanding and agreement with the provision regarding the non-refundable nature of my holding deposit.

Applicant's Signature

Spouse's Signature

Must Include Legible Color Copy of Government Issued Photo ID(s)
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