



Rental Application Form

22291 Westchester Blvd. Port Charlotte, FL 33952 | 941-307-3282

Checklist: Sale / Lease / Transfer



RENTAL APPLICATION *Form*

CHECKLIST: SALE / LEASE / OR TRANSFER

THE APPLICATION PROCESS

Approval completion target return time is 5 calendar days after a complete package is received, but no later than 10 calendar days.

ASSESSMENTS MUST BE CURRENT

All assessments and Association charges must be paid up to date for approval.

Applications without required signatures or missing documents will not be accepted.

Please complete every applicable field and attach all required supporting documents.

1

1. COMPLETE FORM

Use the "Rental Application Form" to complete the application.

2

2. UPLOAD FORM

Use the "Upload Completed Application Form Here" link to submit the completed application and respective IDs for Board Members review and approval.

3

3. PAY FEE

Use the "Rental Application Payment" link to submit payments accordingly. Online payment: orangewoodcoa.com/payments/

Application Information

Building #

Unit #

Date submitted

Requested move-in

☐ Lease

☐ Transfer

☐ Sale/Purchase

☐ Other

Required Application Checklist

- ☐ 1. Complete application with original signature(s) or completed electronic signature fields where accepted, leaving no applicable spaces empty.
- ☐ 2. Complete Lease Addendum, if applicable.
- ☐ 3. Copy of driver license or picture ID for each applicant/occupant over age 18.
- ☐ 4. Copy of vehicle registration(s). If not registered under applicant name, attach explanation.
- ☐ 5. Provide three (3) references for each applicant over age 18. References must be unrelated and known for at least one year.
- ☐ 6. Lease Agreement or Purchase Contract fully executed, plus addendum if applicable.
- ☐ 7. Low credit score and criminal background may be grounds for denial of application, subject to applicable law and governing documents.
- ☐ 8. Application fee is non-refundable: USD 100 per adult over 18; USD 150 international applicants; USD 300 corporation or LLC.
- ☐ 9. All assessments and Association charges must be paid current before approval.
- ☐ 10. No resident may move in without Board approval.

Website Submission and Payment

Use the "Rental Application Form" to complete the application. Use the "Upload Completed Application Form Here" link to submit the completed application and respective IDs according to the qualifying process for Board Members review and approval. Use the "Rental Application Payment" link to submit application payments accordingly.

Online payment link: <https://www.orangewoodcoa.com/payments/>

- ☐ Applicant understands completed package must be uploaded through "Upload Completed Application Form Here".
- ☐ Applicant understands payment may be submitted through "Rental Application Payment" or the payment link above.



Owner + Primary Applicant

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Unit owner and primary applicant details

Unit Owner / Landlord Information

Owner full name

Owner phone

Owner email

Owner mailing address

Preferred notice method

Primary Applicant Information

First name

Middle

Last name

Date of birth

SSN

Driver license #

State issued

Current street address

City

State

Zip

Phone

Email

Previous address if less than 2 years

Primary Applicant Employment

Employer / profession

Employer phone

Length

Employer address



Co-Applicant / Other Qualifying Adult

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Additional adult applicant information

Co-Applicant / Other Qualifying Adult

First name

Middle

Last name

Date of birth

SSN

Driver license #

Relationship

Phone

Email

Co-Applicant Employment

Employer / profession

Employer phone

Length

Employer address

Adult Applicant Reminder

Each adult applicant must provide complete information and complete the required background inquiry release. Additional adult applicants may use the same form pages as needed.



Occupancy Information

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All persons who will reside in the unit

All Occupants

List every adult and minor who will occupy the unit. Each adult applicant must complete a background authorization.

1. Full name	DOB	Relationship	18+?
			☐
2. Full name	DOB	Relationship	18+?
			☐
3. Full name	DOB	Relationship	18+?
			☐
4. Full name	DOB	Relationship	18+?
			☐
5. Full name	DOB	Relationship	18+?
			☐
6. Full name	DOB	Relationship	18+?
			☐
7. Full name	DOB	Relationship	18+?
			☐
8. Full name	DOB	Relationship	18+?
			☐

Occupancy Change Notice

No change in occupants may occur without prior Board approval where required by governing documents and Association rules.



Financial + Primary Applicant References

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Financial and reference information

Financial Information

Bank name

Bank address

Account type

Account last 4 only

☐ Checking

☐ Savings

☐ Bankruptcy filed - Yes

☐ No

If yes, year / explanation

Primary Applicant References - Three Required

References must be unrelated and known for at least one year. Include name, phone and address.

Reference 1 name

Phone

Known how long

Address

Reference 2 name

Phone

Known how long

Address

Reference 3 name

Phone

Known how long

Address



Co-Applicant References + Emergency

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References and emergency contacts

Co-Applicant References - Three Required

References must be unrelated and known for at least one year. Include name, phone and address.

Reference 1 name

Phone

Known how long

Address

Reference 2 name

Phone

Known how long

Address

Reference 3 name

Phone

Known how long

Address

Emergency Contacts

Contact 1 name

Relationship

Phone

Address

Contact 2 name

Relationship

Phone

Address

Vehicle Information

Attach registration for every vehicle. If not registered to the applicant, attach an explanation. Parking is limited and subject to Association rules and written approval where applicable.

Vehicle 1 make/model**Year****Color****Reg. attached?**☐ Yes**License plate #****State****Registered owner if different****Vehicle 2 make/model****Year****Color****Reg. attached?**☐ Yes**License plate #****State****Registered owner if different****Vehicle 3 make/model****Year****Color****Reg. attached?**☐ Yes**License plate #****State****Registered owner if different**

Lease Terms and Attachments

Lease start**Lease end****Monthly rent****Security deposit**☐ Fully executed lease attached☐ Lease addendum attached☐ Photo IDs attached☐ Vehicle registrations attached



Applicant Acknowledgements

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Applicant confirmations

Applicant Acknowledgements

- ☐ 1. I understand approval must be issued before move-in or occupancy.
- ☐ 2. I understand acceptance of payment does not constitute approval and application fees are non-refundable.
- ☐ 3. I understand false, incomplete or misleading information may delay or prevent approval.
- ☐ 4. I understand low credit score and/or criminal background may be grounds for denial, subject to applicable law and governing documents.
- ☐ 5. I agree to follow Association documents, posted rules, pool rules, parking rules, trash rules and reasonable Board policies.
- ☐ 6. I understand animal accommodation requests will be handled according to applicable fair housing laws.
- ☐ 7. I understand all assessments and Association charges must be paid current before approval.
- ☐ 8. I understand no resident may move in without Board approval.

Service / Emotional Support Documentation

If a person's disability is not readily apparent, the Association may request reliable information that reasonably supports the accommodation request, as allowed by applicable federal and Florida fair housing requirements.

Rules and Regulations Summary

Initial next to each item to confirm review. This summary does not replace the recorded condominium documents, bylaws, rules, regulations or applicable law.

- ☐ 1. No occupancy before Board approval of a complete package.
- ☐ 2. All assessments and Association charges must be current before approval.
- ☐ 3. Applications are reviewed within the target completion period after complete submission.
- ☐ 4. No unauthorized sublease, assignment, occupant change or transfer.
- ☐ 5. Unit use is residential and subject to condominium documents and law.
- ☐ 6. One assigned parking space per unit; additional/guest parking only as allowed.
- ☐ 7. Vehicles must be registered, operable, properly parked and compliant with rules.
- ☐ 8. Oversized, stored, recreational, boat, camper, trailer, inoperable and restricted commercial vehicles are not allowed unless approved under rules.
- ☐ 9. Bulk trash, appliances, furniture and large discarded items must be removed at owner/tenant expense.
- ☐ 10. No personal property, laundry, signs, storage or furniture in common/exterior areas unless rules allow.
- ☐ 11. Owners are responsible for tenants, occupants, guests, agents, contractors and invitees.
- ☐ 12. Pool, quiet enjoyment, nuisance, safety, trash and community rules must be followed.



Background Inquiry Release

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Required for each adult applicant

Authorization and Release

I understand that a background inquiry may be conducted as part of this application. The inquiry may include identity verification, prior address verification, criminal history, driving history, credit history, education verification, license verification, prior employment verification, reference checks and other relevant information reasonably related to the application review.

I authorize any company, agency, person, party or source contacted to furnish relevant information. I authorize the Association, Board, management, vendors or authorized screening providers to use the information for application review. I release the Association and authorized representatives from claims connected with lawful review and use of the information.

☐ I agree to the Background Inquiry Release terms.

Initials

Date

Adult Applicant Information

First legal name

Middle

Last legal name

Other/maiden names used

Date of birth

SSN

Driver license #

State issued

Phone

Email

Current street address

City

State

Zip

Screening reference #



Prior Residences + Background Signature

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Last 7 years

Prior Residence Addresses - Last 7 Years

List prior residence addresses for the last seven years. Attach a separate sheet if additional space is needed.

Prior 1 street address

City

State

Dates

Landlord / contact if available

Phone

Reason for leaving

Prior 2 street address

City

State

Dates

Landlord / contact if available

Phone

Reason for leaving

Prior 3 street address

City

State

Dates

Landlord / contact if available

Phone

Reason for leaving

Prior 4 street address

City

State

Dates

Landlord / contact if available

Phone

Reason for leaving

Background Release Signature

Adult applicant background release signature

Date

Electronic signature / typed full legal name or wet signature after printing



Final Signatures + Association Use

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Application certification and review section

Electronic signature acknowledgement

By completing a signature field below, the signing party represents that the typed name is intended as an electronic signature. If original wet signatures are required, print and sign after completion.

Applicant Certification and Signatures

I certify that all information and documents submitted are true, complete and accurate. I understand incomplete or inaccurate information may delay review or result in denial where allowed by law and governing documents.

Primary applicant application signature

Electronic signature / typed full legal name or wet signature after printing

Date

Co-applicant signature

Electronic signature / typed full legal name or wet signature after printing

Date

Additional adult applicant signature

Electronic signature / typed full legal name or wet signature after printing

Date

Owner / Landlord Certification and Signature

The unit owner confirms the proposed lease information is accurate, the applicant(s) received or were provided access to Association documents/rules, and the owner remains responsible for compliance by tenants, occupants, guests, agents, contractors and invitees.

Owner / landlord signature

Electronic signature / typed full legal name or wet signature after printing

Date

Owner printed name



Association Review

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Association use only

Association Use Only

Date received

Fee received

Received by

☐ Complete

Board review date

Decision date

Approved / denied by

☐ Missing items

☐ Approved

☐ Denied

☐ More information required

Review timeline reminder

Approval completion target return time is 5 calendar days after a complete application package is received, but no later than 10 calendar days.

Association notes / missing items / decision comments:

Board / Association representative signature

Date

Electronic signature / typed full legal name or wet signature after printing

Final status / next step