

## **LEASE REQUEST ORGANIZATION FORM**

This form is intended to assist you in organizing the information you will need to submit lease requests through your client account on [www.eviction247.com](http://www.eviction247.com).

Please add [admin@mail.eviction247.com](mailto:admin@mail.eviction247.com) to your Email contacts to ensure receipt of your lease and all email correspondence. If you have any questions please give us a call at 904-660-0020.

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### **General Questions:**

Lease Property County: \_\_\_\_\_

Number of Tenants: \_\_\_\_\_ Number of Other Occupants (Minors): \_\_\_\_\_ Number of Landlords: \_\_\_\_\_

Who will Manage the Property: (check one)

☐ Management Company or ☐ Property Owner

Who will sign the Lease: (check one)

☐ Management Company or ☐ Property Owner

I need this lease by: Date: \_\_\_\_\_ Time: \_\_\_\_\_

### **Rental Property Address:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

### **Property Owner / Landlord Information:**

\_\_\_\_\_  
First, Middle, Last OR Company Name

### **Tenant(s) Information:**

\_\_\_\_\_  
First, Middle, Last

### **Other Occupant Information:**

\_\_\_\_\_  
First, Middle, Last

### **Person Responsible for Managing the Property:**

\_\_\_\_\_  
First, Middle, Last

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Emergency Contact Phone Number

**Lease Information:**

Who Will Manage the Property (check one):  
☐ Management Company or ☐ Property Owner

Who is Signing the Lease (check one):  
☐ Management Company or ☐ Property Owner

**Lease Term:** Lease Start \_\_\_\_\_ Lease End \_\_\_\_\_

**Rent:**

Monthly Rent: \$ \_\_\_\_\_

Rent Due date: \_\_\_\_\_ Rent Late After: \_\_\_\_\_

Rent Late Fee Type (check one): ☐ Percentage of rent or ☐ Flat fee

Rent Late Fee: \$ \_\_\_\_\_ Daily Rent Late Fee: \_\_\_\_\_

Sales Tax: \$ \_\_\_\_\_ (If applicable) County Tax: \$ \_\_\_\_\_ (If applicable)

Cash Payment Accepted: (check one) ☐ Yes or ☐ No

**Advance Rent:**

Advance Rent: \$ \_\_\_\_\_

Prorated Rent: \$ \_\_\_\_\_

Prorated Start Date: \_\_\_\_\_ Prorated End Date: \_\_\_\_\_ Prorated Rent Due Date: \_\_\_\_\_

**Security Deposit:**

Security Deposit amount: \$ \_\_\_\_\_

Security Deposit Account Type: (check one) ☐ Interest Bearing or ☐ Non-Interest Bearing

Bank Name and Complete Address where the Security Deposit will be held:

**Termination and Renewal of Lease:** Notice of Tenant Non-Renewal: ☐ 30 days or ☐ 60 days (check one)

**Mandatory Tenant Charges At Move Out:**

Cleaning Mandatory Minimum Charge: (check one) ☐ Yes \$ \_\_\_\_\_ or ☐ No

Carpet/ Floor Cleaning Mandatory Minimum Charge: (check one) ☐ Yes \$ \_\_\_\_\_ or ☐ No

Missing Keys, Garage Remotes, Access Card Mandatory Minimum Charge (check one) ☐ Yes \$ \_\_\_\_\_ or ☐ No

**Appliances:** *Appliances that are supplied, maintained and repaired by the LANDLORD:*

☐ Dishwasher ☐ Dryer ☐ Garbage Disposal ☐ Microwave ☐ Oven ☐ Range ☐ Refrigerator ☐ Washer  
☐ Water Conditioner ☐ Water Heater ☐ Other

**Property Maintenance and Repair:** *Maintenance and Repairs at TENANT's Expense:*

☐ A/C Filters ☐ All Drain Lines ☐ Dishwasher ☐ Dryer ☐ Garbage Disposal ☐ Light Bulbs ☐ Locks / Keys  
☐ Microwave ☐ Oven Range ☐ Refrigerator ☐ Refrigerator Filter ☐ Smoke Detector ☐ Washer ☐  
Batteries ☐ Water Conditioner ☐ Water Filter ☐ Water Heater ☐ Other

**Landscaping and Pool Maintenance:**

If there is a lawn or landscaping who is Responsible? (check one): ☐ LANDLORD or ☐ TENANT

If there is a lawn or landscaping who is responsible for watering? (check one): ☐ LANDLORD or ☐ TENANT

Is there a pool or hot tub at the property? (check one): ☐ Yes or ☐ No

If Yes, Person Responsible for Maintaining the Pool (check one): ☐ LANDLORD or ☐ TENANT

If Yes, Person Responsible for Repairing the Pool (check one): ☐ LANDLORD or ☐ TENANT

**Utilities:**

Is Landlord responsible to provide and pay for any utilities? (check one): ☐ Yes or ☐ No

If Yes, Utility Types: ☐ Cable ☐ Electricity ☐ Gas ☐ Internet ☐ Local Phone ☐ Oil  
☐ Reclaimed Water ☐ Recycling Pickup ☐ Satellite ☐ Sewer ☐ Water ☐ Other

**Vehicles:**

What vehicles are permitted on the property?

Type: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

**Additional Provisions:**

Is Smoking permitted inside the property? (check one): ☐ Yes or ☐ No

Is Smoking permitted on the porches, patios and balconies? (check one): ☐ Yes or ☐ No

Commission Paid to Broker on Sale of Property? (check one): ☐ Yes or ☐ No

If Yes, Sales Commission: \_\_\_\_\_% and who will be paid the commission?

\_\_\_\_\_  
First, Middle, Last OR Company Name

Lease Termination on Sale or Contract Clause? (check one): ☐ Yes or ☐ No

If Yes, how many days notice to TENANT? ☐ 30, ☐ 60 OR ☐ 90

Need a Custom Provision? List Each Provision Separately:

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**Lease Addendums:**

Was the property built before 1978? (check one): ☐ Yes or ☐ No

Does the tenant have a Pet? (check one): ☐ Yes or ☐ No

If Yes, Pet Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_ Name: \_\_\_\_\_

Monthly Fee: \$\_\_\_\_\_ Non-Refundable Fee: \$\_\_\_\_\_ Additional Security Deposit: \$\_\_\_\_\_

Is there a Personal Guaranty? (check one): ☐ Yes or ☐ No

Is this a waterfront property (ocean/river/pond/canal)? (check one): ☐ Yes or ☐ No

Form of notice in blank provided to owner or agent by:  
Law Offices of Heist, Weisse & Wolk, P.A. 1-800-253-8428

**Email Notifications:** Who do you want notified about the status of this Lease?

_____	_____
First, Middle, Last	Email Address
_____	_____
First, Middle, Last	Email Address