

APPLICANT NAME: \_\_\_\_\_

I WISH TO APPLY FOR RESIDENCE AT THE FOLLOWING ADDRESS:

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To All Applicants:

Please fill out all sections (beginning at #10) of the attached application. Do not leave any space blank. If an item does not apply to you, write "no", "N/A" or "none" in that blank.

\*\*All applicants will be screened using the following screening criteria:

Income Qualification

Criminal Background Check

Current and Previous Landlord References

*Income Note:*

PLEASE SUBMIT ONE MONTH WORTH OF PAYSTUBS WITH YOUR APPLICATION. THESE PAYSTUBS ARE REQUIRED FOR THE INCOME QUALIFICATION PROCESS. NO APPLICATION WILL BE REVIEWED WITHOUT THIS INCOME VERIFICATION REQUIREMENT.

YOUR APPLICATION MAY BE REJECTED IF WE RECEIVE A REFERENCE WHICH REPORTS THAT YOU:

1. Engage in drug related criminal activity
2. Were violent or made threats to your neighbors or you landlord
3. Were convicted of a felony in the past 10 years
4. Or any member of your household is a current illegal substance user, or has ever been convicted of the illegal manufacture or distribution of a controlled substance or was convicted of a felony within the past 10 years
5. Have a history of non-payment of rent
6. Have a history of disturbing your neighbors
7. Have a history of not caring for your home in a clean and sanitary manner

THANK YOU FOR APPLYING.

# RENTAL APPLICATION

(One For Each Adult Applicant)



2017 Printing

Application is hereby made to rent the premises generally described as \_\_\_\_\_ ("Property").

The multiple listing service number for this property, if known, is \_\_\_\_\_.

1. **Lease Term.** The term of the lease of the Property for which Applicant is applying shall start on \_\_\_\_\_ ("Commencement Date") and end on \_\_\_\_\_.

2. **Proposed Monthly Rent.** \_\_\_\_\_

3. **Lease Application Fee.** Applicant has paid a nonrefundable Lease Application Fee of \$ \_\_\_\_\_ to process this Rental Application, determine Applicant's credit worthiness to lease the Property and conduct a background investigation of Applicant.

4. **Authorization to Do Credit and Background Check.** Applicant hereby authorizes Owner and any authorized agent of Owner ("Agent") to do whatever background and credit check on Applicant that the Owner or Agent deem appropriate. This may include among other things obtaining one or more credit reports on Applicant. Such credit report(s) may be obtained before and during the term of the Lease and after the expiration or termination of the Lease as part of any effort to collect rent, costs, fees and charges owing under such Lease. Applicant acknowledges that merely requesting such reports may lower Applicant's credit score and Applicant expressly consents to the same.

5. **Reservation Fee.** A reservation fee of \$ \_\_\_\_\_ by  check,  cash or  money order is being made along with this rental application. If Applicant's application is approved and a lease is entered into between Owner and Applicant the fee shall be applied towards Applicant's rent as referenced in said lease. If Applicant's application is denied, this Reservation Fee shall be refunded to Applicant without interest. If the Applicant's application is approved, and Applicant fails to execute Owner's standard lease agreement for the Premises prior to the Commencement Date (or to pay the required rent thereunder such that the lease does not Commence), then Owner may retain the Reservation Fee as liquidated damages, it being acknowledged and agreed that the same is a reasonable pre-estimate of Owner's damages for not seeking to rent the Property to others during this time period and not a penalty.

6. **Use of Information.** The information in this application or obtained as a result of the authorization given herein by Applicant will not be sold or distributed to others. However, Owner or Agent may use such information to decide whether to lease the Property to Applicant and for all other purposes relative to any future lease agreement between the parties including the enforcement thereof.

7. **Application Does Not Create a Lease.** This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Owner or an offer to lease. No lease shall exist between Applicant and Owner unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits and advance rent.

8. **Warranty of Applicant.** Applicant hereby warrants that the information supplied above is complete and accurate and that the breach of this warranty by Applicant may result in the termination of any Lease entered into with Applicant by Owner.

9. **Commitment to Equal Housing.** Owner and Agent are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap or familial status.

10. **Reason for Denial.** If this Application is denied, Owner or Agent shall within ten (10) days thereafter and upon the written request of applicant, state the basis for said denial to Applicant.

I, the undersigned, understand that \_\_\_\_\_ (Broker/Management) is the Agent and representative for the owner of the Property and will be paid a fee by the owner. I also understand that this Property is being leased "AS-IS" in its present condition. I understand that Management prefers that I see the Property in person and conduct any inspections of the Property which I might desire, at my own expense, prior to apply for the Property.

Accepted By:

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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F44, Rental Application, Page 1 of 3, 01/01/17

**I have visited the Property and had the opportunity to inspect it.** I understand that I am accepting the Property "as is" except for any stipulations, changes or modifications that are listed as contingencies of this application. If any stipulations cannot be met, or an acceptable compromise agreed to by all parties, I understand that any fees I have paid with the submission of this Rental Application will be returned to me.

**I have not yet visited or seen the Property in person.** Nor am I relying on any information, photos, or any other representations of the Agent through whom I learned of this Property except for information the Agent provided to me in writing. However I understand that if my application is approved, any fees I have paid with the submission of this Rental Application are non-refundable and any obligations under the lease I sign are fully enforceable. Having not viewed the Property will in no way be a reason for any refund or cancellation of the agreement.

**INFORMATION ABOUT APPLICANT.**

**A. General**

First Name: \_\_\_\_\_ Middle \_\_\_\_\_ Last Name: \_\_\_\_\_

SS #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Driver's License State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

Spouse/Significant Other Name (must fill out a separate application): \_\_\_\_\_

Names and ages of individuals under 18: \_\_\_\_\_

Pets? YES  NO  What Kind? \_\_\_\_\_ How Many? \_\_\_\_\_

Pet Weights: \_\_\_\_\_

**B. Residence History**

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

How Long? \_\_\_\_\_ Current Lease Amount: \$ \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

How Long? \_\_\_\_\_ Current Lease Amount: \$ \_\_\_\_\_

Previous Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previous Landlord Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Address of Property \_\_\_\_\_

Applicant's Initials \_\_\_\_\_

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**C. Employment**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Length of Time at Present Job: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Length of Time at Present Job: \_\_\_\_\_ Income: \_\_\_\_\_

**D. Other Matters**

Have you ever been asked to move out of a residence?	Yes	No
Have you ever been party to an eviction?	Yes	No
Are you a registered sex offender?	Yes	No
Do you have liquid furniture? (i.e. waterbed)	Yes	No
Do you have renter insurance?	Yes	No
Have you ever filed bankruptcy?	Yes	No
Has bankruptcy been discharged or dismissed?	Yes	No
Have you ever had any debt collection actions against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Address of Property \_\_\_\_\_  
Applicant's Initials \_\_\_\_\_

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WE LOOK FORWARD TO PROVIDING A QUALITY HOME FOR YOU AND YOUR FAMILY.

Anderson-Bailey Real Estate  
1558 E. Forsyth Street, Ste B  
Americus, GA 31709

Current or Former Landlord

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

Our tenant selection policy requires us to verify certain information about all members or families applying for admission to our apartments. To comply with this requirement, we ask for your cooperation in supplying information on the tenant history of the family referenced above. This information will be used only for determining whether the family can be accepted for admission to the property. We request that you return the information as soon as possible.

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Telephone

I hereby authorize release of the requested information:

X \_\_\_\_\_  
Signature of Applicant

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1. Was rent paid on time? \_\_\_\_\_
2. If paid late, how often? \_\_\_\_\_
3. How much was the monthly rent? \_\_\_\_\_
4. Were utilities included in rent? \_\_\_\_\_
5. Did the tenant or family damage the rental unit? \_\_\_\_\_
6. Does/Did the tenant keep the unit clean? \_\_\_\_\_
7. Did the family follow established rules? \_\_\_\_\_
8. Did the tenant/family cause any neighborhood disturbance: \_\_\_\_\_  
If yes, how? \_\_\_\_\_
9. Would you rent to this tenant again? \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the \_\_\_\_\_ Criminal Justice Agency \_\_\_\_\_ to conduct an inquiry and receive any Georgia criminal history record information pertaining to me which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):			
Address			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 90/180/\_\_\_\_\_ (circle one) days from date of signature.

I, \_\_\_\_\_ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date of inquiry: \_\_\_\_\_ Time of inquiry: \_\_\_\_\_ Operator's initials: \_\_\_\_\_

Purpose Code used: (check one)

<input type="checkbox"/>	Employment (E) – Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Mentally Disabled (M) - Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Elder Care (N) - Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Children (W) - Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Public Records (P) – Provides <i>Georgia Felony Convictions</i> Only

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Georgia CHRI results available.
<input type="checkbox"/>	Georgia CHRI attached/released.

<input type="checkbox"/>	No NCIC/GCIC Warrant results available.
<input type="checkbox"/>	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

\_\_\_\_\_  
Agency Designee Signature and Title

\_\_\_\_\_  
Date