



# West Georgia Properties

## Property Sales & Management

Serving West Georgia & Atlanta since 1989.

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin."

You may preview any of our available rentals for FREE! Our leasing consultants will be happy to show you to our available rental homes at no charge to you. You may also preview our properties 24 hours a day on line at our website.

### **Application Processing and Time Frame:**

Processing an application normally takes between 2-3 days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee.

No rental property will be held vacant for more than three (3) weeks, unless approved by Management.

### **Cost:**

If you decide to apply to rent one of our properties, there is a \$29.00 per adult application fee that is non-refundable. This must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fees will not be considered and application fees will not be refunded for incomplete applications.

**Some Homeowner and Condominium Associations** may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium association and remit whatever other application fee may be required.

### **The Application:**

Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will (1) check your credit report; and (2) check the public records for any past evictions; and (3) verify your employment; and (4) verify your current and previous landlord references; and (5) complete a criminal background check. We would encourage you not to apply if you have utility collections; bad references have ever been evicted in the past or have a criminal record. Co-signers may be considered on an individual basis.

**Notification:** Once you have been notified of your approval, you must place (at a minimum) a holding deposit (by cashier's check or money order), equal to at least one month's rent, within 48 hours of your approval notification. Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before the applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 48 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.

**All applicants must see the interior of the property** before an application can be submitted. The property must be accepted in, AS IS condition before an application can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application. If your maintenance and repair request are acceptable to Management, then that agreement will be written in the lease or lease addendum.

**Verbal representations are non-binding.** In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands the manager may select the applicant desiring the property in AS IS condition, over another applicant requesting maintenance or repairs. In all cases, the application fee is Non-Refundable.

**All initial funds, the holding deposit - first month's rent and security deposit must be paid by cashier's check or money order. Subsequent months thereafter may be paid by check, unless noted otherwise in your lease.**

**Resident Selection Criteria:**

**Income:** Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing, applicant may provide recent pay stubs or tax returns, bank statements if self employed. A minimum of two years residential history is required. Rental history must be rated satisfactory or better, with no record of evictions in the past (2) years. We reserve the right to require a co-signer and/or a higher security deposit. Co-signers are accepted at the managers discretion only, must meet all requirements, and must reside in Georgia.

**Self employed applicants** may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.

**Credit history and/or Civil Court Records** We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.

**Applicant must not have a felony record** that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.

**Valid current photo ID documentation** (driver's license, military ID, or State ID) is required.

**Previous rental history reports** from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.

**Current occupancy standards** are a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities and/or homeowners associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit.

**No pets** (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Management. In the lease document, (a pet addendum to lease), and an additional Non-refundable pet application fee of \$150.00 per pet. Some properties may require higher pet fees or higher rent amounts. If a higher pet fee or rent amount is required, you will be notified at the time of the application.

**The following pets will not be accepted under any circumstances, Akita, American Staffordshire Terrier, Boxer, Bull Terrier, Bull Mastiff, Chow Chow, Doberman Pinscher, German Shepherd, Giant Schnauzer, Neapolitan Mastiff, Wolf, Wolf Hybrid.**

**Some Homeowner and Condominium Associations** may require a separate application. If so, you must also apply separately to such association and approval by the homeowners or condo association is a necessary prerequisite to our approval of your application.

**Security deposits** are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, or unpaid rent and late fees the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.

**Any exceptions** to these criteria will need to be submitted in writing to Management for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional higher rent may be required.

**Other Issues:**

**Rents quoted** are the rental amounts due **if paid on time**, (on or before the 3rd of each month otherwise; the Tenant will be assessed with a late fee.)

**Keys** will be released on the first (1st) day of occupancy as stated in the lease agreement; after all pre-occupancy requirements have been met. Request for keys earlier must be accompanied with additional pro-rated rent and must have Managements prior approval.

**Maintenance and Repair.** When you rent a home from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair request during your first (10) days of possession.

**Multiple Applications.** It is entirely possible that Management may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications on a first come first served basis.

This Rental Process and Application Disclosure are hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.

# APPLICATION AGREEMENT

West Georgia Properties understands that moving to a new home can be both exciting and stressful. Our mission is to make this process as smooth and stress free as possible. Below you will find a "checklist" of things we need your help with in order to get you into your new home as soon as possible.

**PLEASE FILL OUT THIS FORM COMPLETELY.** Once we have processed your application, someone will be in touch with you shortly thereafter with your results. Please contact us if you have any questions or concerns.

## REQUIRED DOCUMENTS FOR VERIFICATION:

- Driver's license or current I.D. card
- A copy of your most recent paystub or paystubs.

PERSONAL INFORMATION		<input type="radio"/> Individual (\$29.00 Application Fee)	<input type="radio"/> Joint (\$55.00 Application Fee)
<b>APPLICANT 1:</b> <input type="radio"/> SMOKER <input type="radio"/> NON-SMOKER			
First: _____	Middle: _____	Last: _____	
Marital Status: <input type="radio"/> Single	Married since _____	Divorced since _____	Former Spouse: _____
Birth Date: _____	SSN: _____	Driver's License: State Issued _____	DL#: _____
Email: _____	Cell Phone 1: _____	Cell Phone 2: _____	
<b>APPLICANT 2:</b> <input type="radio"/> SMOKER <input type="radio"/> NON-SMOKER			
First: _____	Middle: _____	Last: _____	
Marital Status: <input type="radio"/> Single	Married since _____	Divorced since _____	Former Spouse: _____
Birth Date: _____	SSN: _____	Driver's License: State Issued _____	DL#: _____
Email: _____	Cell Phone 1: _____	Cell Phone 2: _____	
PROPERTY YOU'RE APPLYING FOR			
Address: _____			
(cont.): _____			
City: _____	State: _____	Zip Code: _____	
Move-In Date: _____	Section 8 Requested: <input type="radio"/> Yes <input type="radio"/> No		
Prospective Tenant comments and/or requests:			
_____			
_____			
_____			
CURRENT AND FORMER ADDRESSES			
<b>APPLICANT 1 – CURRENT ADDRESS:</b>		Home Phone: _____	
Address: _____		Lived here since: _____	
(cont.): _____		Rent per month: \$ _____	
City: _____	State: _____	Zip Code: _____	
Landlord: _____		Landlord Phone: _____	
Address: _____			
(cont.): _____			
City: _____	State: _____	Zip Code: _____	
Is rent up to date? <input type="radio"/> Yes <input type="radio"/> No	Have you given notice? <input type="radio"/> Yes <input type="radio"/> No	Have you been asked to leave? <input type="radio"/> Yes <input type="radio"/> No	

**APPLICANT 1 – PREVIOUS ADDRESS:**

Address: \_\_\_\_\_ Lived here since: \_\_\_\_\_

(cont.): \_\_\_\_\_ Rent per month: \$ \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

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

(cont.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Was rent up to date?  Yes  No Did you given notice?  Yes  No Were you been asked to leave?  Yes  No

**APPLICANT 2 – CURRENT ADDRESS:** Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Lived here since: \_\_\_\_\_

(cont.): \_\_\_\_\_ Rent per month: \$ \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

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

(cont.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

**APPLICANT 2 – PREVIOUS ADDRESS:**

Address: \_\_\_\_\_ Lived here since: \_\_\_\_\_

(cont.): \_\_\_\_\_ Rent per month: \$ \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

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

(cont.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Was rent up to date?  Yes  No Did you given notice?  Yes  No Were you been asked to leave?  Yes  No

**EMPLOYMENT**

**APPLICANT 1 – EMPLOYER:**

Employer Name: \_\_\_\_\_ Since: \_\_\_\_\_ Job Title: \_\_\_\_\_

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

(cont.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Describe your job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Hours/week: \_\_\_\_\_

**APPLICANT 2 – EMPLOYER:**

Employer Name: \_\_\_\_\_ Since: \_\_\_\_\_ Job Title: \_\_\_\_\_

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

(cont.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Describe your job: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Hours/week: \_\_\_\_\_

**OCCUPANTS:** Number to occupy the subject residence: \_\_\_\_\_

NAME	RELATIONSHIP TO YOU	BIRTHDATE	CONTACT PHONE

**PETS**

Will you have pets?  Yes  No If yes, how many? \_\_\_\_\_

NAME	BREED	AGE	WEIGHT

**AUTOMOBILES**

**AUTO #1:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
 State Registered In: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Lien Holder: \_\_\_\_\_

**AUTO #2:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
 State Registered In: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Lien Holder: \_\_\_\_\_

**AUTO #3:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
 State Registered In: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Lien Holder: \_\_\_\_\_

**INCOME DETAILS**

**Current Income: \$** \_\_\_\_\_ Weekly Biweekly Monthly Yearly **Source:** \_\_\_\_\_  
**Current Income: \$** \_\_\_\_\_ Weekly Biweekly Monthly Yearly **Source:** \_\_\_\_\_  
**Current Income: \$** \_\_\_\_\_ Weekly Biweekly Monthly Yearly **Source:** \_\_\_\_\_  
**Other Income: \$** \_\_\_\_\_ Weekly Biweekly Monthly Yearly **Source:** \_\_\_\_\_

**Bank/Credit Union:** \_\_\_\_\_ **Acct. #:** \_\_\_\_\_  
**Bank/Credit Union:** \_\_\_\_\_ **Acct. #:** \_\_\_\_\_

## REFERENCES

Relative: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Non-Relative: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Non-Relative: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(cont.): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## CREDIT ACCOUNTS (Current open accounts – including credit cards)

Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No
Creditor Name: _____	Payment: \$ _____	Current? <input type="radio"/> Yes <input type="radio"/> No

## ADDITIONAL DETAILS (Explain any "YES" answers in the box provided below)

Has any applicant ever been sued for bills?  Yes  No  
Has any applicant ever been bankrupt?  Yes  No  
Has any applicant ever broken a lease?  Yes  No  
Has any applicant ever been sued for eviction?  Yes  No  
Has any applicant ever been guilty of a felony?  Yes  No  
Is the total move-in amount available now?  
(first month and deposit)  Yes  No

Name in which utilities are now billed: \_\_\_\_\_ Utility Acct #: \_\_\_\_\_

# APPLICANT'S AUTHORIZATION

Upon approval, we will notify you and make arrangements for you to sign the rental agreement within three days of the notification. If the landlord/property owner requests additional information or a co-signor to satisfy any credit issues, we are qualified to guide you, and help you resolve any hurdles. If the landlord/property owner denies your application, you may be contacted with other potential rentals. Until we receive the full security deposit, the property will remain "for rent".

At this time, you MAY elect to pay a partial or full security deposit in order to hold the property. In the event that your application is rejected, you will be fully refunded.

Applicant(s) hereby authorizes West Georgia Properties to verify all information within this application through any sources deemed necessary to approve applicant(s).

Applicant hereby attests that all the information submitted is true, accurate and complete to the best of Applicant's knowledge. West Georgia Properties reserves the right to deny tenant should tenant not meet the owner's rental criteria.

**I(WE) HEREBY AUTHORIZE ANY PERSON OR FIRM TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A COPY OF THIS FORM AT ANY TIME.**

By signing your name(s) below, as the "Applicant(s)", herein referred to as the subject of the information provided, you agree that the act of doing so shall be considered your legally binding signature.

I(WE) authorize West Georgia Properties to verify all information provided on this application and to charge my credit/debit card for the specified application fee. I(WE) acknowledge that I(WE) have read, accept and understand the Application Disclosure Addendum provided to me(us) with this application and by West Georgia Properties.

\_\_\_\_\_  
Applicant 1 – Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant 1 – Printed Name

\_\_\_\_\_  
Applicant 2 – Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant 2 – Printed Name