



## **RESERVING THE HOUSE**

### **STANDARD PROCEDURES:**

In order to take an available property off the market and “reserve” it while your application is processed, the following items are required:

1. A completed and signed Rental Application for all occupants over 18 years old, *and*
2. A non-refundable application fee, currently \$50.00 per individual, *and*
3. A signed contract to lease the property, *and*
4. A reservation deposit equal to one month’s rent, *and*
5. A photo ID and one other form of identification.

### **RENTAL APPLICATIONS:**

It normally takes 24-48 hours to verify the information contained on the rental application. Once approved, the aforementioned reservation deposit transfers to the security deposit referred to in the lease.

Basic guidelines for approval are:

- 80% favorable information on personal credit reports, *and*
- Verifiable monthly income equal to, or greater than, three (3) times the monthly rent.
- In some instances, stable job history may help to compensate for credit issues.
- In some cases, an additional deposit may be necessary for security.

### **LEASE START DATES:**

Vacant properties are ready to occupy now. It is our policy that the lease must start within ten (10) days of application. Otherwise, the lease must begin on the advertised available date.

### **PETS:**

If pets are permitted a pet fee of \$200 for the first pet, plus \$100 for each additional pet, is collected at the time application is made. Individuals own all of our properties; therefore, each one may have different guidelines and/or requirements for accepting pets.

### **LEASE OFFERS:**

Verbal offers are not presented to our clients. If you wish to make an offer on an available property, you must follow the steps outlined under “Reserving the House” and sign a written lease contract reflecting your terms and conditions of leasing the house. Once your application is processed, the offer will be presented to the Owner.

## RESIDENT SELECTION CRITERIA

By signing the attached application, you are giving us authorization to research and verify the information that you provide. Our research will include verification from sources identified by you, as well as other sources deemed appropriate. This can include, but not be limited to:

- Verification of employment and residency;
- Obtaining a credit report from a credit bureau;
- Performing a criminal background investigation.

Please fill in the attached application completely. **Do not leave any items blank.** Make an entry of "N/A" (Not Applicable) for those items that do not apply.

*A completed application is required for all adult occupants (18 or older).*

### YOUR APPLICATION WILL BE REJECTED, IF:

- You misrepresent any information on your application. If misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.
- You have any outstanding rental-related charges or expenses.
- You use a social security number that was not issued to you.
- We obtain information that indicates unacceptable behavior of yourself, your pets, or others allowed on the property during previous tenancy.

### MINIMUM QUALIFICATIONS

Gross Income Requirements:

Monthly income equal to, or greater than, three (3) times the monthly rent

Your fixed monthly expenses, including rent and rental related expenses, cannot exceed 60% of your gross monthly income.

Two (2) years of verifiable employment history

Two (2) years of verifiable residency history

Your credit report must indicate a preponderance of favorable information.

Under some circumstances, these qualifications may be waived or we may, at our option, reconsider your application if you provide a qualified cosigner. Cosigners are subject to the same review process as applicants.

### APPROVAL

Approval of this application is at the sole discretion of Management. We are committed to equal opportunity housing and we do not discriminate based on age, race, color, religion, sex, familial status, handicap or national origin.

Processing of this application is subject to a non refundable processing fee of \$50.00 per individual.

Please acknowledge (*by signing below*) that you read and understand the foregoing Resident Selection Criteria and that you authorize us to obtain your credit report and verify all information contained in the application as well as any additional information that we deem appropriate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

:appinfo



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**EVERY ADULT OCCUPANT MUST SIGN AN APPLICATION AND PROVIDE IDENTIFICATION.**

*GENERAL GUIDELINES FOR APPROVAL: INCOME 3 TIMES THE RENT AND 80% GOOD CREDIT.  
STABLE JOB HISTORY MAY COMPENSATE FOR CREDIT PROBLEMS.  
MANAGEMENT MAY REQUIRE A LARGER SECURITY DEPOSIT IF WARRANTED.*

**FIRST APPLICANT:**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Phone (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Name of every person to reside in the house with you:  
\_\_\_\_\_

How did you find out about our services? \_\_\_\_\_

**SECOND APPLICANT:**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Phone (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**RESIDENCE HISTORY**

(A.) Present address/city/state/zip \_\_\_\_\_  
How long at this address? \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_  
Reason for moving? \_\_\_\_\_  
Owner/Manager \_\_\_\_\_ Phone \_\_\_\_\_  
(B.) Previous address/city/state/zip \_\_\_\_\_  
Owner/Manager \_\_\_\_\_ Phone \_\_\_\_\_

**EMPLOYMENT REFERENCES**

**FIRST APPLICANT:**

Present Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Address/city/state/zip \_\_\_\_\_  
Phone \_\_\_\_\_ How long with this employer? \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_  
Gross Income per Month (before deductions) \_\_\_\_\_  
List other sources of income: \_\_\_\_\_

**SECOND APPLICANT:**

Present Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Address/city/state/zip \_\_\_\_\_  
Phone \_\_\_\_\_ How long with this employer? \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_  
Gross Income per Month (before deductions) \_\_\_\_\_

**PERSONAL BACKGROUND**

Any pets? \_\_\_\_\_ If so, describe-age/weight \_\_\_\_\_  
Have you ever filed bankruptcy? \_\_\_\_\_ Been evicted? \_\_\_\_\_  
Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag \_\_\_\_\_  
Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag \_\_\_\_\_

**Emergency Contact:**

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Address: City/State/Zip \_\_\_\_\_

A non-refundable charge of \$ \_\_\_\_\_ and reservation fee of \$ \_\_\_\_\_ are required for processing this application. An application must be signed by all adults who will occupy the property before it can be considered by Management. By signing this application, I agree to rent the unit (if application is approved) and agree that if I am accepted by the Landlord and I change my mind, the sum of one month's rent will be due as liquidated damages since other prospective tenants will have been turned away and it will be necessary for Management to re-advertise the property and re-evaluate other applicants. If my application is not approved, all monies given herewith, less application charges, shall be returned to the Applicant.

I (we) declare that the above statements are complete, true and correct and I (we) give our permission for any credit reporting agency to release my credit file at any time to Management solely for the purposes of entering into and continuing to offer or collect on any credit extended. I (we) further authorize Management or his authorized Agents to verify the information contained herein, including but not limited to contacting creditors, both listed herein or not, present or former Landlords, financial institutions, and personal references. Applicant agrees to hold harmless Tri-City Realty Services, Inc. and future Owners or Managers from any liability for providing written or verbal information regarding the quality of tenancy. Any false information will constitute grounds for rejection of application, or Management may immediately terminate any tenancy entered into in reliance upon misinformation given on this application.

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

**FOR OFFICE USE ONLY  
EMPLOYMENT & RENTAL VERIFICATION**

(A.) Applicant's Employment: Started \_\_\_\_\_ Salary Quote \_\_\_\_\_ Salary Verified \_\_\_\_\_  
Satisfactory employee? \_\_\_\_\_ Anticipated lay-off within 90 days? \_\_\_\_\_ Verified By \_\_\_\_\_  
(B.) Applicant's Employment: Started \_\_\_\_\_ Salary Quote \_\_\_\_\_ Salary Verified \_\_\_\_\_  
Satisfactory employee? \_\_\_\_\_ Anticipated lay-off within 90 days? \_\_\_\_\_ Verified By \_\_\_\_\_

(A.) Residence Length \_\_\_\_\_ Payment \_\_\_\_\_ Condition \_\_\_\_\_ Damage Amt \_\_\_\_\_  
Noise Complaints \_\_\_\_\_ Notice given \_\_\_\_\_ Rent Amt \_\_\_\_\_ Would you re-rent to tenant again?  
\_\_\_\_\_ Other remarks \_\_\_\_\_  
(B.) Residence Length \_\_\_\_\_ Payment \_\_\_\_\_ Condition \_\_\_\_\_ Damage Amt \_\_\_\_\_  
Noise Complaints \_\_\_\_\_ Notice given \_\_\_\_\_ Rent Amt \_\_\_\_\_ Would you re-rent to tenant again?  
\_\_\_\_\_ Other remarks \_\_\_\_\_

Bank verification – Funds available? \_\_\_\_\_  
Remarks: \_\_\_\_\_

.....  
( ) APPROVED ( ) DISAPPROVED

Date \_\_\_\_\_ By \_\_\_\_\_

:rentalapplication