

APPLICATION FOR RENTAL

This application will be treated as confidential and retained in your private file. PLEASE PRINT and complete all information.

Date of Application: _____ Desired Date of Occupancy: _____ Term of Lease: From _____ to _____

Property Address: _____ Agent: _____ Monthly Rent: _____

GENERAL INFORMATION

Applicant Name: _____ Date of Birth: _____ SS#: _____

Home Phone #: _____ Work Phone #: _____ Mobile Phone #: _____

No. of Adult Occupants (Over Age 18): _____ No. of Occupants under Age 18: _____

Names and Ages of Occupants under 18 _____

(Circle) SINGLE MARRIED DIVORCED (How Long?) _____ SEPARATED (How Long?) _____ Do You SMOKE? _____

Spouse Name: _____ Date of Birth: _____ SS#: _____

Home Phone #: _____ Work Phone #: _____ Mobile Phone #: _____

Applicant E-Mail Address: _____ Spouse E-Mail Address: _____

Have you or Spouse ever gone by any other name(s)?: (circle) YES NO If answer is Yes, list: _____

Pets (circle): YES NO If YES, How Many? _____ Describe Pet(s): _____

Applicant Drivers License # & State: _____ Spouses Drivers License # & State: _____ (Copy of both Drivers License attached)

In Case of Emergency, Notify: _____ Name Address Phone

Nearest Relative Not Living With You: _____ Name Relationship

Address Phone

How did you find out about this rental unit? NEWSPAPER (Specify) _____ AGENT (Name & Company) _____ INTERNET (Specify) _____ FRIEND (Name) _____ OTHER (Specify) _____

How long do you plan to stay in this rental unit? _____

RESIDENCE HISTORY

Include apartment numbers, if applicable. If own(ed) the home list mortgage company and account number. If rental home(s), list name, phone number and address of landlord or management company.

Present Address: _____ Apt. # _____ City _____, St. _____ Zip _____ Home Phone _____

Dates: From: _____ To: _____ Present Landlord: _____ Phone: _____

Amount Rent or Mortgage: \$ _____ Reason for Leaving: _____

Previous Address: _____ Apt. # _____ City: _____, St. _____ Zip _____ Home Phone _____

Dates: From: _____ To: _____ Previous Landlord: _____ Phone: _____

Amount Rent or Mortgage: \$ _____ Reason for Leaving: _____

Previous Address: _____ Apt. # _____ City: _____, St. _____ Zip _____ Home Phone _____

Dates: From: _____ To: _____ Previous Landlord: _____ Phone: _____

Amount Rent or Mortgage: \$ _____ Reason for Leaving: _____

CHECK LIST OF ATTACHED ITEMS:

Copy of Applicant's Driver's License: _____

Three Copies of Pay Stubs For Applicant: _____

Copy of Spouse's Driver's License: _____

Three Copies of Pay Stubs For Spouse: _____

Application Fee: _____

EMPLOYMENT HISTORY

Employer: _____ Address: _____

Phone: _____ Position: _____ Supervisor: _____

How long: _____ Monthly Income: _____ Other Income (describe): _____

Spouses Employer: _____ Address: _____

Phone: _____ Position: _____ Supervisor: _____

How long: _____ Monthly Income: _____ Other Income (describe): _____

Are you or your spouse subject to transfer? _____

QUALIFYING SCREENING QUESTIONS – Please Answer All Questions

1. Have you or your spouse ever been evicted or a defendant in an eviction? (Circle) YES NO If answer is YES explain: _____
2. Are there any outstanding judgments or collections against you or your spouse? (Circle) YES NO If answer is YES explain: _____
3. Have you or your spouse ever filed or been discharged from a bankruptcy, or are you currently under a bankruptcy? (Circle) YES NO
If answer is YES explain: _____
4. Have you or your spouse ever been asked to move because of a lease violation or for non-payment of rent? (Circle) YES NO If answer is YES explain: _____
5. Have you or your spouse ever been convicted of any felony or currently on probation/parole? (Circle) YES NO If answer is YES explain: _____
6. Have you or your spouse ever been convicted of any misdemeanor involving a sexual offense, stalking, assault, battery, theft, fraud, bad checks, trespass, vandalism, illegal possession or sale of drugs, or illegal use or possession of weapons? (Circle) YES NO If answer is YES explain: _____
7. Do you have legal right to be in the United States? ___ YES, I am a U.S. Citizen ___ YES, I have a valid visa ___ NO I do not have a legal right to be in the United States

BANK REFERENCES

Bank Reference: _____ Phone: _____ How Long: _____

Checking Account #: _____ Savings Account #: _____

OTHER

Credit References (3):	Name	Address	Acct. #	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

How many vehicles do you own? _____

Make: _____ Year: _____ License: _____
 Make: _____ Year: _____ License: _____
 Make: _____ Year: _____ License: _____

Do you have any recreational vehicles (Boats, Motorcycles, Etc.?) (Circle): YES NO If So, specify: _____

PLEASE NOTE: A deposit is accepted to ensure that the property you desire will be available on your requested occupancy date. This deposit will be applied toward the refundable security deposit required in your lease. The deposit holds the property for ten days only. If this application is not accepted, the deposit will be returned to you. If, after the application is accepted, you fail to sign a lease and take occupancy on your specified desired date of occupancy, the deposit will be forfeited. The Application Fee is \$60.00 per married couple or \$45.00 per single person and \$45.00 for each additional person 18 and over. The Application Fee covers the cost of credit application processing and is not refundable under any circumstances.

Deposit with Application: \$ _____ Application Fee: \$ _____ Total Received: \$ _____

DISCLOSURE: Susan Rich Realty, LLC is an agent for the Owner of the lease premises, represents only the Owner of the lease premises and is paid by the Owner of the leases premises.

By signing this Application, I recognize that the Landlord, his agent, or the Owner of the Property applied for may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to them.

Signatures: _____ Applicant _____ Applicant

Office Number: (770) 928-7445 * Mobile Number: (770) 241-3767 * Office Fax Number: (770) 517-9055

PLEASE READ CAREFULLY

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **Susan Rich Realty, LLC**, may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Susan Rich Realty, LLC** tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of **Susan Rich Realty, LLC**.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Background Info USA with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge **Susan Rich Realty, LLC**, Background Info USA and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenant was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

Applicant Signature

Print Name Clearly

Co-Applicant Signature

Print Name Clearly

Date: _____