

**PLEASE READ BEFORE COMPLETING APPLICATION
ANY QUESTIONS SHOULD BE ASKED PRIOR
TO COMPLETING THE APPLICATION**

1. Application and application fee of \$20.00 **cash** is submitted with a **local phone number** or **cell phone number** where Property Management can easily reach applicant when application review is complete.
2. Any phone calls after application is submitted should be made through the Property Management office at **860-8441 during our business hours of 9:00 am – 5:30 pm.**
3. **Property Management will contact applicant** as soon as the application is completely processed. The only delay will be if all references being checked do not return our calls promptly. If applicant is approved an appointment will then be schedule with the applicant to view available properties.
4. Upon selection of desired property, an appointment will be scheduled with Property Management to sign necessary paperwork. This must be completed within two business days of approval or the property will be placed back on the market for rent.
(At this time it will be necessary for you to pay the security deposit. This and all future money paid in conjunction with the lease MUST be in the form of CERTIFIED CHECK OR MONEY ORDER. No personal checks or cash will be accepted!)
5. Once all paperwork is completed tenant must then contact necessary utility companies to schedule service so an inspection may be done prior to move-in. **(If leased property has gas service you must contact the Property Management Office to obtain a key to let the service person in the property.)**
6. Once all utilities have been scheduled you must schedule an appointment with Property Management for your move-in inspection. This should be scheduled just prior to your lease date. **INSPECTIONS ARE DONE MONDAY – FRIDAY BETWEEN THE HOURS OF 9:00 AM AND 4:00 PM ONLY!! ALL UTILITIES MUST BE ON BEFORE INSPECTION CAN BE DONE.**
7. At time of inspection, additional keys will be given to tenant as well as any rents due being collected.
8. Any repairs or maintenance found during inspection will be scheduled after the inspection is completed.
9. If you have **ANY QUESTIONS** about this application, condition of the property or policies of this company, please ask **PRIOR** to completing the application.

******PLEASE TAKE THIS SHEET WITH YOU AS A QUICK****
****REFERENCE TO QUESTIONS******

CENTURY 21 Larry Miller Realty, Inc.
Property Management Department
235 N. Belair Road
Evans, GA 30809

RENTAL APPLICATION

PROPERTY ADDRESS _____ AGENT'S NAME _____

**** DO NOT FILL OUT THIS APPLICATION UNTIL YOU HAVE READ THE COVER SHEET ****

DATE _____

APPLICANT

FIRST NAME _____ MIDDLE _____ LAST _____

MARITAL STATUS: [] MARRIED [] UNMARRIED SPOUSE'S NAME _____

PRESENT ADDRESS _____ HOME PHONE _____

CITY, STATE, ZIP _____ WORK PHONE _____

HOW LONG AT CURRENT ADDRESS? _____ CELL PHONE _____

TENANT EMAIL ADDRESS: _____

CURRENT LANDLORD _____ LANDLORD PHONE _____

SOCIAL SECURITY # _____ DRIVER'S LICENCE# AND STATE _____

EMPLOYER _____ SUPERVISOR _____

EMPLOYER'S ADDRESS _____ EMPL. PHONE# _____

CITY, STATE, ZIP _____ TITLE/RANK _____

HOW LONG EMPLOYED? _____ SALARY _____

IF CURRENT ADDRESS IS LESS THAN TWO YEARS, PLEASE COMPLETE SECTION BELOW:

PREVIOUS ADDRESS _____ LANDLORD _____

CITY, STATE, ZIP _____ LANDLORD PHONE _____

HOW LONG AT PREVIOUS ADDRESS? _____

NAME OF NEAREST RELATIVE _____ RELATIONSHIP _____

RELATIVE'S ADDRESS _____ PHONE _____

CITY, STATE, ZIP _____

LIST 3 CREDIT REFERENCES:

_____ ACCT# _____

_____ ACCT# _____

_____ ACCT# _____

CO-APPLICANT

FIRST NAME _____ MIDDLE _____ LAST _____

MARITAL STATUS: [] MARRIED [] UNMARRIED SPOUSE'S NAME _____

PRESENT ADDRESS _____ HOME PHONE _____

CITY, STATE, ZIP _____ WORK PHONE _____

HOW LONG AT CURRENT ADDRESS? _____ CELL PHONE _____

TENANT EMAIL ADDRESS: _____

CURRENT LANDLORD _____ LANDLORD PHONE _____

SOCIAL SECURITY # _____ DRIVER'S LICENSE AND STATE _____

EMPLOYER _____ SUPERVISOR _____

EMPLOYER'S ADDRESS _____ EMPL. PHONE # _____

CITY, STATE, ZIP _____ TITLE/RANK _____

HOW LONG EMPLOYED? _____ SALARY _____

IF CURRENT ADDRESS IS LESS THAN TWO YEARS, PLEASE COMPLETE SECTION BELOW:

PREVIOUS ADDRESS _____ LANDLORD _____

CITY, STATE, ZIP _____ LANDLORD PHONE _____

HOW LONG AT PREVIOUS ADDRESS? _____

NAME OF NEAREST RELATIVE _____ RELATIONSHIP _____

RELATIVE'S ADDRESS _____ PHONE _____

CITY, STATE, ZIP _____

LIST 3 CREDIT REFERENCES:

_____ ACCT# _____

_____ ACCT# _____

_____ ACCT# _____

PLEASE PROVIDE THE FOLLOWING INFORMATION ON ALL APPLICANTS:

EXPECTED MOVE IN DATE _____

NUMBER OF CHILDREN _____ NAMES AND AGES _____

LIST ANY OTHER PERSON LIVING WITH YOU _____

RELATIONSHIP _____

NUMBER OF VEHICLES AND COMPANY CARS TO BE KEPT AT THIS ADDRESS _____

DO YOU HAVE PETS? _____ IF YES, WHAT KIND? _____

THIS APPLICATION IS SUBJECT TO ACCEPTANCE BY THE OWNER AND EXECUTION OF A LEASE OR RENTAL AGREEMENT AND IS OFFERED WITHOUT RESPECT TO RACE, COLOR, CREED, SEX, NATIONAL ORIGIN, FAMILIAL STATUS OR HANDICAP.

APPLICANT _____ CO-APPLICANT _____

CENTURY 21 Larry Miller Realty, Inc.
Property Management Department
235 N. Belair Road
Evans, GA 30809

RENTAL APPLICATION CERTIFICATION

*** PLEASE READ CAREFULLY BEFORE SIGNING ***

By signing below, I (We) authorize Century 21 Larry Miller Realty, Inc. to make inquiries through the credit bureau or from my employer and any other references I (We) have supplied on the Rental Application, now and in the future as necessary.

I (We) further understand that if I am (we) are found not qualified to rent the property applied for, my (our) application fee will not be refunded.

Upon application approval, I (we) understand that if I (we) do not find a suitable property through this management company within 72 hours of application approval the application fee will be refunded to me (us) after written request. If suitable property is found and lease entered into, the application fee will be credited to CENTURY 21 Larry Miller Realty, Inc. for costs of processing application and acquiring credit report. An approved application will be accepted for a period no longer than 60 days. After that a new application must be submitted.

I (We) further understand that I (we) will be customers of CENTURY 21 Larry Miller Realty, Inc. and that CENTURY 21 Larry Miller Realty, Inc. will be acting as agent for the property owner in this transaction unless otherwise stipulated in writing prior to this application being signed.

APPLICANT _____ CO-APPLICANT _____

PROPERTY MANAGER _____ DATE _____

DO NOT WRITE IN THE AREA BELOW

Application for: _____

Date Approved: _____ Date Disapproved: _____

Approved by: _____ Disapproved by: _____

Application Not Accepted By: _____ Date App Fee Refunded: _____

Application Fee Refund Received By: _____

Comments _____

APPLICATION APPROVAL GUIDELINES

1. Credit score must rank 500 or above. The higher the rent, the higher the credit score must be.
2. There shall be a pattern of satisfactory payment history established for the previous 12 months.
3. There shall be no unpaid collections, judgments, bankruptcies, repossessions or foreclosures recorded in the previous 18 months. Any judgments from previous rental or management companies will constitute immediate disapproval. Outstanding medical collections will be taken in to consideration.
4. Debt to income ratio for rental approval should not exceed 40% of gross income to include rent amount. (this means all monthly payments and rent can not exceed 40% of gross income)
5. Debt ratio over 40% may be considered with compensation of additional security deposit.
6. All references and rental history will be taken in to consideration. Good rental history is always a plus.