

Application Process

Property Address _____

Offer/rental amount: _____

Thank you for your interest in our property. Following you will find the Rental Application, Tenant Disclosure Form and Application Payment Authorization form.

Please complete all forms in their entirety and include a copy of the following items (*if application incomplete this will delay approval or application will be denied*):

- Drivers license or government issued identification card
- Social security card
- Two most recent months paycheck stubs
- Two most recent months bank statement
- Four most recent months rental receipts from current address

You will receive a response regarding the status of your application within 5 business days of receipt of **completed** application and application fee. **Each adult (18 or older)** living in the home must complete a full rental application and submit rental application fee of **\$40/adult.**

Once your application is approved, we will work with you to set up the terms of the lease agreement.

If your application is denied, you will receive a denial letter in the mail stating why and how you can receive a copy of your report from the consumer reporting agency used to make this determination.

Any questions regarding these forms or the qualification process can be directed to Realtors of the Byrdsong team at :
404.843.2500. E-fax 770.406.2728 (Attn: Byrdsong team)

RENTAL APPLICATION

The undersigned hereby makes an application to rent the following property:

Anticipated move date of _____

Application Fee: \$40 per adult (18 or older)

PLEASE TELL ME ABOUT YOURSELF

Applicant's full name _____

Phone # _____ Alternative phone # _____ E-mail _____

Date of Birth _____ Social Security # _____

Drivers License _____ State _____ Exp. _____

Co-applicants full name and social security # _____

Names & dates of birth of dependants' _____

Number and type of Pets _____

PLEASE GIVE RESIDENTIAL HISTROY (LAST 3 YEARS-Must list current & atleast one previous address) *Required

Current address _____ City _____ State _____ Zip _____

Current Landlords Name* _____

Landlords Phone (*required) _____

Dates living at this address _____

Reason for leaving * _____

(1) *Previous Address _____ City _____ State _____ Zip _____

Landlords Name* _____

Landlords Phone* _____

Dates living at this address _____

Reason for leaving * _____

(2) Previous Address _____ City _____ State _____ Zip _____

Landlords Name _____

Landlords Phone _____

Dates living at this address _____

Reason for leaving _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION

Your status: Full-time _____ Part-time _____ Student _____ Unemployed _____

Present Employer _____ Position _____

Employers
Address _____ City _____ State _____

Supervisor Name _____ Phone # _____

Dates employed* _____

*Salary \$ _____ per _____ (If employed by above less than 12 months, please give name and number of previous employer or school _____)

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____

Have you ever been evicted from a rental residence? Yes _____ No _____

Have you had two or more late rental payments in the past year? Yes _____ No _____

Have you ever willfully or intentionally refused to pay rent when due? Yes _____ No _____

PLEASE LIST YOUR REFERENCES (Must send bank statements w/application)

Name of bank _____ Account # _____ Type of Account _____

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Personal Reference & Emergency Contact

Name of personal reference _____ Years Known _____

Relationship _____ Phone # _____

Names & # of emergency contacts (atleast 2) _____

Relationship to each party? _____

Name of professional reference: _____ Years Known _____

Relationship: _____ Phone #: _____

Additional Comments: _____

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at a tenant decision, I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

*** REQUIRED-**

Signature _____ Date _____

TENANT DISCLOSURE FORM

Applicants Name _____

Address _____

City/State/Zip _____

Social Security Number _____

Date of Birth _____ Drivers License # & State _____

I authorize an investigation of my consumer credit report, public records and any personal information on me necessary to arrive at an applicant decision to the owner of the property listed above.

*Signature _____ Date ____ / ____ / ____

APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)

Application processing fee of \$ _____ Received by _____

Date _____

OFFICE NOTES:

Credit Card Authorization for Application Fee
*(Or a money order can be issued, but must have payment before
application can be processed)*

Credit card type: Visa _____ MasterCard _____ AMEX _____

Credit card number: _____

Card Verification (CVV) Code* (on back of card): _____

Expiration Date _____

Amount authorizing for charge: \$ _____

Signature: _____

Address associated with this card: (city, state and zip please)

Phone # associated with this credit card: _____

*** What is a Card Verification Value (CVV)?** The Card Verification Value (CVV) is a 3-digit number found on the signature panel on the back of your credit card. It is an additional safeguard that helps us validate your purchase and protect against fraud. It is not contained in the magnetic stripe information and is therefore not printed on sales receipts.

Where is the CVV located?

VISA, MASTERCARD & DISCOVER

You can find your card verification code on the reverse side of your credit card, printed into the signature field. It is a 3-digit group for MasterCard, Visa, and Discover.

AMERICAN EXPRESS

The American Express Card verification code is a 4-digit number printed on the front of your card. It appears after and to the right (above) of your card number.