

# APPLICATION INSTRUCTIONS

**Equal Housing:** We do not discriminate on the basis of race, color, religion, sex (gender), handicap, familial status or national origin.

**Applicants:** Each applicant over the age of 18 must submit a separate application form and fee. Any omissions or falsifications will result in rejection of an application and lease termination.

**Processing:** An application will not be processed until all requested information has been received by our office, complete with the application fee(s) and reservation fee(s).

**Occupants:** Every occupant of the property must be listed on the application and included on the lease.

**Identification:** We require a current copy of a picture ID, such as a valid driver's license, passport, etc. for each applicant.

**Income:** The gross income requirement is 3 times the monthly rent and will be verified as a part of the process. Accurate employment contact information and all income sources that can be verified must be provided. In order to expedite the application process, please provide a copy of all paystubs for the past 30 days. If an applicant is self-employed, written verification of two previous year's income must be provided (i.e. tax returns).

**Rental History:** To expedite the application process, include prior landlord contact information with the application. Apartment communities will not release rental history unless they have received written "Notice to Vacate."

**Credit History:** To expedite the application process, please make sure that the application is written clearly and social security number has been included. The application must be signed on both signature request lines.

**Landlord Verification:** Please be sure to include accurate contact information for your last 3 years of residency. If an applicant is living with friends or relatives, the application will be processed as having no landlord reference.

**Application Fee:** Each individual completing the application must pay a \$65.00 non-refundable fee at the time the application is submitted. The application fee is payable to Relocation Realty, Inc. in Certified Funds only.

**Reservation Fee:** Due with application, the reservation fee is payable to Relocation Realty, Inc. in Certified Funds, is equal to one month's rent and becomes the first 30 days rent at the time of move-in. The reservation fee will be deposited upon receipt. Once an application has been processed and accepted, the reservation fee is non-refundable for any reason.

**Security Deposit:** Due at move-in, the security deposit is equal to one or more month's rent based on credit worthiness, employment verification, rental history and other factors. The security deposit is due in Certified Funds only and is refundable at the time of move-out.

**Pet Deposit/Fee:** If applicable, a pet deposit (refundable) and a pet fee (non-refundable) are due at the time of move-in in the form of Certified Funds. The pet deposit and pet fee are each generally \$250 per pet. The Landlord may at his discretion reject any pet at the time of application. The following breeds will require a double security deposit and renter's insurance: Pit Bull, Rottweiler, Chow, Doberman Pincher, German Shepherd or any mix of any of these breeds. The Homeowner and RRI must be added to the policy as additional insured and it must remain in full force for the duration of the tenancy. The policy declaration page must be produced for our records prior to move-in.

## RELOCATION REALTY, INC.

A Full Service Real Estate Company

[www.relocationrealtvnc.com](http://www.relocationrealtvnc.com) 281 South Atlanta Street, Roswell, GA. 30075 O•770-641-8393 F •770-641-1609

# APPLICATION

AGENT \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
APPLYING FOR A \_\_\_\_\_ MONTH LEASE AT \$ \_\_\_\_\_ PER MONTH  
HOW DID YOU HEAR ABOUT RELOCATION REALTY \_\_\_\_\_

## PERSONAL INFORMATION

APPLICANT: \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Birth Date \_\_\_\_\_  
Contact Phone Numbers: Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Do you have a legal right to be in the United States:  Yes I am a US Citizen  Yes I have valid visa documentation  No  
If "yes" because you are a non-US citizen with valid visa documentation please provide: Visa Type \_\_\_\_\_  
Visa Exp. Date \_\_\_\_\_ Reason you are in the US: \_\_\_\_\_  
Do you have Renter's Insurance  Yes  No Do you have a water bed or fish tank  Yes  No  
Have you ever been evicted  Yes  No Are you a registered sex offender  Yes  No  
Have you or any member of your household been convicted or pleaded no contest to a felony  Yes  No  
All other occupants under 18 years of age: Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

## RESIDENTIAL HISTORY

(Last 3 years)  
PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
Present Landlord/mortgage holder \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email address \_\_\_\_\_ Length of time at present address \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Reason for moving \_\_\_\_\_  
PREVIOUS ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
Previous Landlord/mortgage holder \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email address \_\_\_\_\_ Length of time at previous address \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Reason for moving \_\_\_\_\_

## INCOME AND EMPLOYMENT VERIFICATION

APPLICANT'S EMPLOYMENT \_\_\_\_\_ How Long? \_\_\_\_\_  
Employers Address \_\_\_\_\_ City \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Explanation of additional income \_\_\_\_\_ Amount \$ \_\_\_\_\_

## EMERGENCY CONTACTS

EMERGENCY CONTACT: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship \_\_\_\_\_  
PERSONAL REFERENCE: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship \_\_\_\_\_

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I hereby authorize Relocation Realty to contact credit services, personal and credit references given herein, plus my employers to verify information I have given.

I also authorize Relocation Realty to report to credit service organizations any information relevant to my unsatisfied obligations to Relocation Realty and/or the property owner.

I understand that as a matter of practice Relocation Realty staff and the property owner will have access to my credit information and I authorize it.

In order to obtain approval I give my consent to release a copy of my credit report to the property owner.

I acknowledge this application is the property of Relocation Realty.

I agree to pay any collection costs Relocation Realty incurs in enforcing this contract.

## RESERVATION AGREEMENT

It is my desire to have the property listed on the front of this application taken off the market once the application is approved for consideration of \$ \_\_\_\_\_ "Reservation Fee" which will become the first month's rent of \$ \_\_\_\_\_ for an initial rental period of \_\_\_\_\_ months.

If I do not qualify under Relocation Realty's standard underwriting requirements for residency, I understand this reservation fee will be refunded.

I understand that Relocation Realty is the Agent and representative for the owner and will be paid a fee by the Owner.

I understand the property is being leased "AS IS" in the present condition. Any stipulations, changes or modifications which I request are listed as contingencies of the application and signed by me. If any contingencies cannot be met by all parties, the Reservation Fee will be refunded to me.

I understand that Relocation Realty will continue to market the property until the application has been approved. I understand that by Georgia law, Relocation Realty must present to the Owner all applications received. I understand that if I withdraw my application or change my mind about this property all the fees will be retained by Relocation Realty as liquidated damages.

I understand the Reservation Fee is NOT the Security Deposit. The Security Deposit will be collected after the Move-In Inspection has been completed. I understand that a \$175.00 fee will be due prior to move out in order to offset the expenses of the Move-In and Move-Out Inspections. In the event the fee remains unpaid at the end of the lease, the fee will be deducted from the Security Deposit

**ALL MONEY MUST BE IN GUARANTEED FUNDS: CASHIER'S CHECK, MONEY ORDERS, OR TRAVELER'S CHECKS.  
NO CASH WILL BE ACCEPTED.**

All monies are made payable to RELOCATION REALTY INC.

I agree to pay a \$65.00 non refundable application fee for credit check and processing charge.

APPLICATION FEE PAID \$ \_\_\_\_\_

RESERVATION FEE PAID \$ \_\_\_\_\_

X \_\_\_\_\_  
Applicant's Signature Date

I, the undersigned Applicant agree to the above terms and do hereby swear that the information I have given in this application is true and complete to the best of my knowledge. Any false information will constitute grounds for rejection of application or the landlord may terminate the contract.

X \_\_\_\_\_  
Applicant's Signature Date

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**CONTINGENCIES OF THIS APPLICATION**

AGENT \_\_\_\_\_

MOVE-IN DATE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

APPLYING FOR A \_\_\_\_\_ MONTH LEASE AT \$ \_\_\_\_\_ PER MONTH

The following contingencies are to be made a part of this application.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

APPLIANCES AND PERSONAL PROPERTY TO REMAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PET INFORMATION**

PET TYPE \_\_\_\_\_ PET FEE \_\_\_\_\_ PET DEPOSIT \_\_\_\_\_

PET TYPE \_\_\_\_\_ PET FEE \_\_\_\_\_ PET DEPOSIT \_\_\_\_\_

**X** \_\_\_\_\_  
Applicant's Signature Date

**X** \_\_\_\_\_  
Owner Date

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