



Thank You For Choosing RELOCATION REALTY, INC. To Lease Your New Home
The following information will help you understand what guidelines we use in qualifying and to answer any questions you may have about the Move-In Procedure.

Resident History: Have you been late paying your rent or mortgage? Did you have returned checks? Were you a good resident? How well did you take care of the property? Did your neighbors complain about you? **To expedite the approval include your prior homeowners contact information with the application. Note: Apartment Communities will not release your rental history unless you have given them written Notice to Vacate.**

Credit History: Do you have a good credit history? Is there anything on your credit from a past property owner? There are situations we can help you with if you let us know right away. **To expedite the approval write clearly, include your social security number and sign the application on both signature request lines.**

Employment: Are you working and for how long? Provide verification of employment from your employer? Do you have other sources of income that can be verified? **TO EXPEDITE THE APPROVAL PLEASE PROVIDE A COPY OF PAY STUBS FOR THE MOST CURRENT MONTH, IF SELF EMPLOYED 3 MONTHS' BANK STATEMENTS WITH THIS APPLICATION.**

Identification: We will need a **current** copy of a picture ID, such as a valid driver's license, passport, etc. to process your application. Please make this available to your agent at time of application.

Allocation of Funds (See Below) – ALL FUNDS PRIOR TO MOVE IN MUST BE CERTIFIED FUNDS/CASHIER'S CHECK OR MONEY ORDER PAYABLE TO RELOCATION REALTY, INC.

Application Fee: Due with application, (This must be in **Certified Funds or Money Order**). Each occupant must submit a separate application unless the Applicant and Co-Applicant share joint credit. The application fee is \$50.00 for each application and is non-refundable. **ALL OCCUPANTS MUST BE SHOWN ON THE APPLICATION (S) AND THE LEASE.**

Reservation Fee: Due with application, is equal to one months rent and will become the first full month's Rent at time of move-in (This must be in **Certified Funds or Money Order**) and will be deposited in the bank when application is submitted.

Security Deposit: Due at move-in is equal to one months rent (This must be in **Certified Funds or Money Order**) \$100.00 is a non-refundable administration fee, which will be deducted from the Security Deposit at time of Move-Out.

Pet Deposit/Fee: Due at move-in \$500.00. **Pet Fee** of \$200.00 is non-refundable. (This must be in **Certified Funds or Money Order**). Landlord may at his option reject any pet at time of application. Resident must get liability insurance in addition to a double security deposit on the following breeds: Pit Bull, Rottweiler, Chow, Doberman Pincher, German Shepherd or any mix of the above named breeds. *This may vary per property.*

Relocation Realty, Inc.
A Full Service Real Estate Company

www.rentalrelocation.com 281 South Atlanta Street, Roswell, GA 30075 O- 770-641-8393 F-770-641-8607

APPLICATION

AGENT _____ MOVE-IN DATE _____

ADDRESS _____

APPLYING FOR A _____ MONTH LEASE AT \$ _____ PER MONTH OR LEASE PURCHASE WITH
\$ _____ DOWN

Applicant: _____
SOCIAL SECURITY _____ BIRTH DATE _____ CONTACT PHONE NUMBER _____

Address: _____

Email Address: _____

Co-Applicant: _____
SOCIAL SECURITY _____ BIRTH DATE _____ RELATIONSHIP TO APPLICANT _____

Address: _____

Co-Applicant Email Address: _____

All other residents and children _____

RESIDENCE HISTORY

(Last 3 years)

PRESENT ADDRESS _____ CITY _____ ST _____ ZIP _____

Present Telephone _____ Length of time at present address _____

Present Landlord/mortgage holder _____ Phone _____

Monthly Payment \$ _____ Reason for moving _____

Co-Applicant PRESENT ADDRESS _____ CITY _____ ST _____ ZIP _____

Present Telephone _____ Length of time at present address _____

Present Landlord/mortgage holder _____ Phone _____

Monthly Payment \$ _____ Reason for moving _____

INCOME AND EMPLOYMENT VERIFICATION

APPLICANT'S EMPLOYMENT _____ How long? _____

Employers address _____ City _____ Telephone _____

Position held _____ Salary per month \$ _____

Supervisor's name and phone # _____

EXPLANATION OF ADDITIONAL INCOME _____

CO-APPLICANT'S EMPLOYMENT _____ How long? _____

Employers address _____ City _____ Telephone _____

Position held _____ Salary per month \$ _____

Supervisor's name and phone # _____

EXPLANATION OF ADDITIONAL INCOME _____

In case of emergency, notify: _____ Phone: _____

Relationship _____

Personal reference: Name _____ Phone: _____

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PLEASE COMPLETE We/I found out about this rental through _____

I/We hereby authorize RELOCATION REALTY, INC. to contact Credit services, personal and credit references given herein, plus my/our employers to verify information I/we have given.

I/We also authorize RELOCATION REALTY, INC. to report to credit service organizations any information relevant to my/our-unsatisfied obligations to RELOCATION REALTY, INC. and/or the property owner.

I/We understand that as a matter of practice RELOCATION REALTY, INC. staff and the property owner will have access to applicants' credit information and I/we authorize it.

I/We understand that a copy of my/our credit reports will be forwarded to property owner for approval to rent this property.

I/We acknowledge this application is the property of RELOCATION REALTY, INC..

I/We agree to pay any collection costs RELOCATION REALTY, INC. incurs in enforcing this contract.

RESERVATION AGREEMENT

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

The property owner/ RELOCATION REALTY, INC. agrees to TAKE THIS PROPERTY OFF THE MARKET ONCE APPLICATION IS APPROVED.

IF I DO NOT QUALIFY under the property owner's/RELOCATION REALTY, INC's standard underwriting requirements for residency, I understand THIS RESERVATION FEE WILL BE REFUNDED. THE APPLICATION FEE IS NON-REUNDABLE.

IF I FOLLOW THROUGH and qualify for this property, this Reservation fee shall be APPLIED TO THE FIRST FULL MONTH'S RENT. I may request a copy of the Lease when I turn in this Application.

I UNDERSTAND THAT THE RESERVATION FEE HEREWITH IS REFUNDABLE ONLY IF THIS APPLICATION IS REJECTED ONCE THE CONTINGENCIES ARE AGREED. APPLICANT MAY NOT WITHDRAW THE APPLICATION OR THE FEES. IF APPLICANT WITHDRAWS THIS APPLICATION OR CHANGES HIS MIND ABOUT THE DWELLING THE FEES OF ALL APPLICANTS WILL BE RETAINED BY OWNER/RELOCATION REALTY, INC. AS LIQUIDATED DAMAGES.

THIS RESERVATION FEE (GUARANTEED FUNDS REQUIRED -- CASHIER'S CHECK, MONEY ORDERS, TRAVELER'S CHECKS, NO CASH PLEASE IS NOT A SECURITY DEPOSIT. The security deposit must be paid before move-in.

I AGREE TO PAY A NON-REFUNDABLE APPLICATION FEE OF \$50 AT THE TIME OF APPLICATION FOR EACH OCCUPANT UNLESS THE APPLICANT AND CO-APPLICANT SHARE JOINT CREDIT.

All monies should be made payable to RELOCATION REALTY, INC. INC.

APPLICATION FEE PAID \$ _____
X _____
Applicant's Signature Date
X _____
Co-Applicant's Signature Date

RENTAL DEPOSIT PAID \$ _____
X _____
Co Applicant's Signature Date
X _____
Co Applicant's Signature Date

I/We affirm that the information I/We have given in this application is correct. Applicant acknowledges receipt of Agency Exhibit.

X _____
Applicant's Signature Date
X _____
Co-Applicant's Signature Date

X _____
RELOCATION REALTY, INC.'s Leasing Agent Signature Date
X _____
RELOCATION REALTY, INC.'s Listing Agent Signature Date

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CONTINGENCIES OF THIS LEASE/LEASE PURCHASE:

AGENT _____ MOVE-IN DATE _____

ADDRESS _____

APPLYING FOR A _____ MONTH LEASE AT \$ _____ PER MONTH OR LEASE PURCHASE

WITH \$ _____ DOWN

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

1) _____

2) _____

3) _____

4) _____

5) _____

APPLIANCES AND PERSONAL PROPERTY TO REMAIN: _____

PET INFORMATION

PET TYPE _____ PET WEIGHT _____

PET TYPE _____ PET WEIGHT _____

Owner agrees to items number _____

X _____
Applicant's Signature Date

X _____
Owner Date

X _____
Co-Applicant's Signature Date

X _____
Owner Date

X _____
RELOCATION REALTY, INC.'s Leasing Agent Signature Date

X _____
RELOCATION REALTY, INC.'s Listing Agent Signature Date

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