

**APPLICATION FOR RENTAL PROPERTY**

1140 Old Peachtree Road, Suite D, Duluth, GA 30097

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Online Application Available: [www.RMSTeam.com](http://www.RMSTeam.com)

**PROPERTY YOU ARE APPLYING FOR:**

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**Personal Information**

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Suffix (Jr, Sr, III, etc):** \_\_\_\_\_

**Maiden Name:** \_\_\_\_\_

**Gender:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**SSN/SIN:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Address Cont.:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Rent or Own:** \_\_\_\_\_

**Landlord Name:** \_\_\_\_\_

**Landlord Phone:** \_\_\_\_\_

**Rent Amount:** \_\_\_\_\_

**At this Address Since:** \_\_\_\_\_

**Driver's License#: \_\_\_\_\_ State: \_\_\_\_\_**

**Prior Residence Information**

**Prior Address:** \_\_\_\_\_

**Address Cont.:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Landlord Name:** \_\_\_\_\_

**Landlord Phone:** \_\_\_\_\_

**Rent Amount:** \_\_\_\_\_

**At Address From: \_\_\_\_\_ To: \_\_\_\_\_**

**Rent or Own:** \_\_\_\_\_

**Employment/Income Information**

**Currently Employed: Yes \_\_\_\_\_ NO \_\_\_\_\_**

**Employer Name:** \_\_\_\_\_

**Contact for Verification:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Monthly Gross Income:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**Previous Employment**

**Employer Name:** \_\_\_\_\_

**Contact for Verification:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Monthly Gross Income:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**\*\*\*Please Attach/Send Two Most Recent Pay Stubs with Application\*\*\***

**Background**

Have you (or any person you have named on this application) ever been evicted from a tenancy or left owing money? \_\_\_\_\_ If Yes,

Explain: \_\_\_\_\_  
\_\_\_\_\_

Have you (or any person you have named on this application) ever filed for, or currently involved in a bankruptcy, been foreclosed on, or been a defendant in a civil suit? \_\_\_\_\_ If Yes, Provide Action and Date:  
\_\_\_\_\_  
\_\_\_\_\_

Do you or any of the members of your household have pending criminal charges, or ever been convicted of, plead guilty or no contest to, any criminal offense(s) or had any criminal offense(s) other than traffic infractions that were disposed of other than by acquittal or a finding of "not guilty"? \_\_\_\_\_ If Yes, Attach Explanation Including Year, Charge and Degree

**Personal References**

**Name #1:** \_\_\_\_\_ **Phone #1:** \_\_\_\_\_

**Name #2:** \_\_\_\_\_ **Phone #2:** \_\_\_\_\_

**PROPERTY YOU ARE APPLYING FOR:**  
\_\_\_\_\_  
\_\_\_\_\_

**Pets**

**Pets: NO** \_\_\_\_\_ **YES** \_\_\_\_\_ **If Yes, List All Pet(s) including Type (Cat/Dog), Breed, Name, Weight, Color & Age for Each:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*If you have a pet there is an additional per pet application charge which is administered by a third-party pet screening tool.**

**Desired Move-In Date:** \_\_\_\_\_ **Applying for a** \_\_\_\_\_ **month Lease at \$** \_\_\_\_\_ **per month**

**Leasing Agent:** \_\_\_\_\_

**List All Additional Occupants Name, Age, and Relationship to Applicant:**  
\_\_\_\_\_  
\_\_\_\_\_

**In case of Emergency, who should we notify?**  
\_\_\_\_\_

**List All Vehicles (Year, Make, Model):** \_\_\_\_\_

**How did you hear about this property?**

\_\_\_ **Drive-by/Sign** \_\_\_ **Rentals.com** \_\_\_ **Zillow** \_\_\_ **Craigslist** \_\_\_ **RMSTeam.com** \_\_\_ **Trulia**

\_\_\_ **Realtor/Agent (List Name):** \_\_\_\_\_

\_\_\_ **Other:** \_\_\_\_\_

**RESERVATION FEE**

Once you have received notification of approval, you must provide your reservation fee to hold the property. The property will not be held for you until this fee is received. The reservation fee is equal to one month's rent and needs to be paid in the form of cashier's check, certified check or money order. When we receive the reservation fee, we will remove the property from the market. Once the reservation fee is paid it becomes non-refundable. The reservation fee will be credited to your rent and is NOT a security deposit.

**SECURITY DEPOSIT AND NON-REFUNDABLE ADMINISTRATION FEE**

At the time of move-in you will be required to pay your security deposit, which is generally equal to one month's rent. Management may require a higher security deposit for applicants with negative credit/rental history or insufficient income. The administration fee is \$150 and is Non-Refundable. Both Fees will be collected at the time of move-in and are required to be in the form of a cashier's check, certified check or money order(s).

**ACKNOWLEDGEMENT, DISCLOSURE & AGREEMENT**

By signing below, I agree that I have received and read RMS Team at RE/MAX Center's Application Process & Rental Procedures document prior to submitting an application. I agree to all of the terms printed on the Application Process & Rental Procedures document and on this application. I also understand that this property is being leased "As-Is" in its present condition. I have submitted with this application a NON-REFUNDABLE application fee in the amount of \$50.00 per Applicant for a credit check and processing charge. This sum does not represent rental payment or payment of the lease. If my application is not approved, the application fee will NOT be refunded and will be retained by Management to pay for the cost of processing the application. I hereby certify that the information I have given to complete my application for tenancy is correct and complete. I further understand that any false or incomplete information is grounds for immediate rejection of this application. RMS Team at RE/MAX Center is the Agent and representative for the owner and will be paid a fee by the owner. I understand that all applications and offers received must be presented to the owner. Any information provided on the application and/or obtained through the verification process may be disclosed to the owner of the property. RMS Team at RE/MAX Center is acting as an agent for the Owner/Landlord and has not acted as agent for the Applicant. RMS Team at RE/MAX Center is hereby expressly authorized to verify the accuracy of information (including credit reports), which the Owner/Landlord may require to evaluate this application. I specifically authorize and request all present or previous employers, mortgage holders, landlords, rental agents, credit grantors, banks, accountants, stock brokers, and local, State and Federal Government Agencies to release any requested information in the evaluation of my application for rental housing.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**MARK IF ADDITIONAL EXPLANTION PAGES ARE ATTACHED**