

## 130 Canal Street Suite 304 Pooler, GA 31322

Office 912-450-1800

Fax 912-450-1801

Email: kathy@rawlsrealty.com

**Dear Prospective Tenant(s):** 

Thank you for your interest in one of our properties. All contact information is listed above for our company.

The following are required in order to process your application:

	_ 1. Completed application for each applicant (18 yrs of age and older)
	2. \$35 application processing fee per applicant in the form of money order,
	cashier's check or electronically submission ONLY
	Anyone who will potentially occupy property 18 years old and older and
	not be considered financially responsible or a primary applicant for rent is
	required to complete an application for background and credit check and
	will only need to pay \$15.00 for their background check.
	3. Copy of Driver's License or photo ID for each applicant (in color if faxing
a .	4. Proof of income for each primary applicant (1 most recent check stub) **
	5. Landlord verification Form for each primary applicant
	(Please complete SECTION 1 only)
	6. Prospective Tenant Information Sheet (primary applicants)

All items <u>must</u> accompany your application(s) in order for it/them to be processed. No application will be processed without the items listed above.

Please contact us at number above prior to dropping off, faxing, or emailing your application packet so that we can be expecting it. Applications will not be accepted if you have not personally viewed the property.

ATTN: FINANCIALLY RESPONSIBLE APPLICANT: We request that you make at least 3 times the rent amount of the property you are applying for. For example, if the property is \$1200 per month we would need to see that the combined income of all financially responsible applicants is at least \$3600 per month before taxes.

\*\*Call office to discuss your income proof requirements if you are not an employee\*\*

Nicole Rawls **Property Manager** 

**Kathy Eide Assistant Property Manager** 



## PROSPECTIVE TENANT INFORMATION SHEET

The application process can take 24-48 hours depending on how long it takes for all parties to respond back to the information that has been requested, to include current/previous landlords, and employers. Once the application has been approved, the prospective tenant (s) will have to do the following within 2 business days in order to secure the house off of the market:

- (1) Pay reserve funds equal to the advertised rent amount for home. **NOTE**: If your application is approved, and depending on credit /background check this amount maybe different and we will notify you of the amount required within the application decision letter. **THESE FUNDS ARE ONLY REFUNDABLE UP TO 7 BUSINESS DAYS AFTER RECEIPT. AFTER THE 7 DAYS THE FUNDS ARE CONSIDERED FORFEITED.**
- (2) Provide a copy of their renters insurance declaration page showing the property address that they will be renting.

A \$100 administration fee is charged at lease signing.

Our properties all have a no smoking policy.

Application fees are deemed non refundable after 10 minutes of submitting.

Please allow 24-36 business hours for total processing time. Please note that if there are multiple applications submitted the processing time will be longer than usual. If your application is denied we will let you know and upon your request we will send you a letter by email stating why within 10 days from the date of your application.

## **RENTAL APPLICATION**

(One For Each Adult Applicant)



2017 Printing

Application is hereby made to rent the premises	generally described as	("Property")
The multiple listing service number for this prope	erty, if known, is	
	perty for which Applicant is applying	shall start on
2. Proposed Monthly Rent.		-
3. <u>Lease Application Fee</u> . Applicant has paid a process this Rental Application, determine Applicant.	nonrefundable Lease Application For policant's credit worthiness to lease	ee of \$ to the Property and conduct a background investigation of
do whatever background and credit check on obtaining one or more credit reports on Applic the expiration or termination of the Lease as	Applicant that the Owner or Agent rant. Such credit report(s) may be ob- part of any effort to collect rent, cos	es Owner and any authorized agent of Owner ("Agent") to deem appropriate. This may include among other things otained before and during the term of the Lease and after ts, fees and charges owing under such Lease. Applicant core and Applicant expressly consents to the same.
applied towards Applicant's rent as reference Applicant without interest. If the Applicant's ap the Premises prior to the Commencement Da	d in said lease. If Applicant's applica oplication is approved, and Applican ate (or to pay the required rent ther quidated damages, it being acknow	eck, $\square$ cash or $\square$ money order is being made along with red into between Owner and Applicant the fee shall be ation is denied, this Reservation Fee hall be refunded to it fails to execute Owner's standard lease agreement for reunder such that the lease does not Commence), then dedged and agreed that the same is a reasonable pre- this time period and not a penalty.
	or Agent may use such information	f the authorization given herein by Applicant will not be to decide whether to lease the Property to Applicant and acluding the enforcement thereof.
<ol> <li>Application Does Not Create a Lease. The agreement between Applicant and Owner or parties enter into a formal Lease Agreement and</li> </ol>	an offer to lease. No lease shall es	shall under no circumstances be considered a lease xist between Applicant and Owner unless and until the deposits and advance rent.
<ol> <li>Warranty of Applicant. Applicant hereby war this warranty by Applicant may result in the ter</li> </ol>	rrants that the information supplied mination of any Lease entered into v	above is complete and accurate and that the breach of vith Applicant by Owner.
<ol> <li>Commitment to Equal Housing. Owner an regardless of race, color, religion, national orig</li> </ol>	d Agent are committed to providir in, sex, handicap or familial status.	g equal housing opportunities to all rental applicants
<ol> <li>Reason for Denial. If this Application is deni applicant, state the basis for said denial to App</li> </ol>	ied, Owner or Agent shall within te	n (10) days thereafter and upon the written request of
	ner. I also understand that this Pro	nagement) is the Agent and representative for the owner perty is being leased "AS-IS" in its present condition. I ny inspections of the Property which I might desire, at my
Accepted By:		
Applicant's Printed Name	Signature	Date
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Rawls Realty, 130 Canal St Ste 304 Pooler, GA 31322 Phone: 912-450-1800 Fax:

No. of the contract of the con		
stipulations, changes or modifications that	are listed as continge	respect it. I understand that I am accepting the Property "as is" except for any encies of this application. If any stipulations cannot be met, or an acceptable I have paid with the submission of this Rental Application will be returned to
Agent through whom I learned of this Propagation is approved, any fees I have pa	perty except for inform aid with the submission	r am I relying on any information, photos, or any other representations of the mation the Agent provided to me in writing. However I understand that if my in of this Rental Application are non-refundable and any obligations under the ty will in no way be a reason for any refund or cancellation of the agreement.
INFORMATION ABOUT APPLICANT.		
A. General		
First Name:	Middle	Last Name:
1		Driver's License State:
		Cell:
Email Address:		
		ion):
Names and ages of individuals under 18: _		
Pets? YES ☐ NO ☐ What Kind?		How Many?
Pet Weights:		
B. Residence History		
•	. · <u>.·</u>	
City/State/Zip:		
		Current Lease Amount: \$
		Phone #:
Reason for Leaving:		
Previous Address:		
		Current Lease Amount: \$
		Phone #:
Heason for Leaving.		
Address of Property		
Applicant's Initials	<u> </u>	
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C. Employment			
Employer: Position:			
1			
	Business Phone:		
Length of Time at Present Job:	Annual Income:		
Previous Employer:	Position:		
Employer Address:			
City/State/Zip:			
Supervisor:	Business Phone:		
Length of Time at Present Job:	Income:		
D. Other Matters			
Do you have a legal right to be in the United States?  ☐ Yes, I am a U.S. Citizen ☐ Yes, I have valid documentation from the Bureau of C ☐ No  If you answered "YES" because you are a non-U.S. of	·		
	,		
	Visa Expiration Date:		
viou 1956.	visa expiration bate.		
Have you ever been asked to move out of a residence?	☐ Yes ☐ No		
Have you ever been party to an eviction?	☐ Yes ☐ No		
Are you a registered sex offender?	☐ Yes ☐ No		
Do you have liquid furniture? (i.e. waterbed)	☐ Yes ☐ No		
Do you have renter insurance?	☐ Yes ☐ No		
Have you ever filed bankruptcy?	☐ Yes ☐ No		
Has bankruptcy been discharged or dismissed?	☐ Yes ☐ No		
Have you ever had any debt collection actions against you?	☐ Yes ☐ No		
Address of Property			
Address of Property			
Applicant's Initials			
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