



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)
- _____ 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 must 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.

Prospective Tenant Signature _____

I have visited the Property and had the opportunity to inspect it. I understand that I am accepting the Property "as is" except for any stipulations, changes or modifications that are listed as contingencies of this application. If any stipulations cannot be met, or an acceptable compromise agreed to by all parties, I understand that any fees I have paid with the submission of this Rental Application will be returned to me.

I have not yet visited or seen the Property in person. Nor am I relying on any information, photos, or any other representations of the Agent through whom I learned of this Property except for information the Agent provided to me in writing. However I understand that if my application is approved, any fees I have paid with the submission of this Rental Application are non-refundable and any obligations under the lease I sign are fully enforceable. Having not viewed the Property 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: _____

SS #: _____ Date of Birth: _____

Driver's License #: _____ Driver's License State: _____

Home Phone: _____ Work: _____ Cell: _____

Email Address: _____

Emergency Contact Information: _____

Spouse/Significant Other Name (must fill out a separate application): _____

Names and ages of individuals under 18: _____

Pets? YES NO What Kind? _____ How Many? _____

Pet Weights: _____

B. Residence History

Current Address: _____

City/State/Zip: _____

How Long? _____ Current Lease Amount: \$ _____

Landlord Name: _____ Phone #: _____

Landlord Address: _____

Reason for Leaving: _____

Previous Address: _____

City/State/Zip: _____

How Long? _____ Current Lease Amount: \$ _____

Previous Landlord Name: _____ Phone #: _____

Previous Landlord Address: _____

Reason for Leaving: _____

Address of Property _____

Applicant's Initials _____

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C. Employment

Employer: _____ Position: _____

Employer Address: _____

City/State/Zip: _____

Supervisor: _____ 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 Citizenship and Immigration Service
- No

If you answered "YES" because you are a non-U.S. citizen with valid visa documentation, please provide:

Reason you are in the US: _____

Visa Type: _____ Visa Expiration Date: _____

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 _____

Applicant's Initials _____

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