



SYNERGY PROPERTIES

Acquisitions * Investments * Management

P.O. Box 960181 | Riverdale, GA 30296 | 770 . 556 . 1088 | buyerorseller.net

RENTAL APPLICATION GUIDELINES

All applicants are required to complete ALL requested information contained within the application. If any requested information does not pertain to the applicant(s), please write N/A in the noted area (**DO NOT leave any area of the application blank**).

All applicants **MUST** provide the following documentation upon submitting an application for the lease and/or rental of any property:

Copy of each applicant's driver's license

Copy of each applicant's Social Security Card

Copy of each applicant's Pay Stubs, W-2's and all other sources of income (including self-employment)

Application Fee: Each applicant is required to pay one half of the required fee at time of submitting an application (\$40.00 per adult). This NON-REFUNDABLE APPLICATION FEE covers costs, expenses, and fees associated with processing the application. If applicant(s) is/are approved, the remaining balance of \$40.00 is due at the time of the binding Lease Agreement for each applicant.

Holding Deposits: All applicants are required to submit a Holding Deposit for any property of interest at time of submitting the application. Applications submitted with a FULL Holding Deposit will be processed within 24 hours. Applications submitted with HALF of the holding deposit will be processed within 72 hours. Please note that **a rental property will NOT be removed from the market until a FULL Holding Deposit is received in the form of a money order or cashier's check only**. If an applicant decides to cancel the application process at any time, the Holding Deposit becomes non-refundable (*See Holding Deposit Agreement*).

Credit Checks: Please be advised that credit checks are not necessarily mandatory and will vary, dependent upon the property of interest. An applicant's credit score is NOT affected in any way as a result of the credit inquiry.

Background Checks: All applicants will be subject to a background check, as this is a mandatory requirement.

Move-In: All applicants are required to have the FULL first month's rent at time of the agreed upon move-in date. If an applicant is entitled to prorated rent, the prorated portion will be administered in the second month of the lease term. Please be advised that prorated rent will not be administered to tenants that move-in after the 15th of the month.

Submitting Applications: You can submit your completed application by **FAX TO – 770 . 556 . 1088** or in person **BY APPOINTMENT** at our offices located at **530 Parkwood Way, Jonesboro, GA 30236**.

RENTAL PROPERTY ADDRESS:

RENT: \$ _____ DEPOSIT: \$ _____ ANTICIPATED MOVE-IN: _____ / _____ / 20_____

PRIMARY APPLICANT INFO

Last Name _____ First _____ Middle _____
Social Security Number: _____ - _____ - _____ DOB: ____ / ____ / ____
Home Phone: _____ Cell Phone _____ Work Phone: _____
Email: _____ Fax No: _____

CO-APPLICANT INFO

Last Name _____ First _____ Middle _____
Social Security Number: _____ - _____ - _____ DOB: ____ / ____ / ____
Home Phone: _____ Cell Phone _____ Work Phone: _____
Email: _____ Fax No: _____

Please note all person(s) that will reside in the home: Total # of Adults _____ Total # of children under 18: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Do You Have a Pet of Any Type? [] Yes [] No



Initial Here

No pets are allowed unless first approved by Landlord/ Owner. If a pet is approved, a written and signed Pet Agreement will be required. A non-refundable pet fee in the amount of **\$250.00 or more per pet** is required and must be paid prior to occupancy. Your application may be denied, or you may be required to have insurance and pay an additional deposit if you have a Pit Bull, Doberman, German Shepherd, Rottweiler, Chow or mixed-breed dog of these or other breeds of concern to insurance providers. An unauthorized pet is deemed a lease violation.

RENTAL HISTORY

Primary Applicant's Current Address:

Street _____ Apt. _____ City _____ State _____ Zip _____
Dates of Residence: From _____ to _____
Reason for leaving: _____
Complex/Landlord: _____ Landlord/Owner Phone: _____
Current Rent: \$ _____ Number of Late Payments: _____ No. of Bedrooms: _____

Primary Applicant's Previous Address:

Street _____ Apt. _____ City _____ State _____ Zip _____
Dates of Residence: From _____ to _____
Reason for leaving: _____
Complex/Landlord: _____ Landlord/Owner Phone: _____
Current Rent: \$ _____ Number of Late Payments: _____ No. of Bedrooms: _____

Co-Applicant's Current Address: Same as Applicant Different from Above (Provide address below)

Street _____ Apt. _____ City _____ State _____ Zip _____
Dates of Residence: From _____ to _____
Reason for leaving: _____
Complex/Landlord: _____ Landlord/Owner Phone: _____
Current Rent: \$ _____ Number of Late Payments: _____ No. of Bedrooms: _____

EMPLOYMENT HISTORY

Primary Applicant's Employment Information

Employment Status: Full Time Part Time Student Unemployed Temp
Employer: _____
Address: _____
Hire Date: _____ **Position:** _____ **End Date:** _____
Supervisor's Name: _____ **Phone:** _____
Salary: _____ Weekly Monthly Annually
If employed less than 12 months, please explain:

Secondary Employer: _____
Employment Status: Full Time Part Time Student Unemployed Temp
Employer Address _____ City _____ State _____ Zip _____
Type of Work/Position: _____
Supervisor Name: _____ Phone: _____
Monthly Income: _____ Employment: Begin _____ End _____ Currently Employed? Yes No
If no, reason for leaving: _____

Co-Applicant's Employment Information

Employment Status: Full Time Part Time Student Unemployed Temp
Employer: _____
Address: _____
Hire Date: _____ **Position:** _____ **End Date:** _____
Supervisor's Name: _____ **Phone:** _____
Salary: _____ Weekly Monthly Annually
If employed less than 12 months, please explain:

Secondary Employer: _____
Employment Status: Full Time Part Time Student Unemployed Temp
Employer Address _____ City _____ State _____ Zip _____
Type of Work/Position: _____
Supervisor Name: _____ Phone: _____
Monthly Income: _____ Employment: Begin _____ End _____ Currently Employed? Yes No
If no, reason for leaving: _____

MONTHLY INCOME FOR ALL APPLICANTS

Gross Monthly Employment Income before Deductions: \$ _____
Gross Monthly Income from Alternate Sources: \$ _____
TOTAL GROSS MONTHLY INCOME: \$ _____

List All Motor Vehicles To Be Kept On Premises:

AUTO 1: Make/Model _____ Year: _____ Balance _____ Monthly Payment \$ _____
AUTO 2: Make/Model _____ Year: _____ Balance _____ Monthly Payment \$ _____

Please Describe Your Credit History

Have you declared bankruptcy in the past seven (7) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been evicted from a rental residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had two or more late rental payments in the past year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you willfully or intentionally refused to pay rent when due?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered YES to any of the questions above, please explain:

APPLICANT(S) BUSINESS REFERENCE: (Please do not include family or friends)

Name: _____ Relationship: _____
 Address: _____ Phone: _____
 Length of Time Known: _____ Scope of Relationship: _____

Initial Here

HOLDING DEPOSIT AGREEMENT – Applicant(s) has deposited a NON-REFUNDABLE “HOLDING DEPOSIT” of \$_____ in consideration for the property located at _____. If applicant is approved by Landlord and/or Management “HOLDING DEPOSIT” shall be applied toward the security/damage deposit. All “HOLDING DEPOSITS” will be refunded only if applicant is **not approved**. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, and in no way implies that a particular rental unit shall be available and in no way obligates Landlord and/or Management to execute a lease or deliver possession of the proposed premises.

Initial Here

I/We CERTIFY that answers given herein are true and complete to the best of my knowledge. I understand that the information provided might be used by Management to determine approval or denial of this application. I authorize Management to verify all the information given in this application, including past rental information, personal references, and employment information. I also authorize Management to obtain a current credit and criminal background check.

Initial Here

Applicant(s) REPRESENT that the information provided in this application is true, complete and accurate to the best of applicant(s) knowledge. I/We understand that any misrepresentation or omission of information is grounds for denial and/or eviction from the premises. I/We also I understand that this application is not a rental agreement and that this application does not create any obligation on Management.

Primary Applicant’s Signature _____ Date _____

Co-Applicant Signature _____ Date _____

I/We authorize the verification of the information provided on this form. I/We have received a copy of this application.

PLEASE DO NOT WRITE BELOW THIS AREA [FOR OFFICE USE ONLY]

Deposit of \$: _____ Received by: _____ Date: _____

LEASING CONSULTANT’S NOTES:

AUTHORIZATION TO RELEASE INFORMATION

Date: _____

To: _____

I/We hereby authorize **Synergy Properties** to verify all information provided in a rental/lease application and to obtain information concerning past and present credit, rental, criminal or employment history, and to answer any questions in the future regarding **Synergy Properties'** experience with me/us.

I/We hereby authorize the following sources, including but not limited to credit reporting agencies, public or privately owned utility companies, governmental housing agencies, personal references and current or past landlords, employers, or creditors, to release said information to **Synergy Properties**. I/We hereby release any of the above sources, its officers, agents, or employees, from any liability for damages of any kind whatsoever, whether caused by negligence or not, which may at any time result to me by reason of compliance with the above mentioned inquiry, which may include the answering of specific questions and the release of any information concerning present or past records.

Additionally, I/We give **Synergy Properties** permission to copy and submit this form as needed for the purpose of processing a rental/lease application or to obtain information for credit collections.

Primary Applicant's Signature _____ Date _____

Print Name: _____

Co-Applicant Signature _____ Date _____

Print Name: _____



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