



Please note we do not accept applications from the following:

- **Section 8 recipients.**
- **Owners of Rottweillers, Pit Bulls, Dobermans, Chows or other aggressive-breed or wild dogs.**
- **Multiple roommates (we allow a maximum of 2 adults plus children).**
- **Out of state co-signers.**
- **Any individual who has ever had a conviction or who has a pending charge of a felony crime or who, within the last 3 years, has had a conviction or who has a pending misdemeanor charge involving illegal substances or a crime against persons or property.**

Complete the application - *Be sure to put in the address of the property!* - and submit it to the property manager along with Application Fee and Holding Fee. Application Fee is \$35 per adult. Holding Fee, cashed only if application is approved, is normally equal to 1 month's rent. Make checks payable to **North Atlanta Realty**. **Applications without these two checks will not be processed.**

Our "Standard" underwriting criteria consists of:

- Reasonably good credit, especially the past 12 months (we can work with damaged credit if you have compensating factors). Min. Equifax score: 550
- Good job stability.
- Low debt-to-income ratio and income 3 times the rent. (3.5 with damaged credit)
- Excellent landlord references for past two years.

Approval time depends on responses from work and landlord references. Notify your company and your landlord that we will be contacting them. **Notice: The Property remains on the market until a lease is signed, until which time Management shall continue to show the Property to other prospective tenants and accept other offers.**

Upon approval the Holding Fee check is cashed and becomes non-refundable. It covers the first month's rent if you move in, is forfeited if you do not. **When you're approved you'll be responsible for applying for utilities. Usually you can just have utility companies transfer service to your name on the day of the move-in. Check with the property manager.**

On move-in day, you and your property manager will meet at the property to conduct a move-in inspection of the property. You'll need to **bring your security deposit** to the move-in. Security deposit is equal to one month's rent (minimum). Acceptable forms of deposit are **cashier's check or money orders only**; cash or personal checks are not accepted. Make SECURITY DEPOSIT check payable to **NORTH ATLANTA REALTY, INC.**

Thank you,

Phyllis Wansley,  
Broker.  
North Atlanta  
Realty, Inc.

**APPLICATION CHECKLIST – Applicants, these, along with the 2 required checks, are the minimum items needed for us to process an application; additional information may be required. We do NOT return original docs.**

\_\_\_\_ Application with all requested information, signed.

\_\_\_\_ \$35-\$70 Application Fee. Cash or check (payable to North Atlanta Realty, Inc.).

\_\_\_\_ Holding Fee equal to one month's rent (check only, to North Atlanta Realty, Inc.).

\_\_\_\_ Copy of 2 most recent pay stubs (for each applicant).

\_\_\_\_ **If you are a corporation or otherwise self-employed:** a copy of most recent Fed. Estimated Tax filing (1040-ES or 1120-S/K1) and last year's tax return.

\_\_\_\_ Photo ID for each applicant.

\_\_\_\_ 1<sup>st</sup>. and signature page of current lease (obtain from landlord if yours is lost).

\_\_\_\_ Copy of any 2 recent utility bills showing your current address.

\_\_\_\_ **NON-CITIZENS:** A LEGIBLE document showing your immigration status, including your permission to work in the U.S. This can be your Permanent Resident Card or passport with an immigration stamp or visa label.

## APPLICANT INFORMATION

PROPERTY ADDRESS: \_\_\_\_\_ Move-in Date: \_\_\_\_\_

APPLICANT'S FULL NAME: \_\_\_\_\_

DRIVER'S LICENSE#: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE & ZIP: \_\_\_\_\_

PHONES: Home \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_ Cell \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ HOW LONG AT PRESENT ADDRESS? \_\_\_\_\_

WHY ARE YOU LEAVING? \_\_\_\_\_ WHAT IS/WAS YOUR RENT PAYMENT? \$ \_\_\_\_\_

LANDLORD NAME: \_\_\_\_\_ LANDLORD'S PHONE(S): \_\_\_\_\_

LANDLORD FAX: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NUMBER OF PEOPLE WHO WILL OCCUPY HOUSE: \_\_\_\_\_ LIST NAMES, AGES AND RELATIONSHIPS: \_\_\_\_\_

DESCRIBE PETS: \_\_\_\_\_

Do you have a legal right to be in the United States: \_\_\_\_\_ (Resident Aliens must provide documentation)

### FORMER ADDRESSES: (PROVIDE INFORMATION COVERING LAST 2 YEARS)

FORMER ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

HOW LONG AT FORMER ADDRESS: \_\_\_\_\_ WHY DID YOU LEAVE? \_\_\_\_\_

RENT PAYMENT: \$ \_\_\_\_\_ LANDLORD NAME: \_\_\_\_\_

LANDLORD'S PHONE(S): \_\_\_\_\_

### EMPLOYMENT: (If more space needed, use back of this page)

COMPANY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOW LONG: \_\_\_\_\_ POSITION: \_\_\_\_\_ MO. INCOME: \$ \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PREVIOUS COMPANY \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOW LONG: \_\_\_\_\_ POSITION: \_\_\_\_\_ MO. INCOME: \$ \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

### CREDIT REFERENCES AND FINANCIAL INFORMATION

Checking – Bank \_\_\_\_\_ Branch \_\_\_\_\_ Account No. \_\_\_\_\_

Savings – Bank \_\_\_\_\_ Branch \_\_\_\_\_ Account No. \_\_\_\_\_

Credit/with whom	Mo. Pmt	Account Balance	Account Number

Child support \$ \_\_\_\_\_ Other financial obligations: \$ \_\_\_\_\_ Credit card monthly minimums: \$ \_\_\_\_\_

Automobiles: Type \_\_\_\_\_ Tag # \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Type \_\_\_\_\_ Tag # \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Do you have any other autos, RVs vans, boats, motorcycles, etc.? Y N (Describe) \_\_\_\_\_

Have you ever filed or are you about to file bankruptcy? Y N (Explain) \_\_\_\_\_

Any late payments, credit problems, lawsuits or has **any occupant** been **charged or convicted** of violations of the law in last 3 years? Y N (Explain) \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CO-APPLICANT (SPOUSE, ROOMMATE, COSIGNER) INFORMATION**

CO-APPLICANT'S FULL NAME: \_\_\_\_\_  
 DRIVER'S LICENSE#: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE & ZIP: \_\_\_\_\_  
 PHONES: Home \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_ Cell \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ HOW LONG AT PRESENT ADDRESS? \_\_\_\_\_  
 WHY ARE YOU LEAVING? \_\_\_\_\_ WHAT IS/WAS YOUR RENT PAYMENT? \$ \_\_\_\_\_  
 LANDLORD NAME: \_\_\_\_\_ LANDLORD'S PHONE(S): \_\_\_\_\_  
 LANDLORD FAX: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**FORMER ADDRESSES: (PROVIDE INFORMATION COVERING LAST 2 YEARS)**

FORMER ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 HOW LONG AT FORMER ADDRESS: \_\_\_\_\_ WHY DID YOU LEAVE? \_\_\_\_\_  
 RENT PAYMENT: \$ \_\_\_\_\_ LANDLORD NAME: \_\_\_\_\_  
 LANDLORD'S PHONE(S): \_\_\_\_\_  
 Do you have a legal right to be in the United States: \_\_\_\_\_ (Resident Aliens must provide documentation)

**EMPLOYMENT: (If more space needed, use back of this page)**

COMPANY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 HOW LONG: \_\_\_\_\_ POSITION: \_\_\_\_\_ MO. INCOME: \$ \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 PREVIOUS COMPANY \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 HOW LONG: \_\_\_\_\_ POSITION: \_\_\_\_\_ MO. INCOME: \$ \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CREDIT REFERENCES AND FINANCIAL INFORMATION (list any additional on back)**

Checking – Bank \_\_\_\_\_ Branch \_\_\_\_\_ Account No. \_\_\_\_\_  
 Savings – Bank \_\_\_\_\_ Branch \_\_\_\_\_ Account No. \_\_\_\_\_

Credit/with whom	Mo. Pmt	Account Balance	Account Number

Child support \$ \_\_\_\_\_ Other financial obligations: \$ \_\_\_\_\_ Credit card monthly minimums: \$ \_\_\_\_\_  
 Automobiles: Type \_\_\_\_\_ Tag # \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
 Type \_\_\_\_\_ Tag # \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
 Do you have any other autos, R.V.s, vans, boats, motorcycles, etc.? Y N (Describe) \_\_\_\_\_

Have you ever filed or are you about to file bankruptcy? Y N (Explain) \_\_\_\_\_

Any late payments, credit problems, or lawsuits or has any occupant been charged or convicted of violations of the law in last 3 years? Y N (Explain) \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ITEMS THAT STAY WITH THE PROPERTY: \_\_\_REFRIGERATOR \_\_\_WASHER \_\_\_DRYER \_\_\_WINDOW COVERINGS \_\_\_GAS LOGS

I AM APPLYING FOR A (\_\_\_\_\_) 12 MONTH (\_\_\_\_\_) 18 MONTH (\_\_\_\_\_) 24 MONTH (\_\_\_\_\_) LEASE

CONTINGENCIES OF THIS APPLICATION: \_\_\_\_\_

DESCRIBE PETS (pets are not allowed AT ANY TIME without written permission from Management): NUMBER: \_\_\_ BREED: \_\_\_\_\_

WEIGHT (approx.) \_\_\_\_\_ NAME(S) \_\_\_\_\_ . Pet fee is \$300 for 1 animal, \$250 for each additional.

**APPLICANT(S) – PLEASE READ AND SIGN**

Applicant(s) has/have submitted an Application Fee in the amount of \$ \_\_\_\_\_, which is non-refundable.

Applicant(s) has/have submitted a Holding Fee in the amount of \$ \_\_\_\_\_. **IF APPLICANT(S) IS/ARE NOT APPROVED THE HOLDING FEE SHALL BE RETURNED VIA MAIL ONLY, NOT PERSONALLY.** Once this application is approved this Fee shall be non-refundable and may be applied to the first 30 day’s rent. Applicant(s) understand **this is not a Security Deposit. Security Deposit is due at move-in and must be a cashier's check, money order or similar guaranteed funds. Cash or personal check are not acceptable forms of Security Deposit. There will be no move-in without the security deposit having been paid in full.**

Initials

**Applicant understands that \$100.00 of the Security Deposit is a non-refundable administrative fee to offset Agent's time and expenses of performing the "Move In" and "Move Out" inspections.**

**IF APPLICANT(S) CANCEL(S) AFTER BEING NOTIFIED OF APPROVAL ALL OF THE HOLDING FEE SHALL BE FORFEITED BY APPLICANT(S)**

Name, phone # of AGENT who showed you this property: \_\_\_\_\_

**Notice: Until Management receives the Holding Fee and the lease is signed Management shall continue to show the Property to other prospective tenants and accept other offers.**

**VERIFICATION AUTHORIZATION**

By signing this application, you declare that all statements herein are true and complete. **You authorize North Atlanta Realty, Inc. to verify this information through any means, including consumer reporting agencies and other rental housing owners.** Failure to answer any pertinent question, or giving false information will be cause for rejection of the application, retention of all application fees and deposits as liquidated damages for our time and expense, and termination of your right of occupancy. Applicant(s) has(have) read and understand(s) the above statement and attest(s) to the truth and accuracy of the facts presented. **The undersigned applicant(s) and co-signer(s) hereby consent to allow our Company to obtain a consumer credit report and criminal record information, if applicable, on each of us and to obtain and verify each of our credit and employment information,** and agree and understand that owner and it’s agents and employees may obtain additional consumer reports in the future to update or review our account. The approval process will begin only when we have received completed applications from all applicants and occupants. The three possible outcomes are: (1) accepted, (2) conditional acceptance, or (3) denied. Additional information and/or deposits may be required if a conditional acceptance is recommended.

**BRETTA DISCLOSURE NOTICE TO PROSPECTIVE LESSEES:**

The regulations of the Georgia Real Estate Commission provide: A licensee shall make or cause to be made a written disclosure to both buyer and seller or lessor and lessee revealing the party or parties for whom that licensee's firm is acting as agent and from whom that licensee's firm will receive any valuable consideration for it's efforts as agent in the transaction. This disclosure must be made at the time of or before an offer to purchase, to sell, to lease, option or exchange real estate is made.

**This is disclosure that the agent, North Atlanta Realty, Inc., is representing the owner of the property in this transaction and is being paid management fees and/or commissions by the owner of the property for its services.**

North Atlanta Realty, Inc. is a licensed Georgia real estate company.

**LOCKS AND KEYS**

For reasons of safety and security all door locks, not including garage doors, shall be changed or rekeyed prior to move-in. Resident shall incur a lock charge equal to \$25 plus \$5 per lock, to be paid to management prior to move-in.

Applicant’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

S.S.#: \_\_\_\_\_

Co-Applicant’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

S.S.#: \_\_\_\_\_

Please wait at least 24 hours before calling the office for a status update