



## APPLICATION PROCESS

**Our goal is to fast-track the process of applying to rent a home from North Atlanta Realty, Inc. Using a 3 stage process will quickly let you know if your application is in the range of acceptability, rather than unnecessarily wasting your time.**

### STAGE 1

Apply online on our website, AtlantaHomesForRent.com. Click on the “Homes For Rent” button in the left column. Locate the property of your choice and click on the link to open the detail page. Just under the street address you will see the orange “APPLY NOW” button. Click that and the application will open in a new window. Fill out one application per person, aged 18 or above, who will reside in the home on a full or part-time basis (i.e., students at college who do not have a permanent address elsewhere are considered to be residents). You will be required to pay the application fee (\$35 each) online. This site uses military-grade encryption so your data is safe. It is not stored on North Atlanta Realty, Inc. computers.

We shall evaluate the resulting credit and criminal report. 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** will not be accepted.

### STAGE 2

If the credit and criminal report are some things we can possibly work with we will ask for the following additional documents be faxed or emailed to our office:

- Application Authorization on the reverse side of this document
- First and signature page of your **current lease** if you are renting currently,
- 2 most recent **utility bills** for the property where you are currently staying,
- 2 most recent **pay stubs** from each applicant,
- Current **photo ID** for each applicant, issued by a U.S. Government entity.
- If you are a corporation or otherwise self-employed a copy of the most recent **1040-ES** and last year's signed **tax return**.

We shall evaluate the complete application and let you know if you are **approved, approved with conditions, or denied**.

### STAGE 3

If approved, you shall have 48 hrs. to provide us with the **holding fee** (an amount equal to one month's rent) and **signed lease**. At that point the home will be removed from the market and will no longer be available to other prospective renters. You will also need to schedule a move-in with the property manager. At the move-in you will be required to bring the security deposit in the form of a cashiers check or money order(s), proof of renters insurance and liability insurance with a minimum \$100K coverage with North Atlanta Realty, listed as Additional Insured.

We will be happy to supply you with the name and number of a few insurers as a courtesy only, not as a formal recommendation. You are free to use any Ga. Licensed provider.

NORTH ATLANTA REALTY, INC. APPLICATION AUTHORIZATION

APPLICANT(S) – PLEASE READ AND SIGN

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

Applicant(s) shall submit a Reservation Deposit in the amount of \$ \_\_\_\_\_. IF APPLICANT(S) IS/ARE NOT APPROVED THE RESERVATION DEPOSIT SHALL BE RETURNED VIA MAIL ONLY, NOT PERSONALLY. Once this application is approved this deposit shall be non-refundable, becomes a Holding Fee 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: \_\_\_\_\_

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

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

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

BREED: \_\_\_\_\_ WEIGHT (approx.) \_\_\_\_\_ NAME(S) \_\_\_\_\_. Do you crate your pet(s) when you are not at home? \_\_\_\_\_ Do you currently have an/any rental application(s) pending on any other property? \_\_\_\_\_

Employer contact information: Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Supervisor Name & title: \_\_\_\_\_

Current Landlord/Mgmt. Co. name: \_\_\_\_\_

Landlord/Mgmt. Co. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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 its 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.

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 its agents and employees may obtain additional consumer reports in the future to update or review our account.

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

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

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

Co-Applicant's Signature: \_\_\_\_\_

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

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