

PROPERTY
consultants

1409 North Highland Ave. Suite H
Atlanta, Ga. 30306
404-874-6357

RENTAL POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL APPLICANTS FOR A PROPERTY MANAGED BY PROPERTY CONSULTANTS, INC. WILL BE TREATED EQUALLY.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Applications will be processed in the order received. An incomplete application will not be considered.

FAIR HOUSING

- Property Consultants adheres strictly to all requirements of the Fair Housing Laws. We do not discriminate against any applicant for reasons of race, color, religion, sex, national origin, familial status or handicap.

APPLICANTS

- Each person 18 years of age or older must fill out and sign an application, and applicants and their minor children only, may reside in the property.
- It is the applicant's responsibility to investigate personal safety concerns regarding the property such as crime rates, the presence of sex offenders in the neighborhood, etc.. Information may be obtained at: the local police precinct; through the sheriff's department; or through the Georgia Bureau of Investigation (G.B.I.) website for sex offenders.
- To be processed and considered, applications must be accompanied by a non-refundable processing fee of **\$45.00**.
- The application will not be considered with missing or misleading information.

PROCESSING FEES / SECURITY DEPOSITS

- **\$45.00** non-refundable processing fee for each applicant.
- Personal checks for the Security Deposit will be accepted provided they are presented 2 weeks prior to move-in.
- Security Deposit will be equal to one months rent unless otherwise stipulated.

CREDIT CRITERIA

- Property Consultants will obtain a credit report for each applicant 18 years of age or older.
- Unsatisfied judgments, liens and/or recent collections (last two years) may cause the application to be rejected.
- Discharged bankruptcies may be acceptable.
- More than one 60-day late on any account may cause the application to be rejected.

INCOME CRITERIA

- Applicants gross monthly income must be at least two times the amount of monthly rent.
Note: Gross monthly income is all earnings before expenses and taxes.
Example: If a property rents for \$1000/month, the combined gross monthly income of all residents should be no less than \$2000/month.
- Income will be verified from copies of the prior months pay stubs provided with the application.
- Self-employed applicants may have to provide their most recent tax return.
- Property Consultants may, at it's discretion, consider other forms of income such as social security, alimony, child support, or parental support. Income from these sources must be documented.

IDENTIFICATION

- One of the following forms of PHOTO ID must be provided at time of lease signing: Drivers License, Employment I.D. badge, State I.D., Passport or Green Card. Property Consultants will make and keep a photo copy.

LEASE SIGNING / MOVE-IN

- Lease Agreement to be signed within 2 business days of Property Consultants approval notice (written and/or oral). Hours for lease signing are Monday through Saturday between 10:00 AM and 4:30 PM.
- Move-in inspections of the property will be done Monday through Saturday between 10:00 AM and 4:30 PM.
- All utilities must be transferred into tenants name as of date of possession.
- Possession will be offered when Property Consultants determines the property is ready for rental unless tenant is provided written instructions otherwise.
- Keys will be available for tenant pick-up 1 day prior to scheduled move-in provided first months rent is received.

P R O P E R T Y

consultants

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

If you feel qualified for the property after reading the attached 'Rental Policies', please follow these instructions:

1. Fill out the application completely and legibly. Each person 18 years of age or older must submit an application.
2. Return application by mail or by depositing through the mail slot in the front door at 1411 N. Highland Ave., Atlanta Ga 30306.
3. Include a non-refundable processing fee **\$45.00** for each person 18 years or older that will be residing in the property. This includes married couples as well as partners.
4. Your application will be processed immediately if your application is accurate, your references (both business and personal) return calls promptly, and you have included the correct processing fee.
5. If approved, you must make arrangements to sign the lease within 2 business days of receiving confirmation of approval.

If you have any questions, please call us at 404-874-6357

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT ORIGINAL SIGNATURES AND THE CORRECT FUNDS ATTACHED!

RENTAL APPLICATION

Property Address: _____ Requested move-in date: _____
Applicant's Name: _____ SS#: _____
Spouse / Partner Name: _____ SS#: _____
Date of Birth: _____ Spouse / Partner Date of Birth: _____
Number of people who will occupy: _____ Children (name & age): _____
Description of pets: _____
Emergency contact: _____
name address phone

Part 1. Residence History

Please provide 2-year history

A. Present address: _____
Street (include apt. number) City State Zip Code
Home Phone: _____ How long: _____ Rent/Mortgage amount: \$ _____
Landlord/Mortgage Company: _____ Phone: _____

B. Previous address: _____
Street (include apt. number) City State ZipCode

Part 2. Employment & Bank References

Please provide 2-year history

A. Current employer: _____ Phone: _____ How long: _____
Address: _____ Position: _____ Income: _____

B. Spouse / Partner employer: _____ Phone: _____ How long: _____
Address: _____ Position: _____ Income: _____

C. Previous employment: _____ How long: _____

D. Other income: _____
(indicate source and amount)

E. Bank: _____ Phone: _____ How long: _____
Address: _____ Checking Acct. #: _____

Number of cars (include company cars): _____ Driver's license #: _____ State: _____
Make: _____ Year: _____ License Plate #: _____
Make: _____ Year: _____ License Plate #: _____

By signing, the applicant(s) authorizes the landlord and/or his agents to investigate the information supplied by the applicant and that a full disclosure of pertinent facts, including credit report, may be made to the landlord.

Signature

Signature

Please submit a non-refundable processing fee of \$45.00 made payable to "Property Consultants"