



P.O. Box 468253  
Atlanta, GA 31146

**Directions:**

1. Complete and sign the rental application
2. Sign the Addendum "Acceptance of Terms"
3. Fill out & Sign top half of the Employment Verification form
4. Fill out & Sign top half of the Landlord Verification form
5. Fill out & Sign top half of the Bank Reference Verification Form.
  - a. Optional: If you want to pay your monthly rent via Automatic Bank Draft, sign on the next paragraph authorizing it.

Include two checks: one in the amount of \$100.00 \* and the other check for \$25.00 for each adult living in the home made payable to A Plus Properties.

Mail completed package to:

A Plus Properties  
P.O. Box 468253  
Atlanta, GA 31146

\* - Included in the total fee is a refundable holding deposit of \$100.00 and a non-refundable \$25.00 application fee per adult applying.

If your application is not accepted, the \$100.00 will be returned to you.

If you have any questions, please call 678.488.0183



## Rental Application

Today's Date _____ Time: _____	<b>Office Use Only</b> Rental Address: <b><u>5393 Under Way Sugar Hill, Georgia 30518</u></b>
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Occupancy Date Desired: \_\_\_\_\_

### APPLICANT'S PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Driver's License Number/State: \_\_\_\_\_ SS #: \_\_\_\_\_ Email \_\_\_\_\_

Additional Applicant or Adult Occupant's

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ SS #: \_\_\_\_\_

Do you currently own any real estate? \_\_\_\_\_ Type of Property Owned: \_\_\_\_\_

How long do you plan on living in the next rental home that meets your needs? \_\_\_\_\_

Are you able to handle all the minor maintenance/upkeep in the property? Yes \_\_\_ No \_\_\_.

Do you own any Appliances (if so, which ones) \_\_\_\_\_

How many pets do you have? \_\_\_\_\_ Kind of pet, breed, weight?  
\_\_\_\_\_

How long have you been in the Atlanta area? \_\_\_\_\_ Length of expected stay \_\_\_\_\_

Do you have renter's insurance? \_\_\_\_\_

Have you ever had a rental security deposit not returned? \_\_\_\_\_ Have you ever broken a lease? \_\_\_\_\_

Have you ever been evicted or asked to leave a rental unit? \_\_\_\_\_ Have you ever been convicted of a felony? \_\_\_\_\_

Is there anything to prevent you from placing utilities in your name? \_\_\_\_\_

Do you know of anything or any reason which may interrupt your ability to pay rent? \_\_\_\_\_

Explain further any "Yes" answers following above questions:  
\_\_\_\_\_

### RESIDENCE HISTORY

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 How long? \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_ Occupy \_\_\_\_\_ Current Phone \_\_\_\_\_

Name & Address of present landlord/owner/mortgage company:  
\_\_\_\_\_

Landlord's phone: \_\_\_\_\_ Monthly payment: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Is your rent/mtg current? \_\_\_\_\_ Number of late payments? \_\_\_\_\_

Security Deposit Amount currently held by landlord? \_\_\_\_\_

Previous Residence Address: \_\_\_\_\_

Previous landlord: \_\_\_\_\_ How Long? \_\_\_\_\_ Previous landlord's phone: \_\_\_\_\_

Reason for moving \_\_\_\_\_ Was your Security Dep. Returned? \_\_\_\_\_

Number of late payments? \_\_\_\_\_ Monthly payment? \_\_\_\_\_

### INCOME HISTORY

Applicant's current employment status: Full-time \_\_\_\_\_ Part-time (less than 32hrs) \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_

Self-employed \_\_\_\_\_ Unemployed \_\_\_\_\_ Other \_\_\_\_\_

### Primary source of employment:

Employed by: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Average Weekly hours: \_\_\_\_\_ How long? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Please indicate Weekly, Bi-Weekly, Monthly, or Annual Average Take home: \_\_\_\_\_

**ASSETS / CREDITS / LOANS**

Number of vehicles on property? \_\_\_\_\_ Valid registration & inspection? \_\_\_\_\_

Do you have any commercial vehicles, \_\_\_\_\_ RV, campers, boats or motorcycles? \_\_\_\_\_

Vehicle 1-make/model/color \_\_\_\_\_

Please note, only cars on application are authorized to be on premises.

Plate number \_\_\_\_\_ State \_\_\_\_\_

Financed/leased through \_\_\_\_\_

Contact and phone number \_\_\_\_\_

Acct. # \_\_\_\_\_ Monthly payment \_\_\_\_\_

Vehicle 2-make/model/color \_\_\_\_\_

Please note, only cars on application are authorized to be on premises.

Plate number \_\_\_\_\_ State \_\_\_\_\_

Financed/leased through \_\_\_\_\_

Contact and phone number \_\_\_\_\_

Acct. # \_\_\_\_\_ Monthly payment \_\_\_\_\_

**BANK REFERENCE**

Name of bank and branch: \_\_\_\_\_ Phone: \_\_\_\_\_

Branch address: \_\_\_\_\_

Checking Acct.#: \_\_\_\_\_

Savings Acct#: \_\_\_\_\_

How long account active, (C) \_\_\_\_\_ (S) \_\_\_\_\_ Average monthly balance, (C) \_\_\_\_\_ (S) \_\_\_\_\_

Do you give A Plus Properties permission to contact references listed above both now and in the future for rental consideration or for collection purposes should they be deemed necessary? \_\_\_\_\_

If A Plus Properties has a question regarding this application, please furnish the best contact phone number:

Day phone/contact person: \_\_\_\_\_

Night phone/contact person: \_\_\_\_\_

In case of emergency, during the day notify: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Night emergency contact/contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

**THANK YOU!**

Thank you for completing an application to rent from A Plus Properties. Please sign below. Please note that a completed application requires submission of the following which will be copied and attached to this application:

\_\_\_ Driver's License \_\_\_ 2 weeks of most current pay stubs of each income source listed

\_\_\_ Personal check (to verify bank) \_\_\_ If self-employed, most current Schedule C tax return and proof of current income

A fee of \$ 25.00 per adult is charged on all rental applicants for the purpose of verifying the information furnished on this application. By signing below, applicant hereby represents all information on this application is true, complete, and hereby authorizes annual verification of information, references, and credit history for continual rental consideration or for collection purposes should that become necessary. This fee is non-refundable.

If your application is approved, your required security deposit will total \$1300.00

Applicant acknowledges this application will become part of the lease agreement when approved. If any information is found to be incorrect, the application will be rejected and any subsequent rental agreement becomes void. False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ADDENDUM - ACCEPTANCE OF TERMS**

- 1) I have re-examined the information I have provided on this application and agree that it is true and complete.
- 2) I understand that an annual update of the information on this application shall be requested. I agree to provide updated information and notify A Plus Properties of any changes (i.e., employment, phone #, bank, car, emergency contact).
- 3) My credit record is good. If not, I have attached a separate page to explain any credit problems.
- 4) I understand and agree that this application is subject to approval, based primarily on the information I have supplied in this application. If any of the information I have given turns out to be FALSE, my reserve-rental-deposit will be forfeited. If the information presented is correct, but I am not accepted, my reserve rental deposit will be returned, less **\$ 25.00** (per adult) for the non-refundable processing fee.

**I AM DEPOSITING WITH MY APPLICATION \$ \_\_\_\_\_ (cash, M.O., bank check, travelers check)**

**\$ \_\_\_\_\_ \$25 per Adult** - Non-refundable processing & credit check fee.

**\$ 100.00** Refundable reserve deposit (if I am not accepted).

Mail the return of my deposit to: \_\_\_\_\_

**\$ 2499.00** Total rent and deposit required to move-in

(If accepted, reserve deposit will be applied to this amount)

Additional Pet Fee of \$500.00

\$ \_\_\_\_\_ Balance due within **FIVE** business day(s) of acceptance of application.

- 5) I understand and agree that this application is NOT a lease or rental agreement, and should it be accepted, I will sign the lease provided within **FIVE** business day(s) of being accepted. Should I fail to do so the application shall be considered withdrawn, there will be no further obligation to reserve the rental, and my reserve deposit will be forfeited.
- 6) I hereby waive any claim for damages if my application is not accepted.
- 7) I understand that every good faith effort will be made to have the premises ready for occupancy as promised. However, should the premises not be available for occupancy on the date promised, I hereby waive any and all rights to seek to recover damages of any kind from the landlord or management company.
- 8) I hereby authorize and permit A Plus Properties to obtain any information necessary to verify the accuracy of any information or statements I have made in this application. I expressly authorize and permit for my credit report to be obtained and further authorize A Plus Properties to make future credit inquiries in regard to continued creditworthiness and for purposes of collection of unpaid rent or damages to premises. I also permit, upon occasion, contact with my employer to verify my employment status during my tenancy.
- 9) I certify that I am not manufacturing, using, storing, or selling dangerous controlled substances, and understand that I will immediately be required to vacate the premises if evidence of such is found on the premises, or if I am convicted of any crimes related to possession and/or distribution of controlled dangerous substances.

Please initial either 10A or 10B

\_\_\_\_ 10A) RENTAL...I understand and agree that the monthly rent will be **\$ 1274.00** and that a monthly rent rebate of **\$ 75.00** will be mailed to tenant within 5 days, if I pay the rent on or before the first of the month and maintain the property as specified in the rental agreement.

\_\_\_\_ 10B) RENT TO OWN... I understand and agree that the monthly rent will be **\$ 1199.00** and that a monthly rent credit of **\$ 200.00** will be awarded if I pay the rent on or before the first of the month and maintain the property as specified in the rental agreement.

- 11) I understand and agree that the security/performance deposit will be **\$1300.00**
- 12) I understand and agree that an additional non-refundable pet fee of \$500 will be collected if any pets are approved.
- 13) I further understand and agree that the security/performance deposit of **\$ 1300.00** is required in full before move-in. I agree to pay the balance of move-in costs including any deposits and/or rent within **FIVE** days of being notified of acceptance. Total move in costs are the security deposit of **\$1300.00** plus the first months rent of **\$1199.00** less **\$100.00** application fee for a total of **\$2399.00**. Please add a **\$500 Pet Fee** if appropriate. If I am unable to or fail for whatever reason to pay the balance of the amount due at that time, the application shall be considered withdrawn.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

Co-Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADDRESS reserved (subject to approval of application): 5393 Under Way Sugar Hill, Georgia 30518



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**LANDLORD VERIFICATION**

Landlord Name: \_\_\_\_\_

RE: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

I authorize you to give the requested information below to: Richard Burton

City, ST, Zip \_\_\_\_\_

Signed: \_\_\_\_\_

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

Dear Sir or Madam:

\_\_\_\_\_ has applied to rent one of our homes and has given your name as a present or former landlord.

To verify the information he or she has given to us on the rental application can you please supply us with the information below? Please Fax back to 678-807-1408.

If you have any questions, please call me at 678-488-0183.

Thank you for your cooperation.

Sincerely,

Richard Burton  
Rental Manager, A Plus Properties

\*\*\* DO NOT WRITE BELOW THE LINE \*\*\*



Rented from you when? \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_ Always pay on time? \_\_\_\_\_

Payment record: Excellent \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Did or will he/she receive full security deposit back? \_\_\_\_\_

If not, why not? \_\_\_\_\_

Any trouble or damage?, explain \_\_\_\_\_  
\_\_\_\_\_

Ever had to place notice to fill out court summons? \_\_\_\_\_

Evicted (Why) \_\_\_\_\_



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**EMPLOYMENT VERIFICATION**

Employer Name: \_\_\_\_\_

RE: \_\_\_\_\_

Employer Address: \_\_\_\_\_

I authorize you to give the requested information  
below to: **Richard Burton**

City, ST, Zip: \_\_\_\_\_

Signed: \_\_\_\_\_

Employer Phone#: \_\_\_\_\_

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

Employer Contact: \_\_\_\_\_

Dear Sir or Madam:

\_\_\_\_\_ has applied to rent one of our homes and has given your name  
as his or her employer.

To verify the information he or she has given to us on the rental application can you please supply us with the  
information below? Please fax back to 678-807-1408.

If you have any questions, please call me at 678 488-0183.

Thank you for your cooperation.

Sincerely,

Richard Burton  
Rental Manager, A Plus Properties

\*\*\* DO NOT WRITE BELOW THE LINE \*\*\*

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Job Title of Applicant \_\_\_\_\_

Full-time \_\_\_\_\_ Permanent \_\_\_\_\_ Part Time \_\_\_\_\_ Other \_\_\_\_\_

Salary \$ \_\_\_\_\_ Annual \_\_\_\_\_ Monthly \_\_\_\_\_

How long employed? \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_



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**BANK REFERENCE VERIFICATION**

Bank Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Bank City, ST, Zip: \_\_\_\_\_

I authorize you to give the requested information below to:  
**Richard Burton**

Baank Phone #: \_\_\_\_\_

Signed: \_\_\_\_\_

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

**Dear Sir or Madam:**

Your immediate reply is requested. One of your bank customers, \_\_\_\_\_, has made an application with us for a rental home and has given your bank as a reference.

To assist us in processing the person's rental application, can you please supply us with the information requested below? The applicant has given authorization so that this information may be released. Please fax this form back to 678 807-1408.

Your reply is appreciated and will be held in strict confidence. If you need to contact me by phone, my number is 678 488-0183

Thank you for your cooperation.

Richard Burton  
Property Manager

\*\*\* DO NOT WRITE BELOW THE LINE \*\*\*

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Rental Applicant: \_\_\_\_\_

Checking Account# \_\_\_\_\_ Date Opened: \_\_\_\_\_

Average Balance: \_\_\_\_\_

Would a check in the amount of \$2000.00 clear at this time? Yes \_\_\_\_\_ No \_\_\_\_\_

(This is the amount of monthly rent and deposit)

Savings Account# \_\_\_\_\_ Date Opened: \_\_\_\_\_

Average Balance \_\_\_\_\_ Is this a joint account? \_\_\_\_\_

Does the applicant currently have a loan through your bank? \_\_\_\_\_ If so, date loan created? \_\_\_\_\_

Loan# \_\_\_\_\_ Monthly Payment Amount? \_\_\_\_\_

Current Loan Balance? \_\_\_\_\_ Are payments current? \_\_\_\_\_ If not, how late? \_\_\_\_\_

This information provided by \_\_\_\_\_ Bank Title: \_\_\_\_\_

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