

Homes Of Augusta
www.homesofaugusta.com
Voice: 706-589-4343
Fax: 706-755-2260

RENTAL APPLICATION

APPLICANT NAME: _____
PROPERTY ADDRESS: _____

RENTING POLICIES & PROCEDURES

Once you have selected and decided on a rental you must fill out our rental application form. There is a **\$25.00 APPLICATION FEE** (Money Order, Check or Cash), which covers the handling of your application and cost of your credit report. If income must be combined by multiple individuals for sufficient income then each individual must fill out a rental application form and each applicant must be applying for tenancy. These **FEES ARE NOT REFUNDABLE** and are due when the application is submitted. A photo ID will be requested from each applicant at the time you submit this application for processing.

In order for your application to be considered you must meet the following requirements:

1. **Sufficient Income** - Three times the rental amount per month (gross). Income may be combined by multiple applicants. (Permanent employment of at least 4 months at the same job is preferred). You must supply your most recent W-2 as proof of income.
2. **Verifiable Good Credit** - Credit references listed will be contacted, so please provide telephone numbers. Credit reports will be checked with a national credit bureau. **It is not mandatory that you have good credit, but it helps. It is more important that you are in good standing with your prior rental history / mortgage payments.**
3. **Good Previous Rental History** - We will verify rental history with your two previous landlord(s). You must provide names and telephone numbers of prior landlord(s). Applications will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s).
4. **Complete Application** - This seven page application must be completed in its entirety- all seven pages. Failure to complete the entire application can result in a denial of the application. When you lease real estate you are applying for a loan hence you must supply personal financial information.

We will try to process your application within 2 business days or sooner. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of Homes Of Augusta, and if accepted, will later be incorporated into your lease.

We cannot guarantee any unit you have seen to be available by the time your application is processed. We cannot be held responsible for any unit that is rented after you have seen it and turned in an application. A unit is only guaranteed after your application has been approved and after we have received a Deposit To Hold (certified funds only). All rentals are on a first approved basis.

If your application is approved and your move-in date is not immediate, a Deposit To Hold and first months rent will be taken in advance. After signing of the lease the Deposit To Hold becomes your security deposit. The Deposit To Hold is not refundable if your application is approved and you later decide not to fulfill your lease commitment. A Deposit To Hold may be accepted with your application. In the event your application is denied, your Deposit To Hold is fully refundable. **THE SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER. Please make payable to Mark Mulich.** The security deposit is refundable at time of move-out (less carpet cleaning fee), depending upon the condition of the unit, rent due and/or other financial obligations incurred at the time of your move-out. **A pet fee and/or deposit will be required for all pets.** Please do not omit mentioning of a pet on this application whether indoor or outdoor and later mention that you have a pet or an additional pet on the day you sign your lease. We strictly adhere to our pet policy. We have a two pet maximum per home, regardless of whether it's an indoor or outdoor pet.

After signing a lease agreement with Homes Of Augusta, you are liable to report to us within **48 hours** with a change of phone number(s) and/or place of employment.

What To Expect

We thank you for your interest in our homes. If you are filling out a rental application then we assume you have visited the property in person and have found it to be to your satisfaction. We cannot accept a rental application from a prospective tenant unless the home has been visited in person by all co-habitants who will be listed on the lease.

Please look around the home thoroughly because the way you see the home now is how it will be when you move in, less any non-permanent fixtures that we sometimes add to the home for show such as floor mats, rugs, towels, air fresheners, shower curtains, flowers, and indoor trees. If there are items that you do not see in the home during your visit such as, mini-blinds, shower rods, washer/dryer, refrigerator, or curtain rods, then you will need to supply them. Any minor imperfections and cosmetic issues anywhere in or around the home such as flaws in paint, walls, ceilings, caulking, etc. that are undesirable can be touched up by the tenant. If there is something broken that does not function that was not noticed during the walk-through, such as a broken towel rack, window that won't open, garbage disposal that doesn't work, then we would be happy to fix it. Any changes in landscaping such as but not limited to undesirable shrubs or vines, leaves or pine straw are the responsibility of the tenant. The only landscaping done while the home is vacant is to mow the lawn. As with the inside of the home, how you see the yard prior to move in is how it will be at the time of move in. There is no additional work done on our part.

Concerning fireplaces: many of our homes have fireplaces, but none of our homes have a fireplace as a primary source of heat. Your HVAC is your primary source of heat and we fully support it. Fireplaces are for recreational purposes only, and if a tenant chooses to use any fireplace, then the tenant assumes responsibility for any additional care needed, such as but not limited to: chimney sweep, special security screens to prevent wood popping, or any other needed accessory for fireplaces.

Once your application is accepted and we are in receipt of your deposit to hold and first month's rent, please have all needed utilities scheduled to be turned on for your first day of possession. We will call to have all utilities moved out of our name on your first day of possession so please make sure you call all utilities at least a week in advance so that they will have plenty of time to connect service on your day of move in. We will also need all utilities on in order to do your walk thru, which is typically done the day of possession. As a courtesy, we have provided a list of important phone numbers that should include all of your utility companies. This list can be found here: <http://www.homesofaugusta.com/phonenumbers.pdf> For your water, please make sure you call the correct county for your home.

We have our homes professionally cleaned and carpets steam cleaned prior to showing our homes to the public. Although we strive to be the best, it is impossible to meet everyone's standard on cleanliness. Any additional cleaning that you feel the home needs will be the responsibility of the tenant. You will not be expected to have the home in any cleaner condition than it was when you moved in.

We aim to provide you with a problem free home in a safe convenient location for a modest price. If you have any questions or concerns please feel free to call us – thank you for your interest in our homes.

Sincerely,

Mark Mulich / Homes of Augusta Property Manager

Please Initial (all applicants) _____

DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Homes Of Augusta and/or its principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that Homes Of Augusta will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Homes Of Augusta may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Homes Of Augusta accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, though not yet signed. The starting date for my occupancy of the property will be the first day the property is available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted.

Homes Of Augusta welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Notice of the contractual relationship between the Property Owner and Homes Of Augusta: Homes Of Augusta is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Homes of Augusta property manager Mark Mulich is a licensed real estate agent in the states of Georgia and South Carolina. There is no relationship between Homes of Augusta and the real estate brokerage holding the license of Mark Mulich.

Applicant Signature _____ Date _____ Time _____

Received by: _____ Date _____ Time _____

PERSONAL INFORMATION :

Applicants Full Name:(First)_____ (Middle)_____ (Last)_____

Have you ever used another name(s) Y / N If yes, name(s)_____

Social Security Number: _____ - _____ - _____ Current Phone #: _____

E-mail Address:_____ Driver's license #: _____

List any other persons who will reside with you below **(Include age and relationship):**

Do you have pets, indoor or outdoor? Y / N **If yes, how many, what type, age, and weight?:** _____

Do any of the people who will be residing in this unit smoke? Y / N

Do you intend to use a waterbed in your new rental? Y / N Have you ever been evicted or received notice of eviction? Y / N

If you own the following, please check: ___ Vacuum Cleaner ___ Hose and Sprinkler ___ Lawn Mower

Do you have any special needs that we need to be aware of? Y / N

If Yes, please describe: _____

Name of nearest living relative _____ Phone _____ Relationship _____

Who should we contact in case of emergency? _____

Relationship: _____ Phone _____ Address _____

RESIDENCE HISTORY :

Present Address _____ How long at this address? From _____ To _____

City _____ State _____ Zip _____ Rent/Mort. Amount: \$ _____

Present Landlord or Mortgage Holder _____ Telephone _____

Reason for moving _____

Is your lease expired? Y / N If not, when is your lease expiration date? _____

Previous Address _____ How long at this address? From _____ To _____

City _____ State _____ Zip _____ Rent/Mort. Amount: \$ _____

Previous Landlord or Mortgage Holder _____ Telephone _____

When is the soonest date you can move (date you are planning to take possession) ? Month _____ Day _____, Year _____

Reason for moving _____

CRIMINAL HISTORY

1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?

Yes _____ No _____

2. Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct whether or not resulting in a conviction?

Yes _____ No _____

EMPLOYMENT INFORMATION :

Employed By _____

How Long? _____ Yrs _____ Mos.

Employers Address _____

Telephone _____

Position _____ Gross Monthly Income _____

Supervisor _____

Previously Employed By _____

How long? _____ Yrs _____ Mos.

Employers Address _____

Telephone _____

Position _____ Gross Monthly Income _____

Supervisor _____

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, etc.)

***Provide recent copies documenting each source of income & last 2 pay stubs or W-2 if self-employed**

BANKING & CREDIT INFORMATION :

***Provide most recent copy of statement for each bank account**

Bank _____ Phone # _____

Address _____ Checking Acct. # _____

Bank Contact/ Loan Officer _____ Savings Acct # _____

Have you ever filed bankruptcy? Y / N When? _____ When was or will it be discharged? _____

Are there any judgements or collections against you? Y / N

If Yes, list specifics of judgments and collections: _____

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc.)

1) _____ \$ _____ / Mo

2) _____ \$ _____ / Mo

3) _____ \$ _____ / Mo

4) _____ \$ _____ / Mo

5) _____ \$ _____ / Mo

AUTOMOBILE INFORMATION:

***Provide a copy of registration for each vehicle**

Make _____ Model _____ Year _____ Color _____ Plate No/State: _____

Make _____ Model _____ Year _____ Color _____ Plate No/State: _____

How many vehicles will occupy the premises (include cars, boats, motorcycles & trailers) ? _____

Applicant Signature: _____

Date: _____

RENTAL HISTORY VERIFICATION FORM

_____ (applicant) has made an application for a property managed by Homes Of Augusta. It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of non-financial lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated. Please fax to 706-755-2260 or document scan as PDF and email to mark@mulichrealty.com**

Thank you,

Homes Of Augusta

Date

Past Address

RENTAL PAYMENT INFORMATION

- a. Is the applicant currently living in your community? Y / N
- b. Are you related to the applicant? Y / N
- c. Did the applicant have a lease? Y / N
- d. Date applicant moved in _____ Moved out _____
- e. What was the monthly rent? \$ _____
- f. Did the applicant have a record of paying rent promptly? Y / N
- g. If applicant paid late, how many days late? _____ How often? _____
- h. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
- i. Does the applicant still owe you money? Y / N If yes, how much? _____

GENERAL QUESTIONS

- a. Did the applicant keep the apartment clean? Y / N
- b. Did the applicant or applicant's family or guests damage the apartment or common areas beyond ordinary wear and tear? Y / N
- c. Did the applicant pay for the damage? Y / N
- d. Did you keep any of the applicant's security deposit? Y / N
If yes, how much and why?
- e. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y / N
If yes, describe
- f. Did the applicant ever create any noise disturbances or disruptions? Y / N
If yes, describe
- g. Did the applicant ever have anyone other than those named on the lease living in the apartment? Y / N
- h. Did the applicant ever have any pets in the apartment? Y / N If so, were they authorized? Y / N
- i. Did the applicant give you proper notice before moving? Y / N
- j. Did you ever give the applicant a termination notice? Y / N
If yes, why?
- k. Would you rent to this applicant again? Y / N
Why or why not?

INFORMATION PROVIDED AND VERIFIED BY:

Name (please print) _____
Signature _____

Company _____
Title _____
Date _____

RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to Homes Of Augusta.

***Applicant Signature** _____ **Date** _____

DID YOU REMEMBER TO?

___ **Read Through the Entire Application**

___ **Supply ALL Necessary Phone #'s and Addresses**

___ **Complete Each Page of The Application and Sign Where Noted**

___ **Include a Copy of Your Most Recent Bank Statement(s)**

___ **Include Verification of Income Last 2 Pay Stubs (W2 if self employed) and Income Other Than Work: i.e. Trust Fund, SSI, Student Loans**

___ **Include A Copy of Your Drivers License or Valid State Identification**

___ **Pay the \$25 Application Fee**

Thank you for your interest in our homes! Please fax this form to: 706-755-2260