

# *Homemart Realty Group, Inc.*

284 Hurricane Shoals Road N.W • Lawrenceville, GA 30046 • 770-682-9170 Office • 770-682-9390 Fax

Dear Applicant:

Thank you for taking the time to fill out this application for our property. We actively seek good residents to make their homes with us, and we'll strive to provide the best services we possibly can while you are in the property we manage. Below is our rental application process and overall criteria. Please read this entire document, sign it and return it with your application.

## ***APPLICATION PROCESS***

We screen our applicants very carefully, and we completely verify all information provided to us on the rental application and from other sources available to us. Generally, applications received for a specific property will be processed on a first come, first served basis, based on receipt of the application fee and the reservation deposit. Application fees are not refundable if the application is already being processed.

If your application passes the screening criteria, you will be offered the property. **Once you have been notified, you will have 24 hours to bring in the entire reservation deposit. All monies up through move-in need to be in the form of a cashiers check or money order.** Once money is put down, the property is taken off the market. If you later decline the property, the money will be forfeited. An application that does not **completely meet all** screening criteria may still be accepted if additional deposits or co-signer takes place. **Examples where additional deposits were required were a) where an applicant had good credit but no rental references, or b) good rental references, but applicant's credit did not meet our standards.**

This letter also serves as the Megan's Law notification. Most states have established mechanisms for the community to access specific information about registered sex offenders. That information may be available via the Internet, via a visit to a local law enforcement agency, or by an actual notification to your home or public school. Contact [www.parentsformeganslaw.com](http://www.parentsformeganslaw.com) for assistance in accessing information in your community. You can also go to the nationwide registry area of our state and select your state to access the link to your state's Internet registry.

## ***GENERAL REQUIREMENTS***

- Applications must be completed by every resident least 18 years old. Each applicant will be required to qualify individually unless applicants are all part of the immediate family.
- Incomplete, inaccurate or falsified information will be grounds for denial.
- Denial of one applicant will result in the denial of all applicants in the party.

## ***INCOME CRITERIA***

- The applicant must have some form of income source, employment or verification of starting employment within a reasonable time from the start of the lease. If self-employed, two years tax returns will be required.
- Two current pay-stubs from your employer or documented proof of income other than employment is required unless this can be directly verified by employer or income source. Monthly rent payment plus other fixed obligations which include rent, car payment, utilities and the like can total no more than 75% of your gross income.
- An applicant who doesn't income-qualify, but who could verify current enrollment in school; would need a parent to fill out an application, pay an application fee and income qualify. The parent would need to co-sign the lease, and must live in the state of Georgia.

## ***CREDIT CRITERIA***

- A credit bureau report will be done on every applicant.
- If an applicant does not have all R-1 or I-1 accounts, an additional deposit of up to one month's rent may be required.
- If the applicant has no credit, then an additional deposit of one month's rent will be collected unless the applicant is a full-time student and a co-signer is obtained.
- Medical collections will not be held against an applicant.

## ***RENTAL/OWNERSHIP HISTORY***

- Must have at least two years of verifiable, satisfactory rental history, however, if the applicant has only one-year rental history an additional deposit equaling one month's rent will be collected. Staying with a friend or relative is not considered verifiable rental history. The only exceptions would be a tenant who is coming from military housing or a tenant who could verify current enrollment in school; in this case a parent would need to fill out application, pay an application fee and income qualify. The parent would need to co-sign the lease.
- Applicants must demonstrate that previous rents/mortgages were paid in a timely manner. If the applicant owned a home, it must be verified and there must be at least two years of good loan payment history.
- Applicants currently or previously in foreclosure are considered on a case-by-case basis. Supporting written documentation provided by the applicant will be needed, including letter of explanation of applicant's extenuating circumstances.
- Rental history reflecting past due rent or an outstanding balance will result in denial.
- Proper notice to vacate current and previous properties must have been given.
- Previous residences must have been left in satisfactory condition.

## ***CRIMINAL CRITERIA***

- A criminal records report will be run on every applicant.
- A conviction, guilty plea or no-contest plea for any felony or any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related, property damage, weapons charges, criminal trespass, theft, dishonesty or prostitution will be grounds for denial.
- Any criminal record activity that could be deemed harmful or threatening to the health and safety of an individual, the rental property, neighborhood or property of others will be grounds for denial.
- Pending charges or outstanding warrants for any of the above will result in a suspension of the application until charges are resolved. Properties will not be held off market while awaiting resolution of pending charges.

## ***OTHER CRITERIA***

- We allow only two people per bedroom and up to five non-related occupants. Some city zoning may stipulate less numbers.
- We don't allow certain types of dogs that may have violent tendencies. Examples of dogs not allowed are: Pit Bulls, Rottweiler's, Dobermans, German Shepherds, Huskies, Chows or a mixed breed with any of the above. Owners reserve the right to deny any pet, so talk with the leasing agent prior to making application. All pets are subject to non-refundable pet fees and pet rent, depending on the Owner.
- Application fees, first months rent, and security deposits **MUST** be in the form of a cashier's check or money order and a **SEPARATE** one each.
- Occupancy must take place within 30 days of the approval date unless otherwise agreed to, in writing, at the time of approval.

***DENIAL POLICY***

In compliance with the laws and/or regulations regarding the screening of tenants, this letter serves as notification of the agency used for the credit reporting process. This agency is Equifax Credit Information Service, P.O. Box 740241, Atlanta, GA. If you have questions regarding the credit or screening process or would like to get a copy of your credit report, please contact Equifax at 1-800-685-1111.

***ACKNOWLEDGEMENT***

By making application for the property, you acknowledge that these verifications will be done and give permission for us to do so and the ability to request credit reports even after the initial application processing.

Please sign and date this letter where indicated below and return it with your signed application and application fee. The application fee must be received before your application will be processed. Thank you for submitting your application. We sincerely, hope that you will be a long-term resident with us and refer your family and friends to us.

I hereby authorize Homemart Realty Group, Inc. to receive any criminal history record information pertaining to me, which may be in the files of any state or local criminal justice agency.

\_\_\_\_\_  
Full Name Printed

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Birth date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Homemart Realty Group, Inc., does not discriminate based on race, color, religion, sex, national origin, familial status, disability, or any other federal, state or local laws regarding fair housing.***



**Homemart Realty Group, Inc.**

**Rental Application**

**www.homemartrealtygroup.com**

**770-682-9170 Office**

**770-682-9390 Fax**

Name \_\_\_\_\_ SS# \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates \_\_\_\_\_ Rent Amt. \_\_\_\_\_ Marital Status \_\_\_\_\_ Other Persons \_\_\_\_\_

Present Landlord/Apt \_\_\_\_\_ Tel & Fax \_\_\_\_\_

Children# \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Pets# \_\_\_\_\_ Type \_\_\_\_\_ Age \_\_\_\_\_ Size \_\_\_\_\_ Type \_\_\_\_\_ Age \_\_\_\_\_ Size \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates \_\_\_\_\_ Rent Amt. \_\_\_\_\_ Landlord/Apt \_\_\_\_\_ Tel & Fax# \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Length Mo/Yrs \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ Gross Income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Length Mo/Yrs \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ Gross Income \_\_\_\_\_

Automobiles:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_

Address on License \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bank \_\_\_\_\_ Type Acct \_\_\_\_\_

Emergency Contact

Not Living With You \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Do you have a legal right to be in the United States?  Yes, I am a U.S. Citizen  Yes, I have valid documentation from the bureau of Citizenship and Immigration Service  No

If you answered "yes" because you are a non-US. Citizen with valid visa documentation, please provide:

Reason you are in the U.S. \_\_\_\_\_ Visa Type \_\_\_\_\_ Visa Expiration Date \_\_\_\_\_

**Contingencies of this Lease:** Lead Based Disclosure for pre 79 Properties. \_\_\_\_\_

Items to remain (circle) Refrigerator -Washer/Dryer - Window Treatments -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Resident Found Out About Us Through** \_\_\_\_\_

***Please Read and Sign Application***

Applicant submits herewith a **non-refundable** payment in the amount of \$50, cashiers check or money order, for credit check and processing charge. I hereby authorize Homemart Realty Group, Inc., to contact Credit Services, personal and credit references given herein, plus my employer to verify the information I have given. I also authorize Agent to report to credit service organizations any information relevant to my unsatisfied obligations to Agent or Landlord after I vacate the property. I also authorize Agent to share the information on this application and related verification data to anyone Agent feels is part of the qualifying process including the owner of the property. I hereby authorize Homemart Realty Group, Inc. to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency.

***Agency Disclosure***

I understand that Homemart Realty Group, Inc is the Agent and representative for the owner and will be paid a fee by the owner. I also understand that this property is being leased "As Is" in its present condition. Any stipulations, changes, or modifications which I require of the property or the lease term are written on the back of this application and signed by me. If any stipulations cannot be met, or an acceptable compromise agreed to by all parties, I understand that my hold fee will be returned to me.

\_\_\_\_\_ **Initial here if stipulations are listed on back.**

***Reservation Agreement***

It is my desire to have Agent take the property listed "off the market." For consideration of \$\_\_\_\_\_, to be applied toward the total amount due at move in, Agent agrees to take the property "off the market" once the application is approved. If I do not qualify under Agent's standard underwriting requirements for residency, I understand that my hold fee payment will be refunded. **I understand that if my application is approved my payment will not be refundable regardless of whether or not I move in to the property.**

I understand that this payment is not the security deposit and that the security deposit will be collected after completing the "move in" inspection. (Certified funds required, ie cashier's check, or money orders). **I understand that I will be expected to pay a fee to re-key the locks to the property in the amount of \$75.00 prior to move in.** Current Telephone Number \_\_\_\_\_

**Email address** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Rental Rate** \_\_\_\_\_ **Incentive** \_\_\_\_\_

**Amount Due Move In** \_\_\_\_\_ **Move In Date** \_\_\_\_\_ **Agent** \_\_\_\_\_

