

# Lease Application

Date: \_\_\_\_\_, 20\_\_\_\_

**This document is an application for the lease of premises, including a residential dwelling, located at:**

**(the "Property") and shall, under no circumstances, be considered a lease agreement between the applicant and \_\_\_\_\_ or her/his/their/its authorized agents (collectively, the "Landlord"). Each prospective tenant 18 years of age or older should complete a separate application.**

## 1. Proposed Lease Terms

Proposed Lease Start Date: \_\_\_\_\_

Proposed Lease End Date: \_\_\_\_\_

Proposed Rent: \_\_\_\_\_

Reservation/Security Deposit: \_\_\_\_\_

Non-refundable Application Fee: \_\_\_\_\_

## 2. Applicant Data

### Applicant

Full Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's license: State \_\_\_\_\_ # \_\_\_\_\_

Present address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

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

### Applicant's Present Employment

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

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

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

Employer address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

Monthly Income: \_\_\_\_\_

### Applicant's Previous Employment

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

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

Start Date/End Date : \_\_\_\_\_

Employer address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

### Applicant's Present Landlord or Mortgage Company

Landlord/Mortgage Company Name: \_\_\_\_\_

Landlord/Mortgage Company Phone: \_\_\_\_\_ Current monthly rent/mortgage: \_\_\_\_\_

### Other sources of income:

Amount: \_\_\_\_\_ Source: \_\_\_\_\_

Amount: \_\_\_\_\_ Source: \_\_\_\_\_

### Other occupants:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

### Pets:

Breed: \_\_\_\_\_ Maximum Predicted Weight \_\_\_\_\_

Breed: \_\_\_\_\_ Maximum Predicted Weight \_\_\_\_\_

Breed: \_\_\_\_\_ Maximum Predicted Weight \_\_\_\_\_

### Automobiles to be Parked on Property:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

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**3. Has Applicant or any of the intended occupants listed above:**

3.1 Ever been convicted of a felony?  yes or  no

3.2 Ever been required to register as a sex offender in any State?  yes or  no  
If yes, which State(s)? \_\_\_\_\_

3.3 Ever been evicted?  yes or  no

3.4 Ever broken a lease?  yes or  no

**References:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**In Case of Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**4. Verification and Evaluation of Data Supplied by Applicant**

**4.1** The undersigned Applicant declares that all statements made in this application are true, correct and complete. The Applicant hereby authorizes the Landlord and Landlord's authorized agents to verify any information contained in this application, which verification may include, but is not limited to, a criminal background check, contacting one or more credit agencies in order to run a credit check, and/or contacting other individual's described in this application. The undersigned Applicant hereby authorizes any agency or individual contacted by Landlord to release to Landlord the information requested and described herein and releases and holds harmless any such party from any damages for providing such information in good faith. This authorization to verify data and conduct one or more credit and/or background checks shall continue through and after the expiration of any lease of the Property Applicant and Landlord may enter into and may be used to assist Landlord in the collection of amounts due and owing under said lease.

**4.2** Applicant shall pay an application fee in the amount of US\$ \_\_\_\_\_ to \_\_\_\_\_ in order to evaluate and process Applicant's application. This fee shall be nonrefundable, regardless of whether or not Applicant's application is approved or Landlord and Applicant enter into a lease agreement.

**4.3** Applicant shall pay a refundable reservation deposit in the amount of US\$ \_\_\_\_\_ (the "Deposit") to Landlord which shall be applied to any security deposit due under an agreement entered into by Applicant and Landlord for the lease of the Property, if applicable. This Deposit shall be refundable to Applicant only if Applicant's application is denied. If Applicant's application is approved but Applicant fails to enter into or consummate a lease agreement for the Property with Landlord, the Landlord shall be entitled to retain said Deposit as full liquidated damages, it being agreed by the parties that the actual damages for holding the Property off the market in favor of Applicant are impossible to calculate. Landlord's right to retain the Deposit is intended not as penalty, but as full liquidated damages pursuant to Official Code of Georgia Annotated, §13-6-7.

**4.4** Failure of Applicant to provide thorough and accurate information in this application may result in a rejection of this application and may be grounds for termination of any lease Applicant and Landlord may enter into.

**4.5** In the event Applicant's application is rejected or denied, Applicant may within 10 days of the denial request in writing an explanation for the denial, to which Landlord has 10 days to respond. Landlord shall not deny Applicant's application on the basis of race, color, sex, religion, handicap, familial status, or national origin of such person in accordance with applicable federal and state laws.

Signed and agreed to by Applicant:

➤ \_\_\_\_\_

Applicants Printed Name \_\_\_\_\_

## EMPLOYMENT VERIFICATION

To Whom It May Concern:

Please fax \_\_\_\_\_  
employment history. Thank you.

I/We \_\_\_\_\_

Hereby allow \_\_\_\_\_  
to inquire into my employment history.

Signature

Signature

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

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**Employer please fill out the following:**

Start Date of Employment \_\_\_\_\_

Gross Monthly Salary \_\_\_\_\_

## RESIDENCY VERIFICATION

To Whom It May Concern:

Please fax \_\_\_\_\_

rental history. Thank you.

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

Date of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_

I/We \_\_\_\_\_

hereby allow \_\_\_\_\_  
to inquire into my rental history.

Signature

Signature

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

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### Landlord/Leasing consultant please fill out the following:

Move in Date:

Move out Date:

Monthly Rent Amount:

Number of Late Payments:

Skip/Eviction?:

Lease Fulfilled?:

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