



P.O. Box 468253  
Atlanta, GA 31146

**Directions:**

1. Complete and sign the rental application
2. Sign the Addendum "Acceptance of Terms"
3. Complete and sign top portion of Employment Verification form for each applicant
4. Complete and sign top portion of Landlord Verification form

Include a check in the amount of \$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

If you have any questions, please call **678.488.0183**

**Fax – 678-807-1408**

Owner/Agent GA R.E. Lic. 336013



# Rental Application

Today's Date _____ Time: _____	<b>Office Use Only</b>	Rental Address: <b>1611 Mallard Ct Jonesboro, Georgia 30238</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? \_\_\_\_\_ Type 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:

\_\_\_\_\_ City: \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

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: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**: \_\_\_\_\_

**Additional Applicant or Adult Occupant's**

Additional 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: \_\_\_\_\_

**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 all references 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 \$1000.00

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.

**\$0.00** Refundable reserve deposit (if I am not accepted).

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

**\$ 1899.00** 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 **\$ 899.00** and that a monthly rent rebate of **\$ 50.00** 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 **\$ 849.00** 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.

Please initial either 11A or 11B

\_\_\_\_ 11A).. RENTAL...I understand and agree that the security/performance deposit will be **\$1000.00**

\_\_\_\_ 11B).. RENT TO OWN...I understand and agree that there will be no security/performance deposit however there will be a lease purchase option payment of **\$1200.00**

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 **\$ 1000.00** 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 **\$1000.00** plus the first months rent of **\$899.00** less **\$0.00** application fee for a total of **\$1899.00** Please add **\$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): 1611 Mallard Ct Jonesboro, Georgia 30238



P.O. Box 468253  
Atlanta, GA 31146  
**LANDLORD VERIFICATION**

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

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

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

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

Landlord Phone #: \_\_\_\_\_

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

Landlord Fax# - \_\_\_\_\_

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

To Whom It May Concern:

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

To verify the information provided on the rental application, please supply the information requested below.

Please fax back to **678 807-1408**

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

Thank you for your cooperation and prompt attention.

Sincerely,

Richard Burton  
Rental Manager, A Plus Properties

(To be completed by reference)

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Rental Period: From (Month/Year): \_\_\_\_\_ To (Month/Year): \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_ Always pay on time? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If No, how many late payments \_\_\_\_\_

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

Full security deposit returned? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain \_\_\_\_\_

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 release the requested information below to: Richard Burton

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

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

Employer Fax #: \_\_\_\_\_

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

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

To Whom It May Concern:

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

To verify the information provided on the rental application, please supply the information requested below.

Please fax back to **678-807-1408**

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

Thank you for your cooperation and prompt attention.

Sincerely,

Richard Burton  
Rental Manager, A Plus Properties

(To be completed by reference)

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

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

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

Date of Employment

From (Month/Year): \_\_\_\_\_ To (Month/Year or Current) \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_



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**EMPLOYMENT VERIFICATION**

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

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

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

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

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

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

Employer Fax #: \_\_\_\_\_

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

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

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

Date of Employment

From (Month/Year): \_\_\_\_\_ To (Month/Year or Current) \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_