

**VETERANS REALTY CO., INC.**  
2920 Tobacco Rd. Hephzibah, GA 30815 (706) 793-2400

**Application Acknowledgment**  
**Read and initial the following statements below:**

\_\_\_\_\_ I understand the application fee is a **non-refundable** fee and will not be refunded after acceptance of the application.

\_\_\_\_\_ I acknowledge that I am completing an application with the intention of renting a residence. Acceptance of the application and/or the address requested is not guaranteed and considered as a preferred address.

\_\_\_\_\_ I understand that all parties over the age of 18 considered to be living in the home full time will need to complete an application and be approved to reside in the house. **If at any time adults are found living in the home who have not completed an application and been approved to reside in the home, it will be considered a breach of contract and lease can be terminated immediately.**

**Screening Criteria**

*Income- 3 times the rent or higher, good overall credit history, positive rental verification*

\_\_\_\_\_ **Information required with application.**

Proof of Identification – State ID, Driver’s License, valid passport

Proof of Income accepted

- Employed -Copy of pay statements- Most current- equal to one month
- Self-employed / 1099- Last year’s tax statement or 3 bank statements
- Disability or SSI - Must provide award letter showing amount paid

**Any application without proof of identification or proof of income will be automatically denied**

\_\_\_\_\_ I understand the complete application process is as follows:

- Application must be approved prior to viewing any house. Approvals will be received in writing.
- Once an application has been reviewed, no information can be added, changed or modified unless requested by the office.
- If applying with a guarantor- A guarantor must complete a separate application and provide proof of income – six months of most current statements, tax documents, etc.
- Once approved, a realtor will reach out to schedule an appointment to physically view the home.
- Any house that is viewed is considered move-in ready-the viewing is also considered the inspection of the home. If you choose to accept the home it is accepted AS IS. No other repairs/ updates or changes will be completed beyond a standard maintenance request.
- All available houses are first come, first serve.
- Once viewed, the security deposit must be paid by guaranteed funds (money order or cashier’s check) and the security deposit form must be completed to secure the preferred address.
- Possession of the home must be completed within ten days.

\_\_\_\_\_ I understand that all approved applications are active for sixty days after approval. If a residence is not leased to you within the sixty-day timeline, a new application will be required to be considered for future availability. I understand If the application is denied a new application can be completed in sixty days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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\*Photo I.D./Military I.D. Required for all applicants 18 and over!

Application Fee: \$125.00 (Non-Refundable)

\*Approved application does not guarantee address preference.

APPLICATION MUST BE COMPLETE AND AUTHORIZATIONS ON BACK MUST BE SIGNED

Agent: \_\_\_\_\_ Referral Agent: \_\_\_\_\_ Date received: \_\_\_\_\_ Payment type: \_\_\_\_\_  
Received By: \_\_\_\_\_ Preferred Property: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Sec. Dep. \$ \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_ Referral? Yes / No

Select one: ( ) Single ( ) Married ( ) Divorced ( ) Separated ( ) Widowed

APPLICANT: \_\_\_\_\_  
First Middle Last Jr., etc.

BIRTHDATE: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CO-APPLICANT: \_\_\_\_\_  
First Middle Last Jr., etc.

BIRTHDATE: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

(Required): # of Adults in Household \_\_\_\_\_ Children: \_\_\_\_\_ Pets: \_\_\_\_\_

Name and Ages of Children: \_\_\_\_\_

Description of Pets: \_\_\_\_\_

### Residence History

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

St. Address Apt. # City State Zip Phone #

Present Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_ How long? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

St. Address Apt. # City State Zip

Previous Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_ How long? \_\_\_\_\_

### Employment & Bank References

Employed by: \_\_\_\_\_ Phone #: \_\_\_\_\_ How long? \_\_\_\_\_

Address: \_\_\_\_\_ Position/Rank: \_\_\_\_\_ Mo. Income \_\_\_\_\_

Co-App Employment: \_\_\_\_\_ Phone #: \_\_\_\_\_ How long? \_\_\_\_\_

Address: \_\_\_\_\_ Position/Rank: \_\_\_\_\_ Mo. Income \_\_\_\_\_

Other Income: (Indicate source and income) \_\_\_\_\_

# of Cars (incl. Co. Cars): \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State \_\_\_\_\_ State \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ His License Plate #: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Hers License Plate #: \_\_\_\_\_

In case of Emergency, Notify: \_\_\_\_\_

Name Phone #

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

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**APPLICATION MUST BE COMPLETE AND AUTHORIZATIONS ON BACK MUST BE SIGNED**

A **\$125.00 NON-REFUNDABLE** charge is required to process this application. (All adults who will occupy the rental property must sign the application before it can be considered by the landlord/owner.)

Receipt from the applicant of **\$125.00** is acknowledged as application fee/processing charge. Acceptance of application and any monies deposited herewith are not binding upon owner/landlord until final approval of application by owner/landlord. Applicant may choose to terminate and withdraw this application within -0- hours and all monies given herewith shall be returned except for that portion designated as a processing charge. If applicant is approved and fails to execute a rental agreement or refuses to occupy premises on agreed upon date, all monies given herewith shall be retained by the landlord/owner as liquidated damages. If application is not approved, all monies given herewith, less processing charge shall be given herewith, less processing charge shall be returned to the applicant.

I/We certify that the information given herein is complete, true, and correct. Landlord/Owner or his agent is hereby expressly authorized to verify the accuracy and correctness of these statements, to communicate with my/our employer and creditors, and to procure such other information which landlord/owner or agent may require to evaluate this application.

### FAIR CREDIT REPORTING

In connection with this application to rent property, I understand that a routine investigation consumer report may be requested concerning my character, general reputation, person characteristics, and mode of living whereby information is obtained through interviews with neighbors, friends, or others with whom I am acquainted. If such a report is requested, detailed information regarding the nature and scope of this investigation will be made available to me, upon my request, within a reasonable period of time.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

### *Previous rental history to be filled out by Landlord*

Time of residence? \_\_\_\_\_ Rent Amount? \_\_\_\_\_ Late Payments? \_\_\_\_\_

Dispossess Actions? \_\_\_\_\_ Condition of Home/Apt \_\_\_\_\_

Did they give notice? \_\_\_\_\_ Any Damages? \_\_\_\_\_

Would you consider leasing to the applicant above in the future? YES NO

---For Office Use Only---

( ) APPROVED

( ) DISAPPROVED

By: \_\_\_\_\_

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

*A copy of the credit report from Merchants Credit Bureau is to be attached.*