

**CENTURY 21 TRI CITY REALTY  
RENTAL APPLICATION**

1712 A Osborne St.  
St. Marys, GA 31558  
(912) 882-6172

ADDRESS OF PROPERTY: \_\_\_\_\_

MOVE IN DATE: \_\_\_\_\_ RENTAL AMOUNT \_\_\_\_\_

1. CENTURY21 TRI CITY PROPERTY MANAGEMENT AND OUR OWNERS DO NOT PERMIT THE FOLLOWING PETS: DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS, OR ANY PART THEREOF.
2. APPLICATION FEES ARE **NON-REFUNDABLE**.
3. EACH APPLICANT MUST PROVIDE PHOTO ID AND AN APPLICATION IS NOT CONSIDERED COMPLETE UNTIL EACH POTENTIAL TENANT FULLY COMPLETES A SEPARATE APPLICATION.

**PLEASE PRINT LEGIBLY**

**APPLICANT    Y / N                      CO-APPLICANT    Y / N**

<b>APPLICANT(Full Name):</b>		
Home Ph	Work Ph	Cell:
SSN	Birthdate	
Email:	Driver License – State#	
<b>CO-APPLICANT(Full Name):</b>		
Home Ph	Work Ph	Cell:
SSN	Birthdate	
Email:	Driver License – State#	

<b>EMPLOYER:</b>	Telephone:
Address:	
Supervisor	
Job Title	Salary:                      Pay Period
Dates of Employment: <b>From</b> / / <b>To</b> / / /	
<b>OTHER INCOME:</b> A(type):	\$per mth B(type)                      \$per mth
<b>PREVIOUS EMPLOYER:</b>	Telephone:
Address:	
Supervisor:	
Job Title:	Salary:                      Pay Period:
Dates of Employment: From / / To / / /	

<b>PETS: Y / N</b>		
Pet Name:	Type:	Weight:
Pet Name:	Type:	Weight:

<b>CURRENT ADDRESS: (STREET, CITY, STATE, ZIP - NO PO BOXES)</b>		
Street Address:		
City	State:	Zip:
From:	To:	Monthly Pymt:
Own / Rent		
IF YOU RENT:	Landord Name:	Telephone:
Are you on a lease: Y / N	If yes, expire date	/ /
<b>PREVIOUS ADDRESS ( If current is less than 2 years) STREET, CITY,ST, ZIP</b>		
Street Address:		
City:	State:	Zip:
From:	To:	Mthly Pymt:
Own / Rent		
IF YOU RENT:	Landord Name:	Telephone:

<b>VEHICLE INFORMATION:</b>				
Car tag:	State:	Make:	Model:	Yr:
Car tag:	State:	Make:	Model:	Yr:

<b>NEAREST LIVING RELATIVE:</b>	
Name:	Address:
City:	State: Zip:
Telephone:	Relationship:

Have you had a felony that was adjudicated guilty or adjudicated withheld in the last (seven) 7 years? <b>Y /N</b>
If yes, please provide explanation and dates:

Have you willfully & intentionally refused to pay rent when due in the last 7 years? <b>Y /N</b>
If yes, please provide explanation and dates:

<b>REFERENCE: (Not relative/employer)</b>		
<b>Name</b>	<b>Address</b>	<b>Telephone</b>
1.		
2.		
3.		

Were you referred by another agent/company?(list)

<b>I AFFIRM THE FOLLOWING WILL BE RESIDENTS OF THE PROPERTY:</b>			
List names (first & last) and date of birth for all persons. <b>INCLUDING YOURSELF.</b>			
Co-signers must also enter their name & date of birth.			
1.	DOB:	5.	DOB:
2.	DOB:	6.	DOB:
3.	DOB:	7.	DOB:
4.	DOB:	8.	DOB:

**PLEASE READ CAREFULLY BEFORE SIGNING.**

**AUTHORIZATION:** I hereby authorize Century 21 Tri City Realty to verify all information contained on the application and investigate consumer reports including, but not limited to, residential history, employment history, criminal history records, court records, civil eviction records and credit records, and to contact any persons or companies listed on the application. I understand that **EACH** occupant is subject to approval. I understand that if the property is occupied at the time the lease is signed, that I agree to hold Century 21 Tri City Realty and the owner harmless, and waive any claim for costs/damages if the occupant fails to move out of the premises as promised by the tenant.

I, the undersigned applicant, affirm the information contained in this application is true, accurate, complete, and correct, and agree that if this is not so, my application may be denied and/or my lease will be held in default and I may be subject to eviction.

\_\_\_\_\_Initials of parties to this application that they have above statement, and received a copy of the Century 21 Tri City Rental Procedures and Criteria

APPLICANT SIGNATURE: \_\_\_\_\_DATE:\_\_\_\_\_

## **CENTURY 21 TRI CITY REALTY RENTAL APPLICATION**

1. **APPLICATION PROCESSING:** Processing an application may take between 2-3 days. You will be contacted immediately upon determination of approval or denial. Upon approval, will have 48 hours to complete all lease requirements for the property for which the application is submitted.
2. **TO APPLY THE FOLLOWING IS REQUIRED:**
  - A. Every line of the application must be completely filled out and the application signed by the applicant.
  - B. The application processing fee is \$40.00 per adult – 18 years of age and over. Each adult must complete the application process. Dependents 18 years of age and over will not be required to meet income criteria of the application process, but must meet the criminal criteria. **Application processing fees are NON-REFUNDABLE.**
  - C. Valid current photo documentation (driver's license, military or State id) is required with each application.
  - D. All applications will be processed thru a tenant screening credit check. Tenant screening will consist of rental history, check of current collections, and over all debt to income ratio.
  - E. **AN APPLICANT WILL BE AUTOMATICALLY DENIED IF:**
    1. Applicant has falsified information on the application.
    2. Applicant has been convicted of any sexual related offense in the applicant's history.
    3. Applicant has a felony record that was adjudicated guilty or had adjudication withheld for the past seven years.
    4. Applicant has been evicted in the past seven years.
  - F. Co-signers must pay a separate application processing fee and be approved.

### 3. PROCEDURES AND POLICIES:

- A. In properties where pets are allowed, **\$150.00 non-refundable per pet** fee will be charged.
- B. No properties are held for more than two (2) weeks, unless approved by homeowner.
- C. If approved, security deposit must be provided within 48 hours of approval. If the applicant deposits the security deposit and attempts to terminate the lease prior to occupying the property, the security deposit will be forfeited as liquidated damages for the owner.
- D. Proof of income will be required with application. Please include 2 weeks of proof on income, if you are military please include the most current LES.
- E. All information is deemed confidential in nature and for company use only.
- F. Keys will be released on the effective start date of the lease.
- G. On the effective start date, a full month's rent is collected if possession occurs on the 1<sup>st</sup> of the month, otherwise rent will be prorated.
- H. All subsequent funds prior to move-in must be paid in separate money orders, cashier check, or personal check. **CASH IN NOT ACCEPTED.**