

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

Application Acknowledgment

Screening Criteria

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

Information required with application with examples of what is accepted as proof.

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

Ways to submit application:

In office- 2920 Tobacco Rd. Hephzibah GA 30815 (*Right before Gate 5 of Ft. Eisenhower on the right*)

Website: veteransrealtyofaugusta.com- from the main page go to: properties then select-rental properties- at bottom of page. **Email:** veteransrentaldept@comcast.net, **Fax:** (706)793-3971

Ways to pay- Cash, debit/credit, money order, certified check- There is a 5% card transaction fee for all credit/debit card payment except for application fee.

Application fee will be requested by phone **after** the packet has been fully accepted from the office if an application is sent in by website, email or fax.

Read and initial the following statements below:

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

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 the lease can be terminated immediately.**

_____ I understand the complete application process is as follows:

- Application must be approved prior to viewing any house. The final application decision 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 –Required documents: 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 after paying the security deposit.

_____ 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: \$150.00 (Non-Refundable)

*Approved application does not guarantee address preference.

APPLICATION MUST BE COMPLETE AND AUTHORIZATIONS ON BACK MUST BE SIGNED

Date received: _____ Payment type: _____ Agent: _____ Referral Agent: _____

Preferred Property: _____

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 Pet(s): _____

Residence History

Present Address: _____
St. Address Apt. # City State Zip

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 _____
His Hers

Make: _____ Year: _____ License Plate #: _____

Make: _____ Year: _____ 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 **\$150.00 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 **\$150.00** 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 the 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: _____

Do not write beyond this point

Previous rental history to be filled out by Landlord

Landlord Name/ company _____ Check one: () Owner () Property Manager

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.