

ESR Property Management - Statement of Rental Policy



Thank you for your interest in our rental property. For your convenience, we have prepared this overview of our guidelines used in processing all rental applications.

We are an equal opportunity housing provider: It is our policy to rent our homes in full compliance with the federal Fair Housing Act and all state and local fair housing laws. We do not discriminate against any person because of race, color, ethnic background, religion, sex, age, marital or family status, physical disability, or sexual orientation.

Written authorization: You must authorize us to verify all information provided in your rental application from credit sources, current and prior landlords, your employer, and personal references. We will also be running a criminal background check.

Application process: All rental applications are evaluated in the same manner, and each adult applicant must voluntarily provide his or her social security number for us to obtain a consumer credit report. Every adult applicant must complete a separate application form and pay the non-refundable application fee in advance. Any false or incomplete information **will** result in the denial of your application. If discovered after you are approved and have moved in, we reserve the right to terminate your tenancy. We will verify the information provided on each rental application through our own screening efforts and/or with the assistance of an independent tenant-screening firm. A credit report, criminal history, and employment and rental references for each and every applicant in a given rental home will determine whether our rental criteria have been met. We are usually able to process a rental application in 1-2 business days.

Rental criteria

Income: The total combined monthly gross income of all rental applicants in a given rental home must be **at least three times the monthly rental rate**. Only income that can be verified will count. Full-time students are welcome if the total income of all applicants combined is sufficient. You must provide proof of a source of income if you are unemployed. All adult tenants are joint and severally liable, which means that each person will be held responsible for the payment of all funds due regardless of ability to pay.

Credit history: You must be able to demonstrate fiscal responsibility. If you have any charge-offs, unpaid debts/collections, or a pattern of delinquent payments, your application may be denied. A FICO score of less than 585 may be a cause of denial.

Rental history: Each rental applicant must be able to demonstrate a pattern of meeting their rental obligations, leaving prior rental properties in good condition and not having a pattern of complaints from neighbors. If you have ever been evicted for any lease violation, your application may be denied.

Criminal history: If you have ever been convicted of (or plead guilty or no contest to) a felony or a misdemeanor involving violence, drugs, sexual misconduct, or honesty, your application may be denied.

Payment: With the exception of the first month's rent, rental payments and security deposits may be paid with a check, money order or ACH debit transaction. The first month's rent must be paid via money order. Cash or post-dated checks are never accepted for rental payments. Cash is acceptable for the non-refundable application fee (\$35 for each adult applicant) and the non-refundable reservation fee (\$100 per rental home or apartment) that will take the property off the market for up to 4 days.

Pets: No pets, with the exception of small birds weighing less than one pound and fish, will be allowed on the premises. This includes guest pets.

Waterbeds: Waterbeds are not allowed in our apartments or rental homes.

All applications are processed on a first come first served basis.



STANDARD APPLICATION FOR OCCUPANCY

We cannot commit ourselves until we process and approve your application. If you have a disability and need accommodation, let us know.
 We require a separate form for each applicant. Application must be completed in full.
 Fax Completed Application to: (404) 591-5128 For Questions Call: (770) 512-4663

PLEASE INCLUDE FULL NAMES OF ALL POTENTIAL APPLICANTS AND OCCUPANTS

First	MI	Last	Social Security Number	Legal Relationship	Applicant or Occupant	Date of Birth	Age	Sex (Optional)
				Self	Applicant			

PERSONAL INFORMATION

- Home Phone No. _____ Cell Phone No. _____ Driver's License No. _____ State ____ Exp. Date _____
- Automobile: Year _____ Make (Ford, etc.) _____ Model (Explorer, etc.) _____ License Tag No. _____
- Have you ever gone by any other name? Yes No If "Yes," What name? _____

RENTAL HISTORY (Past 5 years – use additional paper if necessary)

- APPLICANT'S CURRENT RESIDENCE:** Name of Owner and/or Apartment Community _____
 Current Address _____ City _____ State ____ Zip _____
 Monthly Rent Pmt. \$ _____ From: _____ To: _____ Landlord Name _____ Phone _____
 Reason for wanting to move _____
- APPLICANT'S PREVIOUS RESIDENCE:** Name of Owner and/or Apartment Community _____
 Current Address _____ City _____ State ____ Zip _____
 Monthly Rent Pmt. \$ _____ From: _____ To: _____ Landlord Name _____ Phone _____
 Reason for moving _____

EMPLOYMENT HISTORY (Past 5 years – use additional paper if necessary)

- APPLICANT'S CURRENT EMPLOYER:** Company Name: _____
 Address _____ City _____ State ____ Zip _____
 Phone No. _____ Supervisor's Name _____ Annual Salary or Monthly Income (Gross) \$ _____
 Job Description _____ Employment Dates: From: _____ To: _____
- APPLICANT'S PREVIOUS EMPLOYER:** Company Name: _____
 Address _____ City _____ State ____ Zip _____
 Phone No. _____ Supervisor's Name _____ Annual Salary or Monthly Income (Gross) \$ _____
 Job Description _____ Employment Dates: From: _____ To: _____
- Unemployed student? Yes No If "Yes," Monthly gross income (financial aid, parents, etc.) \$ _____ Source of income _____

REFERENCES AND EMERGENCY CONTACT

- Character Reference Name _____ Phone No. _____ Relationship _____
 Address _____ City _____ State ____ Zip _____
- Character Reference Name _____ Phone No. _____ Relationship _____
 Address _____ City _____ State ____ Zip _____

3. Nearest relative Name _____ Phone No. _____ Relationship _____
 Address _____ City _____ State ____ Zip _____

4. Emergency Contact Name _____ Phone No. _____ Relationship _____
 Address _____ City _____ State ____ Zip _____

APPLICANT'S INITIALS _____

BANKING REFERENCE AND CREDIT INFORMATION

1. Checking Acct. (Bank Name) _____ Acct. No. _____
 Savings Acct. (Bank Name) _____ Acct. No. _____
 Address of Branch _____ Phone _____
 Bank Loan _____ Monthly Payment \$ _____ Loan No. _____

2. Credit Card Acct. No. _____ Balance \$ _____ Card Acct. No. _____ Balance \$ _____
 Other Monthly Debt _____ Balance \$ _____ Car Loan With. _____ Balance \$ _____

MANDATORY SCREENING QUESTIONS

You must answer each of these questions. If you answer "Yes" to questions 1-7, you must provide additional details.

1. Have you or any person who will be occupying the residence ever been evicted or a defendant in an eviction action? Yes No
2. Is any apartment community or previous landlord trying to collect money from you or any person who will be occupying the residence? Yes No
3. Have you or any person who will be occupying the residence ever filed, been discharged from, or currently under a bankruptcy? Yes No
4. Have you or any person who will be occupying the residence ever been convicted, charged, arrested, indicted, plead guilty or no contest, or received deferred adjudication or probation to **(A) Any Felony? Or (B) Any Misdemeanor involving a sexual offense, stalking, illegal use or possession of weapons, assault, battery, theft, fraud, bad checks, criminal damage to property, trespass, vandalism, illegal possession or sale of drugs?** Yes No
5. Have you or any person who will be occupying the residence ever been refused residency or asked to move because of an alleged lease violation of any kind? Yes No
6. Have you or any person who will be occupying the residence ever broken a lease or rental agreement? Yes No
7. Have you or any person who will be occupying the residence ever paid your rent late or been sued for non-payment of rent? Yes No
8. Do you have a legal right to be in the United States Yes, because I am a U.S. citizen Yes, because I have valid documentation from the U.S. Dept. of Immigration and Naturalization (INS); or No. If you answered "Yes" because you are a non-U.S. citizen with proper visa documentation, please provide:
 Reason you are in U.S. _____ Visa Type _____ Visa Expiration Date _____
9. Do you smoke? Yes No
10. Pets? Yes No How many pets do you have? _____ Describe _____ Weight _____ House Pet Yard Pet
11. How many of the following do you own? Boat _____ Trailer _____ Waterbed _____ Piano _____ Safe _____ Antenna* _____ Satellite Dish* _____
 Note(*): Management must give written permission for installation of an antenna/satellite dish.

I have fully and truthfully answered Questions 1-11 above. APPLICANT'S INITIALS _____

Provide additional information here to explain the answers to questions 1-7 above:

A non-refundable application fee of \$35.00 per applicant is to accompany this application to cover the cost of processing. Also, include a copy of driver's license or state photo ID. Owner shall retain as liquidated damages any Performance Fee monies paid by approved applicants if they desire not to rent dwelling after signing Standard Application For Occupancy. Applicant declares that all information, statements and representations herein made to induce ESR Property Management, ("Owner") to rent a residence are true and correct to the best of applicant's knowledge. Applicant thereby authorizes verification of such statements including the release of any policy records from any jurisdiction, or credit, mortgage or rental history, employment, or student information for the purpose of processing an application for residential occupancy. Applicant agrees that is such information is misleading, incorrect or untrue, the Owner shall have the right to consider the lease agreement breached and take remedies as provided therein. Applicant waives any claim for damages by reason of non-acceptance of this Standard Application of Occupancy, which the Owner may reject.

APPLICANT'S SIGNATURE _____ DATE _____

PRINT NAME HERE _____

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Property /	Rent \$	Min. Monthly Income	
------------	---------	---------------------	--

Apartment No.					Requirement \$	
Rec'd By Initials:		Application Submitted On:	/ /	Move-in Date Requested:	/ /	Date Property / Apartment Rented
			/ /			/ /
Amt. of Non-Refundable Application Fee Owed \$		Date Non-Refundable Application Fee Paid	/ /	Visa/MC/Check Card <input type="checkbox"/> Yes <input type="checkbox"/> No Personal Check <input type="checkbox"/> Yes <input type="checkbox"/> No Money Order <input type="checkbox"/> Yes <input type="checkbox"/> No	CK # / MO #:	
Amt. of Non-Refundable Reservation Fee Owed \$		Date Non-Refundable Reservation Fee Paid	/ /	Visa/MC/Check Card <input type="checkbox"/> Yes <input type="checkbox"/> No Personal Check <input type="checkbox"/> Yes <input type="checkbox"/> No Money Order <input type="checkbox"/> Yes <input type="checkbox"/> No	CK # / MO #:	



LANDLORD VERIFICATION AUTHORIZATION

Name of tenant-applicant: _____

Name of prior landlord: _____

I authorize ESR Property Management to call my prior landlord and verify certain aspects of my tenancy. I release my prior landlord from any liability as a result of the information provided.

APPLICANT'S SIGNATURE _____ DATE _____

PRINT NAME HERE _____

(Applicant to fill out top portion only)

PRIOR LANDLORD:

Tenancy dates: From _____ To _____

How many occupants were living in the rental unit? _____

Amount of monthly rent: _____

Was the rent ever paid late? Yes No

Did the applicant stay through the end of the lease term? Yes No

Did you ever serve an eviction notice or begin proceedings? Yes No

Was any amount withheld from the security deposit due to damages, uncleanliness, or unpaid rent?

Yes No Other reason _____

Would you rent to this person again? Yes No

Additional Comments: _____

Name Date



EMPLOYMENT VERIFICATION AUTHORIZATION

Name of tenant-applicant: _____

Name of employer: _____

I authorize ESR Property Management to call my employer and verify the information I have submitted on my rental application. This includes employment dates, title, and wage. I realize that my employer may also be asked to provide a character reference on my behalf.

APPLICANT'S SIGNATURE _____ DATE _____

PRINT NAME HERE _____

(Applicant to fill out top portion only)

EMPLOYER:

Employment dates: From _____ To _____

Title: _____

Salary/Wage: _____ Per Year Hour Other _____

Would you hire again? Yes No

Additional Comments: _____

Name: _____

Title: _____

Company: _____