

ALBANY REALTY COMPANY
1212 DAWSON ROAD
ALBANY, GEORGIA 31707
PHONE 229 883-6100 FAX 229 883-6136

There is a \$40.00 application fee single applicant and \$80.00 application fee with a co-applicant. Application fees are NON- REFUNDABLE unless applicant withdraws application BEFORE a credit check/ back ground is run

ANYONE WHO PROVIDES FALSE INFORMATION ON THE RENTAL APPLICATION WILL BE AUTOMATICALLY REJECTED.

Qualification Procedures

1. Must be 21 years of age
2. Property should be viewed in person prior to an application being accepted.
3. Valid Driver's License and Social Security Card
4. Good and Verifiable rental history from previous landlords
5. Never been evicted or owe another landlord money (This is an automatic rejection)
6. Must have given proper notice to current landlord
7. Must have verifiable employment and provide proof of income. (2 most recent check stubs or tax forms) No Bank statements!
8. Satisfactory credit check
9. A criminal history background check will be performed on all occupants 18 and older (\$10.00)
10. Your monthly NET income must be AT least 3 times the amount of rent. (if the rent is \$500.00 you must make at least \$1,500.00 NET income per month)
11. If property is pet friendly, no pet (dog or cat) can weight over 25 pounds at maturity. Albany Realty Company may require the opportunity to meet your pet before approving your lease. Immunizations/vaccination records for your pet must be up to date and a copy provided to Albany Realty Company at lease signing. There is a non-refundable pet fee of \$300.00 per animal for the privilege of maintaining a pet on property. Renters insurance is required with Albany Realty named as additional insured in the amount of \$300,000 for liability and \$5000.00 guest medical. There is additional pet rent of \$20.00 per month. Certain breeds are not allowed. Ask Sabrina for more details.

I have read and understand the above information and understand the requirements that must be met in order to be considered for leasing property from Albany Realty Company. Albany Realty Company reserves the right to accept multiple applications on any given rental property. Please note that if your application is approved and the deposit is paid, it becomes non-refundable after 2 business days.

Applicant _____ Date _____

Address of the property you are applying for: _____

Albany Realty Company RENTAL APPLICATION

APPLICANT INFORMATION

Name: (First)			(Middle)			(Last)		
Date of birth:			SSN:			Driver License #		
Email address:								
Cell #:			Work #:			Home #:		
Current address:								
City:			State:			Zip Code:		
Amount of Rent			Current Landlord:			Landlord Phone #		
When would you like to move in:			Length of time at current address:			Is your current rent up to date? Yes () No ()		
Reason for Leaving:								
Previous Address:								
City:			State:			Zip Code:		
Amount of Rent			Previous Landlord:			Landlord phone #		
Length of time at Previous address			Was your rent up to date			Reason for leaving		

EMPLOYMENT

Current employer:			Occupation:					
Employer address:						Hours per week?		
City:			State:			Zip:		
Supervisor:			Phone:			Years Employed:		

INCOME

Current Income \$ _____			() Weekly		() Biweekly		() Monthly		() Yearly	
Source			Proof of Income			() Yes () No				
Current Income \$ _____			() Weekly		() Biweekly		() Monthly		() Yearly	
Source			Proof of Income			() Yes () No				
Current Income \$ _____			() Weekly		() Biweekly		() Monthly		() Yearly	
Source			Proof of Income			() Yes () No				

PROPOSED OCCUPANTS (ALL OCCUPANTS 18 AND OVER MUST COMPLETE A BACK GROUND CHECK)

Name			Relationship					
Age			Occupation					
Name			Relationship					
Age			Occupation					
Name			Relationship					
Age			Occupation					
Name			Relationship					
Age			Occupation					
Name			Relationship					
Age			Occupation					

**Albany Realty Company
RENTAL APPLICATION**

VEHICLE INFORMATION

Year	Make	Model	Color	Plate #	State
Year	Make	Model	Color	Plate #	State

PROPOSED PETS

Name	Breed	Age	Weight	Indoor () Outdoor ()

OTHER VEHICLES INCLUDING RECREATIONAL THAT WILL BE ON PROPERTY

Description	Tag no.	Insured

PERSONAL REFERENCE

Name	Phone #
Relation	Address
Name	Phone #
Relation	Address

FINANCIAL INFORMATION

Car Lien Holder:	Balance Owed:	Monthly Payment:
Credit Card:	Balance Owed:	Monthly Payment:
Credit Card:	Balance Owed:	Monthly Payment:
Credit Card:	Balance Owed:	Monthly Payment:

EMERGENCY CONTACT INFORMATION

Name of person not residing with you:	Relationship:
Address:	City:
State:	Zip:
Phone #:	Email Address:

APPLICANT QUESTIONNAIRE

Has applicant ever been locked of apartment by sheriff? () Yes () No	Has applicant ever been sued for bills? () Yes () No
Has applicant ever been brought to court by landlord? () Yes () No	Has applicant ever been bankrupt? () Yes () No
Has applicant ever moved owing rent or for damages? () Yes () No	Has applicant ever been guilty of a felony? () Yes () No
Has applicant ever broken a Lease before? () Yes () No	Is total available for move-in now (Rent & Deposit)? () Yes () No

TENANT SCREENING CONSUMER REPORT DISCLOSURE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

This notice is to inform you that all of the following CHECKED items will be considered to determine your eligibility for residency:

- Social Security Number validation, including verification of matching birth date
- Previous or alternate names
- Previous addresses
- Criminal records, including county, state, OFAC/Patriot Act, and Sex Offender Registry
- Civil records, including bankruptcies, liens, judgments, and evictions
- Verification of current employment
- Verification of previous rental history or reference
- Satisfactory level of credit worthiness based on your credit report and FICO score

Derogatory information found while researching any of these items may result in denial of your application, or the requirement of an increased deposit, qualified guarantor, last month's rent, increased monthly rent, and/or other measures to secure your residency.

To investigate your background and/or credit, a Consumer Report will be obtained from:

Equifax
PO Box 740241
Atlanta, GA 30374
1-800-685-1111

The Consumer Reporting Agency's role is to provide us with character background related information about you. Therefore, they will be unable to supply the reasons why you may be denied residency.

Should you be denied or required to additionally secure your residency, you have the right to request a copy of your consumer report free of charge, within sixty (60) days from the date you receive an Adverse Action Notice. You also have the right to dispute the accuracy or completeness of any item on your consumer report by contacting the Consumer Reporting Agency using the information displayed above.

Signed: _____

Date: _____

Company: _____

Albany Realty Company
1212 Dawson Road
Albany, GA 31707

Criminal History Records Consent Forms

The undersigned individual hereby authorizes Albany Realty Company to receive any criminal history record information pertaining to me, which may be in files of any state and/or local file.

The information below must be completed by all applicants 18 years of age and older.

Please print clearly

Date: _____

Full Legal Name: _____

Full Address: _____

Apt # _____

Zip Code _____

City: _____ State: _____

Sex: _____

D.O.B. _____ SSN: _____

Applicants Signature: _____

I, give Albany Realty Company, it's employees and/or agents consent" to contact me at any/all phone numbers; including cell phone numbers (by calling, text message, or email), for purposes connected with my lease account.

I hereby make application for a rental and certify that this information is correct. I authorize you to contact any reference that I have listed, to verify and previous rental addresses that may be listed on my credit report, conduct a criminal background check, and/or run a credit check. If application is approved and a deposit is paid the rental property is then taken off the market. The security deposit fee will be non-refundable after 2 business day, should the applicant not lease the property. I understand that any information provided on this application that proves to be false will be grounds for termination of my lease agreement.

APPLICANT'S SIGNATURE: _____

DATE SIGNED: _____

Albany Realty Company
1212 Dawson Road
Albany, GA 31707
Sabrina Key ~ Property Manager
229-883-6100 (office)
229-883-6136 (fax)

By signing below I release permission for you to verify my rental reference to Albany Realty Company.

X

~~-----For rental office use only beyond this point-----~~

RENTAL REFERENCE FOR: _____

Address: _____

Has proper notice been given? _____ Rent Amount: _____

Any part of rent paid by Grafa? _____ If so how much? _____

Move In Date _____ Move out Date _____

Late Payments: _____ How Many: _____ Return checks: _____ How Many: _____

Has a dispossessory Warrant ever been filed? ___ YES ___ NO

Has a Writ of Possession ever been served? ___ YES ___ NO

Pets: ___ YES ___ NO Complaints: ___ YES ___ NO

What was the nature of the complaints? _____

Were good housekeeping habits displayed? ___ YES ___ NO

Was the deposited funded? ___ YES ___ NO

Would you rent to this person again? ___ YES ___ NO

Comments: _____

Verified by: _____ Title: _____