

Twin City Realty GA LLC
RENTAL APPLICATION

Property Address: _____ Applicants email Address: _____

How did you hear about this rental: ZILLOW TRULIA TCR website Yard sign Other _____

Are you working with an agent? YES NO Agents name: _____

Has agent shown you this home? YES NO N/A

Please answer the following questions:

- YES NO Anyone in the household been evicted in last 5 years?
- YES NO Anyone in household filed/have pending bankruptcy in last 2 years?
- YES NO Is the household income **LESS THAN 3 times** the monthly rent?
ex. If rent is \$1,000 your household must make at least \$3,000 combined monthly income (before taxes)
- YES NO Do you have a housing voucher?

At this time our client does not accept housing vouchers

If you answered YES to ANY of the above questions at this time you do not meet this owners rental criteria to rent one of their homes. Thank you for your interest. IF YOU ANSWERED NO to all the questions please continue the application

APPLICATION CHECK LIST (download questionnaire, application and rental policy from www.TwinCityRealtyGA.com)

- Yes NO Questionnaire page completed and attached
- Yes NO Application for residency signed by all applicants living in the home over the age of 18
- Yes NO Signed Statement of Rental policy(3 pgs) signed by all applicants
- Yes NO copies of all applicants check/pay stubs for last 30 days (60 days if an income/job change)
- Yes NO color copies of all applicants State Driver's license, Military ID, Passport or State ID
- Yes NO N/A color photos of each pet submitted on the application, must show entire animal (2 pets max)
- Yes NO Application Fee of \$50 per Adult paid to Twin City Realty via website (paypal)

ACKNOWLEDGEMENTS (please initial next to each item)

- _____ Home is being rented/leased in "AS IS" condition
- _____ Pets are allowed but will increase the rent \$25/month per pet
- _____ Application fee of \$50/applicant is NON REFUNDABLE once application is processed
- _____ TCR has permission to verify your rental and employment history
- _____ Security deposit will hold the home for 30 days
- _____ Security/Home deposit will be due and payable by CERTIFIED FUNDS within 5 DAYS
- _____ Prorated rent is due 5 days prior to move in payable by CERTIFIED FUNDS

Applicant signature(s) _____ Date _____

REQUESTED MOVE IN DATE: _____

Email the completed application package to : rentals@TwinCityRealtyGA.com
or fax to 1-866-365-5657



PROPERTY ADDRESS:

PLEASE FILL OUT THE PROPERTY ADDRESS

APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY - THANK YOU

Please Tell Us about Yourself

Applicant		Last		First		Middle		Maiden		Date of Birth		Social Security #		Driver's License #							
Marital Status		Present Phone No. ()				9:00 to 5:00 CONTACT PHONE NO.: () Ext.															
Have you ever had an eviction filed against you?		Yes		No		Animals (Keeping of animals requires an animal deposit and owner's consent)															
		Type		Breed		Color		Age		Height/Weight		Animals (Keeping of animals requires an animal deposit and owner's consent)									
		Type		Breed		Color		Age		Height/Weight											
Present Address		Street #		Name		Apt. #		City		State		Zip		Rent/Mortgage Pymt \$		Own <input type="checkbox"/>		Rent <input type="checkbox"/>		Since / /	
Landlord Mtg. Co.		Name		Address		City		State		Zip		Phone No. ()									
Previous Address		Street #		Name		Apt. #		City		State		Zip		Rent/Mortgage Pymt \$		Own <input type="checkbox"/>		Rent <input type="checkbox"/>		Since / /	
Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense?										Yes		No		If yes, please explain							
Do you smoke?		Yes		No		Do you have any water filled furniture?						Yes		No							

Please Tell Us about Your Job

Present Employer		Name		Business Address		City		State		Phone No. ()	
Position		Supervisor		Monthly Income		From / /		to / /			
Previous Employer		Name		Business Address		City		State		Phone No. ()	
Position		Supervisor		Monthly Income		From / /		to / /			

Please Give Us the Following Information

Emergency Contact		Name		Full Address		Phone No. ()																	
Automobile 1 st Car		Year		Make		Model		Color		Tag #		Automobile 2 nd Car		Year		Make		Model		Color		Tag #	
Proposed Occupant(s)		Name		Relationship		Age		Name		Relationship		Age		Name		Relationship		Age					
Proposed Occupant(s)		Name		Relationship		Age		Name		Relationship		Age		Name		Relationship		Age					
Do any occupant(s) smoke?		Yes		No		Do any occupant(s) have water filled furniture?						Yes		No									
Ref		Name		Location		City		State		Ref		Name		Location		City		State					

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord/Landlord's Agent. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. **NON REFUNDABLE APPLICATION FEE**--Applicant(s) has paid to the Leasing Broker herewith the sum of \$_____ as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. **HOME DEPOSIT AGREEMENT** --Applicant has deposited a "HOME DEPOSIT" of \$_____ in consideration for taking the dwelling off the market while the application is being processed. If applicant is approved by Landlord and/or Management and the lease is entered into and possession of the rental is taken **the "HOME DEPOSIT" shall be applied toward the security/damage deposit.** If applicant is approved, but fails to enter into the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the **FULL "HOME DEPOSIT"** shall be forfeited to the Landlord/Landlord Agent in addition to any penalties as provided in the lease if the lease has been signed by the applicant. The **"HOME DEPOSIT"** shall be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord/Landlord's Agent to execute a lease or deliver possession of the proposed premises.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED

Applicant Signature _____ Date _____ Applicant Email Address _____ Requested Move In Date _____	<table style="width: 100%;"> <tr> <td>SECURITY DEPOSIT</td> <td>\$ _____</td> </tr> <tr> <td>ADD SECURITY DEPOSIT</td> <td>\$ _____</td> </tr> <tr> <td>ADDITIONAL RENT</td> <td>\$ _____</td> </tr> <tr> <td>APPLICANT SCREENING FEE</td> <td>\$ _____</td> </tr> <tr> <td>PAID WITH APPLICATION</td> <td>\$ _____</td> </tr> <tr> <td>BALANCE OF DEPOSIT DUE</td> <td>\$ _____</td> </tr> <tr> <td>FIRST MONTH'S RENT</td> <td>\$ _____</td> </tr> <tr> <td>TOTAL DUE BEFORE MOVE-IN</td> <td>\$ _____</td> </tr> <tr> <td>RECEIVED BY: _____</td> <td>\$ _____</td> </tr> <tr> <td>APPROVED BY: _____</td> <td>\$ _____</td> </tr> </table>	SECURITY DEPOSIT	\$ _____	ADD SECURITY DEPOSIT	\$ _____	ADDITIONAL RENT	\$ _____	APPLICANT SCREENING FEE	\$ _____	PAID WITH APPLICATION	\$ _____	BALANCE OF DEPOSIT DUE	\$ _____	FIRST MONTH'S RENT	\$ _____	TOTAL DUE BEFORE MOVE-IN	\$ _____	RECEIVED BY: _____	\$ _____	APPROVED BY: _____	\$ _____	OFFICE USE ONLY ADDRESS _____ UNIT # _____ CITY _____ STATE _____ RENT _____ UNIT TYPE _____ TERM OF LEASE _____ MOVE-IN DATE _____ REPORT _____ PHOTO I.D.'d _____
SECURITY DEPOSIT	\$ _____																					
ADD SECURITY DEPOSIT	\$ _____																					
ADDITIONAL RENT	\$ _____																					
APPLICANT SCREENING FEE	\$ _____																					
PAID WITH APPLICATION	\$ _____																					
BALANCE OF DEPOSIT DUE	\$ _____																					
FIRST MONTH'S RENT	\$ _____																					
TOTAL DUE BEFORE MOVE-IN	\$ _____																					
RECEIVED BY: _____	\$ _____																					
APPROVED BY: _____	\$ _____																					



STATEMENT OF RENTAL POLICY

We are glad you are interested in our rental property. For your convenience, we have prepared this overview of our guidelines used in processing all rental applications. Please feel free to ask any questions.

We are an equal opportunity housing provider: It is our policy to rent our units in full compliance with the 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.

Rental unit availability: Rental units only become available when they are completely ready to rent. Rental unit availability can change as units become available or are removed from the rental market based on rentals, cancellations or maintenance issues.

Valid photo identification and written authorization: You must be able to present current photo identification such as a driver's license, military or state identification card or passport so that we can verify your identity. If your rental application is approved, we will require a photocopy of your identification at the time of your application to be kept in your tenant file. You must authorize us to verify all information provided in your rental application from credit sources, credit agencies, current and prior landlords and employers, and personal references, and allow us to run a criminal background check.

Non US or US Citizens without a SSN or ITIN: Applicant must provide a valid Passport and must include **at least one (1)** appropriate U.S. Citizenship and Immigration Services (USCIS) document, as specified below.

U.S. Citizenship and Immigration Services (USCIS) documents (must be a valid unexpired document) as follows:

Certificate of Naturalization, Certificate of Citizenship, I-551 Stamp contained in valid foreign passport, I-94 card contained in valid foreign passport, Alien Registration Receipt card (Resident Alien Card), Temporary Resident card, Employment Authorization card, Refugee Travel document, Foreign students with an F1 Visa status must show USCIS document I-20 and verification of current enrollment in a US school.

Applicant must pay two (2) months additional deposit equivalent to two (2) month "market" rent.

Use of Premises: The Premises shall be used and occupied by Tenant exclusively as a private single family dwelling or unit, and neither the Premises nor any part thereof shall be used at any time during the term of this Lease Agreement by Tenant for the purpose of carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single family dwelling or unit.

Occupancy guidelines: In compliance with all applicable fair-housing laws we have established restrictions on the total number of persons that may occupy a given rental unit. Our guidelines allow a maximum occupancy of two persons per bedroom plus one additional person per rental unit, subject to Federal, State and Local laws. These guidelines are to prevent overcrowding and are in keeping with the limitations of the rental unit and its building systems. Occupancy will be limited to the persons indicated on the original rental application and lease only unless otherwise agreed in writing. Any proposed additional tenants must complete a rental application and be processed and approved through this same tenant-screening process prior to occupying the rental unit.

General Applicant Requirement: All applicants must be at least 18 years of age or older or have proof of emancipation. A rental application must be completed by each adult applicant.

Animals: Animals are prohibited without the written consent of management. Consent may be given based on the type, size, weight, and number of animals and may require additional security deposits per animal and may result in additional rental payments. Management has the right to withhold consent for any reason at any time. A maximum of two (2) animals are allowed per home and each applicant must provide a photograph of each animal. Only small to medium sized, non-violent, common domesticated animals will be allowed on any property that permits animals.

Farm animals, snakes, other reptiles, exotic animals, and any large or aggressive animal will not be approved. Rottweillers, American Staffordshire Terriers (pit bulls), American Pit Bull Terriers, Dobermans, German Shepherds, Chows, Huskies, Alaskan Malamutes, Great Danes, St. Bernards, Mastiffs, Cane Corsos and mixed breeds of any of the above mentioned will not be approved. If an animal is approved, an additional \$25 per month per animal rental fee (maximum of \$50 per month) will be required and additional security deposit of \$200 per animal is also required. It is the policy of Bayview to waive animal restrictions in a case where an animal is necessary to accommodate a person with a disability. Tenant will maintain renter's insurance at all times while the animal occupies the Premises. Tenant's renter's insurance must provide liability coverage, without exclusion of liability for the Pet, must name Landlord/Landlord's Agent as an additional insured, and must provide for coverage limits not less than \$300,000 per occurrence and \$300,000 in the aggregate and a deductible not more than \$500. On or before Landlord/Landlord's Agent's execution of this Addendum, Tenant must provide to Landlord/Landlord's Agent a certificate of Tenant's renter's insurance showing coverage limits and deductible amount satisfactory to Landlord/Landlord's Agent and providing for notice to Landlord/Landlord's Agent at least 30 days prior to cancellation or non-renewal. Tenant must deliver a satisfactory replacement certificate of insurance to Landlord/Landlord's Agent at least 30 days prior to expiration of the insurance coverage previously in effect.

Smoking: No smoking is permitted on the Premises without the written consent of Landlord/Landlords Agent. Consent may be given and may require additional security deposits and may result in additional rental payments. If the odor of smoke, or damage from smoke is evident, the tenant will be charged for clean up out of their security deposit. Landlord/Landlord's Agent has the right to withhold consent for any reason at any time.

Waterbeds/Flotation Bedding Devices/Water Filled Furniture (collectively, "Water Filled Furniture")

No Water Filled Furniture is permitted on the Premises without the written consent of Landlord/Landlord's Agent. Consent may be given and may require additional security deposits and may result in additional rental payments. The Tenant will be responsible for ANY damage caused by a Water Filled Furniture. Tenant will have a current Water Filled Furniture insurance policy in effect during possession of Water Filled. Landlord/Landlords Agent has the right to withhold consent for any reason at any time.

Application process: All rental applications are evaluated in the same manner and each applicant must voluntarily provide his or her social security number for us to obtain a tenant screening report. Every adult applicant must complete a separate rental application form and pay the non-refundable application fee in advance. A \$50 non-refundable application fee per applicant is required to complete a rental application. Any false or incomplete information will result in the denial of your application and 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 tenant screening report which may include criminal history, and employment and rental references for each and every applicant in a given rental unit will determine whether our rental criteria has been met.

Employment and Income: Applicant must have verifiable employment. Income requirements vary. The total combined monthly gross income of three times the monthly rental rate of all rental applicants in a given rental unit may be required. Co-signors may be accepted only if income requirements are not sufficient. Any co-signer must meet the requirements described in this Section. Full-time students are welcome if the total income of all applicants combined is sufficient or with a lease guarantor. You must provide proof of a source of income if you are unemployed. Remember: All adult tenants are jointly and severally liable, which means that each one can be held responsible for the payment of all funds due regardless of ability to pay.

Credit history: Credit will be judged on a scoring system by our tenant screening company CoreLogic SafeRent. You must be able to demonstrate fiscal responsibility. If you have any charge-offs, unpaid debts, or a pattern of delinquent payments, your application may be denied. The scoring scale is subject to change at any time. In the event the score is not acceptable for full approval, your application may be conditionally approved with an additional deposit and / or additional documentation. Any errors or discrepancies in your score or report relied upon by the Landlord/Landlords Agent in determining your creditworthiness is the exclusive and sole responsibility of the reporting agency or agencies. We are not responsible for any errors or discrepancies in your score or report. We reserve the right to deny any rental application based on score alone. It is your responsibility, and not that of the Landlord or Landlords Agent, to report and pursue any error or discrepancy in your credit score or report.

Criminal history: A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event the applicant(s) have ever been convicted of a felony or misdemeanor for a crime against a person, another person's property or against society. The applicant(s) may also be declined if they have received adjudication withheld or has been charged with a felony or misdemeanor offense(s) within the past seven (7) years

for a crime against a person, another person's property or against society. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property, is convicted of a felony or misdemeanor for a crime against a person, another person's property or against society, and/or appears on the list of known terrorists and wanted fugitives.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

Guarantors: If you do not meet one or more of the above criteria, you may be able to qualify for a rental unit if you have a third party located within the state that will guarantee your lease. The guarantor must pass this same application and screening process except that we will deduct the guarantors own housing costs before comparing his or her income to our income criteria.

To Move In: We collect at least one full month's rent at time of move-in, regardless of the actual date of occupancy. If the lease commencement date is on or before the 14th of the month any pro-rated rent calculated will be due for the second month of the lease term. We collect a full month's rent payment plus the prorated amount of the month if the lease commencement date is on or after the 15th of the month. The required security deposit is generally an amount equal to one month's rent and is payable in the form of certified check, cashier's check, or money orders. [NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR THE SECURITY DEPOSIT!] The security deposit may be increased under certain circumstances such as animal ownership, marginal creditworthiness or limited resident history.

HOA: The applicant agrees that in the event that they are applying to rent a property with an HOA that additional screening/approval from the HOA may be required and the applicant will obtain approval prior to entering into a lease with the Landlord and/or Landlords Agent. The applicant understands that the HOA may require an additional security deposit which the applicant will be responsible to pay.

Notification: Applicants will be informed of the status of their application. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact CoreLogic SafeRent to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

No Warranty or Representations Made: Landlord and/or Landlords Agent make no warranty or representation that any application will be accepted and expressly retains the right to refuse any application, subject to the provisions of the Fair Housing Act. Landlord and/or Landlords Agent shall not be liable for any damages, monetary or otherwise, that may be incurred by any applicant based on Landlord and/or Landlords Agent decision to accept or deny any application. I have read and understand the rental policies of this community prior to completing my rental application.

_____	_____
Applicant	Signature Date
_____	_____
Applicant	Signature Date
_____	_____
Applicant	Signature Date

Rev. Date: 2-23-2015

