

# APARTMENT RENTAL APPLICATION

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## BASIC RENTAL CRITERIA

- All applicants must be at least eighteen (18) years of age or older.
- Applicant must have verifiable current employment or income with a gross monthly income of at least three (3) times the rental rate. In the event that the applicant has been at his or her current job for a period of six (6) months or less, then the applicant must provide verification of prior employment. Should the applicant be self-employed, he or she must then provide a copy of the previous year's tax return.
- Applicant must have a verifiable rental reference of six (6) months or more with a lease term fulfilled and a copy of the thirty (30) day written notice to vacate current or previous address provided. Applicant must not have more than two (2) late payments and/or non-sufficient fund (NSF) checks in one (1) year of residency. Any applicant with questionable rental history or a prior eviction may be subject to denial of application.
- Applicant credit reports must be in good and acceptable standing. Medical collection accounts will be the only exception in determining acceptable credit. Personal bankruptcies shall be allowable as long as the applicant meets all other qualifications and criteria and has re-established a good credit rating.
- Any and all adults must complete a rental application, pay an application fee of **\$25.00**, be listed on the lease as a resident, and have full liability to fulfill all terms and conditions of the lease. The rental application fee shall be waived for a spouse only when application is accompanied by a copy of a Marriage Certificate, otherwise they will be deemed as co-tenant roommates, and thus must pay the application fee.
- Roommates must each have a gross monthly income of at least two (2) times the rental rate, and they must each fill out an application and pay an application fee and meet qualification criteria.
- The non-refundable application fee must be paid before the approval process can begin.
- A Lease Guarantor will be accepted on behalf of full time students and for persons with no prior rental or credit history. A Lease Guarantor must complete a Lease Contract Guaranty and pay an application fee. Income requirement for a co-signer is six (6) times the rental amount.
- Applicants must consent to a background and criminal investigation search. Criminal charges and/or convictions may be grounds for denial.
- **MAXIMUM OCCUPANCY STANDARDS:**
  - 1 Bedroom has a maximum occupancy of two (2) persons
  - 2 Bedroom has a maximum occupancy of four (4) persons
  - 3 Bedroom has a maximum occupancy of six (6) persons
- A family may occupy a rental unit as long as the family does not exceed a maximum of two (2) persons per bedroom plus a child who is less than six (6) months old and who sleeps in the same bedroom with the child's parent or guardian. If the applicant is pregnant or has a child less than six (6) months old at the time of moving in and the newborn child reaches six (6) months of age during the lease term, the resident may stay in the unit for the duration of the lease term. However, if the number of residents exceeds the maximum per bedroom limit because the newborn reaches or exceeds the six (6) months limitation at the end of the lease term, the applicant must apply for and if accepted move into a larger unit, if available. Under no circumstances can the applicant remain in a unit where occupants exceed the maximum occupancy standards.

I have read and agree to the above rental criteria requirements.

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(Applicant Signature)

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(Dated)

**RENTAL SCREENING APPLICATION**

**LANDLORD INFORMATION**

Landlord Name: Jelks Holdings, LLC  
Landlord Address: PO Box 3191  
Landlord City, State, ZIP Code: Atlanta, Georgia 30302  
Landlord Telephone: 404-661-2706  
Landlord Email:  
Landlord Fax:

**RENTAL PROPERTY INFORMATION**

Rental Property Name:  
Property Address:  
Landlord City, State, ZIP Code: ,  
Number of Bedrooms:

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
How long at current address? \_\_\_\_\_  
Current Landlord: \_\_\_\_\_  
Landlord Phone Number: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_  
How long at previous address? \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_  
Landlord Phone Number: \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_  
Landlord Phone Number: \_\_\_\_\_

**APPLICANT EMPLOYMENT HISTORY**

Current Employer: \_\_\_\_\_  
Current Supervisor Name: \_\_\_\_\_  
Current Employer Address: \_\_\_\_\_  
\_\_\_\_\_  
Current Employer Telephone: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Period of Time Employed: \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Previous Supervisor Name: \_\_\_\_\_  
Previous Employer Address: \_\_\_\_\_  
\_\_\_\_\_  
Previous Employer Telephone: \_\_\_\_\_  
Previous Position Held: \_\_\_\_\_

Period of Time Employed: \_\_\_\_\_  
\_\_\_\_\_

**FINANCIAL HISTORY**

Applicant Monthly Income: \_\_\_\_\_

**FAMILY OR ROOMMATE INFORMATION**

Name of Person

Relationship to Applicant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL  
REFERENCES**

Name: \_\_\_\_\_  
Years Known: \_\_\_\_\_

Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Years Known: \_\_\_\_\_

Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Years Known: \_\_\_\_\_

Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**VEHICLE INFORMATION**

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Year: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Year: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

**PERSONAL HISTORY**

Do you smoke? Yes No

Have you ever been evicted? Yes No

If yes, when and why?

\_\_\_\_\_  
\_\_\_\_\_

Have you ever declared bankruptcy? Yes No

If yes, when and describe:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime? Yes No

If yes, when and describe:

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**APPLICANT CERTIFICATION**

I, \_\_\_\_\_, certify that the information provide in this Rental Application is true and correct to the best of my knowledge as of the date set forth below. I acknowledge that the Landlord shall rely on the information contained herein and I authorize the Landlord to verify any or all information provided.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Dated)

**FAIR HOUSING DISCLOSURE**

The Fair Housing Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sexual orientation, handicap, or familial status. Except as permitted by the Housing for Older Persons Act of 1955, we are committed to complying with the letter and spirit of the laws which administers compliance with the fair housing laws in the United States Department of Housing and Urban Development.

**DISCLOSURE AND AUTHORIZATION  
FOR BACKGROUND INVESTIGATION**

I hereby authorize, **Jelks Holdings, LLC**, the Landlord to whom I am making the Rental Application, to obtain a consumer and background report. A "consumer and/or background report" includes any information as to my cred worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand this consumer or background report may include inquiries regarding my work history, personal financial status and credit history, court records, including criminal conviction record, as permitted by law, driving history, and references from professional and/or personal associates. I further understand and agree that a consumer report may be obtained at any time, and any number of times, as the Landlord in their sole discretion determines necessary before, during or after the acceptance of the Rental Application.

I hereby authorize all previous employers, landlords, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to **Jelks Holdings, LLC**. I further fully release **Jelks Holdings, LLC**, his or her employees, officers, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to **Jelks Holdings, LLC** concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand that I can receive a free copy of any credit report requested by **Jelks Holdings, LLC** about me at the same time the report is provided to **Jelks Holdings, LLC**.

I hereby state that I **wish to / do not wish to** receive a copy of any credit report requested. *(please circle one)*

I understand that approval of my Rental Application maybe contingent upon the outcome of my background check, and that this Disclosure Authorization is not meant as an approval of the Rental Application.

I have received and read the "Disclosure" regarding **Jelks Holdings, LLC's** right to procure a consumer and/or background report.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Dated)

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issue

**Current Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_