

## **RMTS Property Management Rental Application Process**

Thank you for considering one of our rental properties as your future home! All potential tenants must go through an application process. **The application fee is \$35 for a single applicant, \$50 for two applicants, and \$85 for three applicants.** We do not keep change in the office, so please pay in exact amounts or online. **All adults over the age of 18 who will reside in the property must complete the application process and are subject to a background screening report.** Please complete each section of the application fully. Any application missing identification information, such as social security numbers or driver's license numbers will not be processed.

For all intents and purposes, the application fee is nonrefundable. However, if we do not process your application, we will gladly return your application fee. Once a background check has been run, application fees cannot be refunded.

### **Things to keep in mind when choosing to rent with Re/Max Towne Square:**

We do mandatory, periodic inspections on each of our properties, so be sure to include all pets and occupants who will reside in the home on your application.

We require each tenant to have the carpets professionally cleaned before move-out. This ensures each new tenant will receive their home in move-in ready condition. We have a list of approved vendors that will be provided to you prior to move-out.

Renter's Insurance is required and proof of insurance must be presented no later than 1 week after move-in.

The most common question we get is "What do you look for in an applicant?" There is no one unified answer to that question. While we, as the property manager, have certain policies and procedures, we ultimately work for the individual homeowners. Each homeowner has his/her own idea on what makes a good tenant. For example, some homeowners allow multiple pets in a home, while others have a strict no pet policy. In general, we look for a well rounded applicant. We do not expect perfect credit, but please be aware that credit is considered as part of the application process. We have a no approval policy on open bankruptcies (discharged may be considered), rental evictions and on most criminal history. If you have had a foreclosure, please include it on the appropriate section of the application. We will need rental verification from your current landlord, as well as employment and income verification from your employer before we can approve any tenants. Please provide contact information for your employers in the application.

If you are approved, we require a reservation deposit equal in amount to one month's rent. After the lease is signed and the move-in has been completed, this deposit will convert to your first full month's rent. If you are not prepared to pay the deposit, please do not apply.



**RE/MAX Towne Square Property Management**

6342 Grand Hickory Drive Suite 200 Braselton, GA 30517

Office: 770-771-6767/706-367-4000 Fax: 706-367-1444 Email: rmts02@gmail.com/rmts03@gmail.com

**APPLICATION FOR TENANCY**

Fill out accurately and completely. All applications are to be submitted along with an application fee.

Application fee is \$35.00 for single applicant, \$50.00 for 2 applicants and \$85.00 for 3 applicants.

If paying in cash, please provide exact change only.

Payments via PayPal will have a \$3.00 transaction fee. Email address for PayPal is rmts01@gmail.com.

\*\*\*\*\*

**Address Applied For:**

\_\_\_\_\_

**Rent Amount:** \_\_\_\_\_ **Term:** \_\_\_\_\_ months **Requested Move -In Date:** \_\_\_\_\_

**Name of Applicant's Agent:**

\_\_\_\_\_

**PRIMARY APPLICANT**

Applicant Name: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Date of Birth (required): \_\_\_\_\_ Social Security # (required): \_\_\_\_\_

\_\_\_\_\_

Driver's License #(required): \_\_\_\_\_ Driver's License State: \_\_\_\_\_

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

How long have you lived there? \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Present Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever been convicted or plead guilty to any criminal charges other than a traffic violation? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

**SECONDARY APPLICANT**

Applicant Name: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Date of Birth (required): \_\_\_\_\_ Social Security # (required): \_\_\_\_\_

\_\_\_\_\_

Driver's License #(required): \_\_\_\_\_ Driver's License State: \_\_\_\_\_

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

How long have you lived there? \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Present Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever been convicted or plead guilty to any criminal charges other than a traffic violation? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

List all persons that will be occupying premises:

<b>Full Name</b>	<b>DOB</b>	<b>Relationship to Primary Applicant</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does anyone smoke? \_\_\_\_\_ If yes, indicate if you smoke indoors or outdoors only: \_\_\_\_\_

Do you have a waterbed? \_\_\_\_\_

Do you have renters insurance or plan on purchasing? \_\_\_\_\_ Provider: \_\_\_\_\_

List all pets that will be kept on premises:

<b>Name</b>	<b>Species/ Breed</b>	<b>Weight</b>	<b>Age</b>	<b>Indoor or Outdoor?</b>
_____	_____/_____	_____	_____	_____
_____	_____/_____	_____	_____	_____
_____	_____/_____	_____	_____	_____
_____	_____/_____	_____	_____	_____

List all vehicles that will be kept on premises:

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Tag #</b>	<b>State</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Detail any upfront requests below: Requests are not guaranteed but may be used in consideration of application. For all intents and purposes, properties are received in "as-is" condition and modifications to structure are not permitted.

Request for **tenant permission**:

Request to be **completed or provided by owner**:

**EMPLOYMENT**

**Primary Applicant**

Name of *current* Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ How Long? \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Name of *previous* Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ How Long? \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

**Secondary Applicant**

Name of *current* Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ How Long? \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Name of *previous* Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ How Long? \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

List any additional sources of income such as part time work, alimony or child support:

<u>Source</u>	<u>Amount</u>	<u>Frequency</u>
_____	_____	_____
_____	_____	_____

**Total monthly household income:** \_\_\_\_\_

**FINANCIAL**

Have you ever been evicted? \_\_\_\_\_ Have you ever declared bankruptcy? \_\_\_\_\_

Have you had a foreclosure in the last 5 years? \_\_\_\_\_

If yes to any of the above, please explain including date filed and reason: \_\_\_\_\_

**Checking Account**

Bank Name: \_\_\_\_\_ Approximate Balance: \_\_\_\_\_

**Savings Account**

Bank Name: \_\_\_\_\_ Approximate Balance: \_\_\_\_\_

The below information may be used in determining affordability of rent and deposits. Debt to income ratios are subject to the discretion of RMTS and the property owner and are based on credit and the verifiable information provided below. **\*\*please be aware that documentation may be requested for verification purposes\*\***

Please provide rough estimates for your household cost of living:

Monthly net income: \$ \_\_\_\_\_

Vehicle Payments: \$ \_\_\_\_\_

Household Food: \$ \_\_\_\_\_

Household Fuel Costs: \$ \_\_\_\_\_

Credit Card Payments: \$ \_\_\_\_\_

Loan/Debt Obligations (mortgage, school, medical, etc.): \$ \_\_\_\_\_

Other Expenses (alimony, child support, irs, daycare, etc.): \$ \_\_\_\_\_

**OTHER**

Are you considering purchasing in the future? \_\_\_\_\_ Would you like a lender to contact you? \_\_\_\_\_  
Would you like to have available listings sent to you? \_\_\_\_\_ If yes, please briefly describe what you are  
looking for \_\_\_\_\_

**REFERENCE**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_ Phone: \_\_\_\_\_

**Neighborhood Conditions:** Tenant acknowledges that in every neighborhood there are conditions which different tenants may find objectionable. It shall be the tenant's duty to become acquainted with any present or future neighborhood conditions which could affect the property, including but not limited to landfills, quarries, high-voltage power lines, cemeteries, airports, stadiums, odor producing factories, crime, schools serving the property, political jurisdictional maps and land use/transportation maps and plans. If tenant is concerned about the possibility of a registered sex offender residing in a neighborhood in which tenant is interested, tenant should review the Georgia Violent Sex Offender Registry available on the Georgia Bureau of Investigation Website at: [www.gbi.georgia.gov](http://www.gbi.georgia.gov).

I certify that the above information is true and correct and hereby authorize RMTS, Inc and the owner/ property manager of the property listed above to verify any and all information and references provided by completing a credit/ background/ payment history check and/or by contacting any or all individuals and financial institutions listed above. I hereby state that all data provided is accurate and understand that any misrepresented information is grounds for rejection of application or immediate termination of lease. I understand that this is not a lease or an offer to rent. No binding obligation of any kind exists between the owner and myself unless and until a lease is signed. This application is subject to prior applications. This application shall remain the property of the owner.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

***NO PERSON SHALL BE DENIED THE RIGHT TO RENT OUR PROPERTY BECAUSE OF THEIR RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN OR ANCESTRY***