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GEORGIA LANDLORD TENANT PACKAGE

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TABLE OF CONTENTS

I. FORM LIST

1. Residential Lease Application
2. Consent to Background and Reference Check
3. Salary Verification for Potential Lease or Loan
4. Residential Lease Agreement (Term Lease)
5. Residential Lease Agreement (Month-to-Month Lease)
6. Lead Based Paint Disclosure (Rental)
7. Inventory and Condition of Leased Premises: Pre-Lease
8. Inventory and Condition of Leased Premises: Post-Lease
9. Tenant Welcome Letter
10. Warning Notice for Failure to Pay Rent
11. 7-Day Notice to Pay Rent or Lease Terminates (Residence)
12. Notice of Breach of Lease with Right to Cure
13. Notice of Breach of Lease with No Right to Cure
14. Landlord Tenant Closing Statement

II. TIPS ON COMPLETING THESE FORMS

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter “a”. Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

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