

PREFERRED REALTY SERVICES

277 Highway 74 N • Peachtree City, GA 30269
(770) 486-5242 • info@preferredrealtptc.com • preferredrealtptc.com

RENTAL APPLICATION

Please print clearly and complete all fields.
Each adult (18+) must be listed on this application.

BEFORE YOU BEGIN

Please read our Qualification Requirements (available at our office or at preferredrealtptc.com) before applying. A **non-refundable \$75 application fee** is required. Please bring or attach a **copy of your Driver's License or valid photo ID** and **your 2 most recent months of pay stubs** (proof of income). Incomplete applications cannot be processed. Questions? Call **(770) 486-5242**.

1. PROPERTY INFORMATION

Address of Property You Are Applying For (Street, Unit #)		City	State	Zip
Target Move-In Date (MM/DD/YYYY)	Monthly Rent (\$)	How did you hear about this property?		
Are you currently working with a real estate agent? ☐ Yes ☐ No				
If yes, Agent Name		Agent's Brokerage	Agent Phone	
Are you applying with someone? ☐ Yes ☐ No				
If yes, please write in their full name(s)				

2. APPLICANT ONE

Primary applicant

First Name	Middle	Last Name	Date of Birth (MM/DD/YYYY)
Social Security Number	Driver's License Number	DL State	Phone
Email Address			

Current Residence

Current Address (Street, Unit #)		City	State	Zip
Do you: ☐ Rent ☐ Own ☐ Other				
Monthly Payment (\$)	How long at this residence?	Landlord / Mortgage Co. Name	Landlord Phone	
Reason for Leaving				

Previous Residence

Previous Address (Street, Unit #)		City	State	Zip
Did you: ☐ Rent ☐ Own ☐ Other				
Monthly Payment (\$)	How long at this residence?	Landlord / Mortgage Co. Name	Landlord Phone	

3. APPLICANT ONE – EMPLOYMENT & INCOME**Current Employer**

Current Employer	Employer Phone	Position / Title	
Employer Address (Street, Unit #)	City	State	Zip
Supervisor Name	Number of Years	Gross Monthly Income (\$)	

Previous Employer

Previous Employer	Phone	Position / Title	
Address (Street, Unit #)	City	State	Zip
Supervisor Name	Number of Years	Monthly Income (\$)	

Other Income (optional)

Source (child support, retirement, Social Security, etc.)	Monthly Amount (\$)
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4. APPLICANT TWO*Co-applicant / any other adult 18+ living in the home*Is there a second applicant or anyone 18 or older who will occupy the residence? ☐ Yes ☐ No

First Name	Middle	Last Name	Date of Birth (MM/DD/YYYY)
Social Security Number	Driver's License Number	DL State	Phone
Email Address	Relationship to Applicant One		
Current Address (if different from Applicant One) (Street, Unit #)	City	State	Zip

Do you: ☐ Rent ☐ Own ☐ Other

Monthly Payment (\$)	How long at this residence?	Landlord Name	Landlord Phone
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Applicant Two – Current Employer

Current Employer	Employer Phone	Position / Title	
Employer Address (Street, Unit #)	City	State	Zip
Supervisor Name	Number of Years	Gross Monthly Income (\$)	

5. REFERENCES*Not a relative*

Full Name	Relationship (friend, co-worker, etc.)	Phone	Years Known
Full Name	Relationship (friend, co-worker, etc.)	Phone	Years Known

6. ADDITIONAL OCCUPANTS*Everyone else who will live in the home, including children*

First Name 	Last Name 	Age 	Relationship to Applicant
First Name 	Last Name 	Age 	Relationship to Applicant
First Name 	Last Name 	Age 	Relationship to Applicant
First Name 	Last Name 	Age 	Relationship to Applicant

7. PETS*Subject to owner approval and pet fees/deposits*Will any pets live at the property? ☐ Yes ☐ NoPet 1: Type: ☐ Dog ☐ Cat ☐ Other

Breed / Description

Weight (lbs)

Pet 2: Type: ☐ Dog ☐ Cat ☐ Other

Breed / Description

Weight (lbs)

8. VEHICLES

Make / Model 	Year 	Color 	License Plate # 	State
Make / Model 	Year 	Color 	License Plate # 	State

9. NEAREST RELATIVE / EMERGENCY CONTACT*Not living with you*

First Name 	Last Name 	Relationship 	Phone
Address (Street, Unit #) 		City 	State
		Zip 	

10. BACKGROUND & OTHER QUESTIONS*Applies to all applicants*

Have you ever filed bankruptcy?

☐ Yes ☐ No

Have you ever been served an eviction notice or been asked to vacate a property you were renting?

☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

Have you ever broken a lease?

☐ Yes ☐ No

If yes, reason:

Do you smoke, or does anyone in your household smoke?

☐ Yes ☐ No

Do you currently have a credit freeze in place with Equifax?

☐ Yes ☐ No***If yes, please remove the freeze prior to submitting your application.***

If you answered "Yes" to bankruptcy, eviction or felony above, please explain (include dates):

11. DISCLOSURES

Each applicant must initial each item

1. The application processing fee is **non-refundable**.

APP. 1	APP. 2

2. Once the application is approved, any monies I/We have paid to Preferred Realty Services, including the reservation deposit (security deposit), shall become non-refundable in the event I/We choose not to rent said property, regardless of whether or not the lease contract has been signed. I/We also understand and agree that if I/We give incorrect information, I/We will forfeit any deposit paid.

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3. I/We offer the foregoing information as inducement to you to rent Me/Us your rental property. **UNDER PENALTY OF PERJURY**, I/We declare said foregoing information to be true and correct and do hereby authorize you to conduct an employment and credit check and to verify our references.

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4. Upon acceptance of contract, tenant shall pay an **administration fee of \$150 (non-refundable)**.

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12. REQUIRED DOCUMENTS & APPLICATION FEE

Please attach copies of the following for EACH applicant (office staff can make copies for you):

- ☐ Driver's License or valid government-issued photo ID
 ☐ 2 most recent months of pay stubs (proof of income)
- ☐ Proof of any other income listed (award letters, bank statements, etc.)

There is a \$75 application fee. How will you submit payment?

- ☐ Cash
 ☐ Check
 ☐ Money Order
 ☐ PayPal

13. SIGNATURES

By signing below, I/We certify that the information in this application is true, correct and complete, and I/We authorize Preferred Realty Services and its agents to obtain credit reports, criminal background and eviction history, and to verify employment, income, residence history and references. I/We acknowledge and agree to the disclosures above.

Applicant 1

Signature (sign by hand after printing)

Printed Name

Date

Applicant 2

Signature (sign by hand after printing)

Printed Name

Date

EQUAL HOUSING OPPORTUNITY

Preferred Realty Services believes our residents deserve to be treated fairly at all times. As an equal opportunity housing provider, we provide housing opportunities regardless of race, color, national origin, religion, sex, physical or mental disability, familial status, or any other classification protected by applicable federal, state or local law.

OFFICE USE ONLY

Date Received: _____ By: _____

Fee Paid: \$ _____ ☐ Cash ☐ Check # _____☐ ID Copied ☐ Pay Stubs ☐ Entered in Rentvine☐ Approved ☐ Denied Date: _____