



Application Process & Qualification Standards

Thank you for your interest in renting one of our homes! Below is a detailed explanation of our application process as well as our standards for qualification.

Application

Each person over the age of 18 who will be living in the home must complete and submit a separate application and processing fee. In order to qualify, each person must meet or exceed the minimum standards for qualification. Incomplete applications will not be processed. Applications containing false information will immediately be disqualified. Please expect 1-3 days for the application process. Processing the Application will include direct contact with employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources that may be deemed necessary. A consumer report will be used in the processing of all applications. Should the Applicant be denied or face other adverse action based on information received in the consumer report, the Applicant has a right to obtain a free copy of the consumer report, and to dispute the accuracy of the information it contains.

Deposit to Hold

After approval, if tenant will not be taking occupancy within 24 hours, a non-refundable Deposit to Hold in the amount equal to one month's rent will be required within 24 hours to hold the property until a mutually agreed upon move-in date. After all move-in requirements have been met and a lease for the property completed, the Deposit to Hold will transfer to the security deposit to be held throughout the tenant's entire tenancy. If the Prospective Tenant fails to provide the Deposit to Hold within 24 hours of approval, the home will be offered to the next qualified applicant.

Move-in Requirements

After approval and before occupancy will be granted, Prospective Tenant must supply all the required move-in funds, including the security deposit, first month's rent, last month's rent and any other additional deposits and fees, all tenant paid utilities must be transferred into Prospective Tenant's name, and a lease must be executed and signed by all parties.

Qualification Standards

Applicants who do not meet minimum screening standards will not be approved.

- *Applicant must have current photo identification and a valid social security number.*
- *Applicant's monthly household income must exceed three times the rent. All income must be from a verifiable source. Unverifiable income will not be considered.*
- *Applicants must receive positive references from all previous landlords for the previous 5 years.*
- *Applicant may not have any evictions or unpaid judgments from previous landlords.*
- *Applicant must exhibit a responsible financial life. Credit score must be a minimum of 700.*
- *A background check will be conducted on all applicants over 18. Applicant's background must exhibit a pattern of responsibility.*
- *Applicant must be a non-smoker.*
- *Occupancy is limited to 2 people per bedroom.*

At landlord's discretion, compensating factors such as an additional security deposit or co-signer (guarantor) may be required for qualification if Applicant fails to meet any one of the above requirements. In the event of multiple applicants, tenancy will be granted to the most qualified, based on the above criteria.



Rental Application

Please return this application to info@atlantalux.com

Apartment Applying for _____ Desired Move-In Date _____

Important Note to Applicants Please fill this application out in full. Incomplete applications will be sent back to you to complete, causing a delay in the process and decreasing your chances of renting from us.

Personal Information *Please do not leave any blanks in this section.*

First Name _____ MI. ____ Last Name _____ Social Security # _____
Date of Birth _____ Driver's License # _____ State _____
Phone Number _____ Alternate Phone _____ Email _____
Who else will be living with you? _____

Rental History *Please include all addresses you have lived at for the previous 5 years. Use additional paper if needed.*

Current Address _____ City, State, Zip _____

Move-in Date _____ Landlord's Name _____ Landlord's Phone _____

Monthly Rent _____ Reason for Moving _____

Previous Address _____ City, State, Zip _____

Move-in Date _____ Move-out Date _____ Landlord's Name _____

Landlord's Phone _____ Monthly Rent _____ Reason for Moving _____

Previous Address _____ City, State, Zip _____

Move-in Date _____ Move-out Date _____ Landlord's Name _____

Landlord's Phone _____ Monthly Rent _____ Reason for Moving _____

Employment Information *Please include all sources of income. Use additional paper if needed. Self-employed: Please supply tax returns for previous two years and two most recent banks statements.*

Current Employer _____ Position _____

Employer Phone Number _____ Supervisor Name _____

Gross Wages Per Month _____ Hire Date _____

Other Sources of Income _____ Amount Per Month _____

Explain _____

Questionnaire *Please answer all these questions truthfully.*

How long will you live here? _____ What pets do you have? _____

How many evictions have been filed upon you? _____ How many felonies do you have? _____

Have you ever broken a lease? _____ Do You Smoke? _____ How many vehicles do you own? _____

Is the total move-in amount available now? _____ When would you like to move in? _____

For what reasons could you not pay rent on time? _____

Do you have a checking account? _____ Balance: _____

Do you have a savings account? _____ Balance: _____

Emergency Contact -Name _____ Phone _____ Relationship _____

(Including to contact regarding rent or tenancy.)

Why should we rent to you? _____

Additional Information Please use this optional space for additional information, comments, or explanations.

Please read carefully and sign and date below if you agree. Applicant certifies that the information contained in this application is true and correct. Applicant understands that false or misleading information is grounds for immediate disqualification. Applicant shall pay to the Landlord a nonrefundable fee to accompany this application to cover the Landlord’s administrative costs and expense to verify the information submitted by the Applicant.

Authorization

Applicant authorizes the Landlord or Landlord’s representatives to make any inquires deemed necessary to verify Applicant is the most qualified based on the stated qualification standards. This verification includes, but is not limited to, direct contact with Applicant’s employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources of information which the Landlord or Landlord’s representative may deem necessary. Applicant verifies that the Landlord and Landlord’s representatives shall not be held liable for damages of any kind that result from the verification of the information provided. This authorization shall extend through Applicant’s tenancy to ensure continued compliance to the terms of tenancy or to recover any financial obligations relating to Applicant’s tenancy, and beyond the expiration of Applicant’s tenancy for recovery of any financial obligations, or for any other acceptable purpose. Should the Applicant be denied or face other adverse action based on information received in a consumer report, the Applicant has a right to obtain a free copy of the consumer report, and to dispute the accuracy of the information it contains by contacting the Consumer Reporting Agency.

Applicant authorizes release of all information to Landlord and agrees that the information provided in this rental application is true and correct. This authorization extends beyond the end of Applicant’s tenancy.

Applicant _____ Date _____

Please return completed application to info@atlantalux.com. Shortly after we review your application you will receive an email from a service called Rent Prep. Please click the link to pay your \$48 application fee and complete the application process.

**** NOTE Application will not be processed without payment of the application fee ****