



6 East Johnston Street
Forsyth, GA 31210
478.475.6916
www.IngramEntities.com

For Management Use Only

Date Needed:_____

Property:_____

Rent: \$ _____

Lease Term:_____

Total Amt. Received:\$_____

\$25 Application fee per person
Over the age of 18 yrs. old

RENTAL APPLICATION

PERSONAL INFORMATION

Applicants Last Name, First, Middle Initial

Social Security #

Date of Birth

Marital Status
[]Married []Separated []Widowed []Single []Divorced

U.S. Citizen
[]Yes []No

Drivers License # & State

Email Address

Mobile Phone Number

Home Phone Number

Spouse’s Last Name, First, Middle Initial

Social Security #

Date of Birth

Email Address

Mobile Phone Number

Drivers License # & State

List All Other Occupants

Name

Relationship

Social Security #

Date of Birth

Name

Relationship

Social Security #

Date of Birth

Name

Relationship

Social Security #

Date of Birth

Name

Relationship

Social Security #

Date of Birth

Residency Information – Include previous residency if not at present address for at least 12 months

Present Address

City

State

Zip

Name & Address of Present Landlord or Mortgage Company

Landlord /Mortgage Co. Phone Number

[] Rent [] Own How long at present address:

Monthly Payment

Mortgage Account #

Previous Address, if less than 12 months

City

State

Zip

Name & Address of Previous Landlord or Mortgage Company

Years at Previous Address

Phone Number

Employment Information – Include previous employment if less than 12 months with current employer

Applicant Present Employer

Supervisors Name

How long employed

Business Address

Phone Number

Position/Title

Salary/Hourly Rate
\$

Previous Employer, if less than 12 months

Supervisor Name

How long employed

Business Address

Phone Number

Position/Title

Salary/Hourly Rate
\$

Spouse’s Employment Information

Present Employer

Supervisors Name

How long employed

Business Address

Phone Number

Position/Title

Salary/Hourly Rate
\$

Other Sources of Income

[]Child Support/Amount \$ _____ []Alimony/Amount \$ _____ []Social Security/Amount \$ _____

[]Disability/Amount \$ _____ []Retirement/Amount \$ _____ []Other(describe)/Amount \$ _____

Criminal Information/Rental Information

Have you or any occupant listed on this application ever (check if “yes”): []Been evicted or asked to move; []Broken a rental agreement; []Been sued for rent or property damage; []Declared bankruptcy; []Been arrested for a felony, misdemeanor, or sex-related crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion? Please indicate the type of each felony, misdemeanor, and sex-related crime other than those resolved by dismissal or acquittal:

Miscellaneous Information

Do you have pets?
[]Yes []No

How Many?

PET FEE = \$300.00 per pet (0-35 lbs); \$500 per pet (35+ lbs)

Type/Breed/Weight/Age

Number of vehicles

Vehicle Make/Model/Year/Color

License Number and State

RENTAL APPLICATION

Emergency Information		
Emergency Contact Name	Address	Phone Number
Nearest relative not living with you-name/relationship	Address	Phone Number

Applicant has submitted a non-refundable Application Fee of \$_____. This fee will be utilized by management to cover the costs for the credit check, background check, and verification of the application information. All fees will be forfeited by Applicant if they choose to cancel this application.

Applicant hereby deposits \$_____ with Management as a Good Faith Deposit in connection with this rental application. If the application is accepted, this deposit will be applied toward payment of the Security Deposit of \$_____ when Applicant takes possession of the property. If for any reason Management decides to decline the application, Management will refund this Good Faith Deposit to the Applicant in full. If applicant cancels the application or refuses to occupy the property on the agreed upon date, Applicant understands this Good Faith Deposit will be forfeited. Landlord will only hold assigned property for two weeks after all administration and application fees have been paid.

The undersigned warrants and represents the information on this Application to be true and correct. All persons and firms named may freely give any requested information concerning me and I hereby waive all right of action for any consequence resulting from such information. The undersigned authorizes Diversified Capital Management to release all information contained in this Application on behalf and for the benefit of the undersigned. I understand that Diversified Capital Management may obtain a background report, including information as to my credit and criminal history, in connection with my Application and that my Application may be rejected based on information contained in the reports.

Applicants Signature _____ Date _____

Spouse’s Signature _____ Date _____

The Lease Agreement will not become effective until this Application has been approved by Management.

The Fair Housing Act of 1988 makes discrimination based on race, color, religion, sex familial status, handicap or national origin illegal in connection with rental housing.

The Federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development, Washington, D.C. 20410.

The Federal Equal Credit Opportunity act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning company: Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.

This Section for Management Use Only

Residency Information	
Company Providing Information _____ Spoke to _____ Date _____ How long at address _____ Payment History Late/Times _____ NSF/Times _____ Balance at move out _____ Tenure Complaints M/I Date _____ Noise: []Yes []No M/O Date _____ Pets: []Yes []No Notice: []Yes []No Other: _____ Deposit Refunded: []Yes []No	Company Providing Information _____ Spoke to _____ Date _____ How long at address _____ Payment History Late/Times _____ NSF/Times _____ Balance at move out _____ Tenure Complaints M/I Date _____ Noise: []Yes []No M/O Date _____ Pets: []Yes []No Notice: []Yes []No Other: _____ Deposit Refunded: []Yes []No
Employment/Income Information	
Company _____ Spoke to _____ Date: _____ How long employed _____ Salaried: []Yes []No Annual Salary \$ _____ Hourly: []Yes []No Annual Salary \$ _____ Average Hours Per Week: _____	Company _____ Spoke to _____ Date: _____ How long employed _____ Salaried: []Yes []No Annual Salary \$ _____ Hourly: []Yes []No Annual Salary \$ _____ Average Hours Per Week: _____
Application Approval	
This Application information verified by _____ Date _____ []Approved []Not Approved Manager _____ Date _____ How notified _____ Applicant notified by _____ Date _____ If application was denied, was Applicant given the name and address of the person or reporting agency that verified the application? []Yes []No	
Reason for Application Denial [] Unfavorable Credit Report [] Unfavorable Criminal Report [] Unfavorable Report from Previous Landlord [] Unfavorable Employment References [] Insufficient Income [] Incorrect Information Submitted on Application [] Other	Money Delivered with Application Application Fee \$ _____ Good Faith Deposit \$ _____ Pet Fee \$ _____ Other Fee \$ _____ First Month Rent \$ _____ Prorated Rent M/I \$ _____ Total Received with Application \$ _____