

## RENTAL APPLICATION PACKAGE

In this package are Application to Rent, Employment Verification and Rental Verification forms. Each applicant must fill out a separate package. All applicants must be 18 years of age or older.

To help expedite the processing of your application(s), we need the following:

- ◆ Two most recent paycheck stubs from each applicant
- ◆ Name and phone number of current landlord or mortgage company
- ◆ A copy of each applicant's driver's license or Identification card
- ◆ A money order or cashier's check for the application fee
- ◆ A money order or cashier's check for the security deposit (separate from the application fee)

Please make sure the application packet is filled out completely. Thank you for choosing VBG Rentals.

VBG Rentals  
4200 Northside Parkway  
Building 14, 1st Floor  
Atlanta, GA 30327  
770-527-5119

**EMPLOYMENT VERIFICATION FORM**

**\*THIS PART TO BE COMPLETED BY APPLICANT\***

Employer (Company): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Your Department or Title: \_\_\_\_\_

(Applicant's Name) \_\_\_\_\_ has applied for residency with VBG Rentals. Please verify his/her employment. This is part of our application process. Permission has been granted by the applicant.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*EMPLOYER: PLEASE FILL OUT THE FORM BELOW\***

Date of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Applicant's Position or Title: \_\_\_\_\_

Gross Salary/Wage: \_\_\_\_\_ Per \_\_\_\_\_

If hourly salary, please specify weekly work hours: \_\_\_\_\_

Average Tips, Commissions, Bonuses Per Week: \_\_\_\_\_

Verified By: (PRINT Name): \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Verifier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LANDLORD REFERENCE FORM**

**\* THIS PART TO BE COMPLETED BY APPLICANT \***

Mortgage/Rental Company: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

(Applicant's Name) \_\_\_\_\_ has applied for residency with VBG Rentals. As part of the application process, we must obtain verification of his/her prior residence history. The applicant grants his/her permission to reveal this information.

(Applicant's signature) \_\_\_\_\_ Date: \_\_\_\_\_

**\*LANDLORD PLEASE FILL OUT THE FORM BELOW\***

Dates of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Has the rent been paid timely? \_\_\_\_\_

Late payments in the last 12 months: \_\_\_\_\_ NSF Checks in the last 12 months: \_\_\_\_\_

Was there an extenuating circumstance that may have caused late payments? \_\_\_\_\_

Is rent overdue at this time? \_\_\_\_\_ Has proper notice been given of intent to vacate? \_\_\_\_\_

Have legal proceedings or evictions been filed against the applicant? \_\_\_\_\_

Verified By (PRINT) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Qualification Standards For Prospective Residents**

### **Applications**

Each applicant that is 18 years or older, and who cannot be claimed as a dependent on the primary applicant's tax return must complete an application.

Applications are to be completed in full, containing true and correct information. Falsified applications will be declined.

We may require a credit report or your credit score in order to determine bill-paying history and indebtedness.

The credit scoring system awards points for each factor that helps to predict who is most likely to pay debts as promised.

### **Income Requirements**

Applicant's gross monthly income must meet or exceed three times the monthly rental rate, and must be verifiable. Roommates must qualify for three times their portion of the rent.

Current documentation must be submitted to support alimony, dividends, child support, retirement or trust funds or military housing allowance.

*The following must accompany all applications:*

- ◆ Two most recent paycheck stubs or earnings statement, or a signed and dated offer letter from a new employer (on company letterhead)
- ◆ A valid driver's license, military ID or photo ID card.
- ◆ A Social Security card, Green Card or work or student Visa
- ◆ Written consent form for release of information, signed by applicant

### **Credit History/Criminal History**

No bankruptcies within the last three years, unless discharged and new credit has been established and is in good standing.

A criminal background check may be conducted on each applicant. Applicants with felony convictions, misdemeanors involving crimes against persons or property, or sex offender history will be denied residency.

Convictions over 10 years old may be approved if the offense is not a serious crime against persons or property.

No drug convictions within the last five years will be allowed.

### **Rent/Mortgage Payment History**

Past rent or mortgage payment history must be in good standing. No collections, evictions or lease violations.

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### **Employment History**

Employment must be verified. The applicant will be required to sign a consent form authorizing disclosure of employment information.

In the case of new employment, the applicant must present a signed offer letter written on company letterhead, and signed and dated by the employer. Employment must begin within 30 days of the lease start date.

Self-employed applicants must provide their most current annual income tax return.

### **Occupancy Guidelines**

Governed by state, city and local ordinances. In the absence of any more stringent requirements by these agencies, the standard occupancy guidelines will be a maximum of two residents per bedroom.

An occupant will be considered a resident and must be listed on the lease agreement of he/she resides at the premises for more than 50% of the time.

VBG Rentals does not discriminate on the basis of race, color, religion, national origin, sex, familial status, disability, elderly or any other basis protected by applicable state, federal or local Fair Housing laws.

### **Guarantors / Increased Security Deposits**

Guarantors may be permitted for *students only* based on the approval rating (as long as they reside in the United States).

A Guarantor's gross annual income or savings must meet or exceed five times the annual rent rate in order to support their current housing payments as well as those of the applicant.

Guarantors must meet all other qualifications standards as listed in this package.

All lease-associated paperwork signed by the guarantor must be notarized if not signed in our presence at our office.

Each applicant and guarantor is jointly and severally (fully) responsible for the entire rental payment, as well as all community rules and policies.

Management will not return any security deposits until the dwelling is completely vacated by all leaseholders.

## RENTAL APPLICATION

Date: \_\_\_\_\_

### Rental Property Information

Address of Rental Property: \_\_\_\_\_

Rental Rate Per Month: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

How did you learn about this property? \_\_\_\_\_

Pet Deposit: \_\_\_\_\_ Other Information: \_\_\_\_\_

### Applicant # 1 Information

Name (please print) \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Work No. (\_\_\_\_) \_\_\_\_\_

May we leave a personal phone text message? \_\_\_\_\_ Work message? \_\_\_\_\_

Email Address: \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

### Applicant # 2 Information

Name (please print) \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Work No. (\_\_\_\_) \_\_\_\_\_

May we leave a personal phone text message? \_\_\_\_\_ Work message? \_\_\_\_\_

Email Address: \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

### Applicant # 3 Information

Name (please print) \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Work No. (\_\_\_\_) \_\_\_\_\_

May we leave a personal phone text message? \_\_\_\_\_ Work message? \_\_\_\_\_

Email Address: \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

### Applicant # 4 Information

Name (please print) \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Work No. (\_\_\_\_) \_\_\_\_\_

May we leave a personal phone text message? \_\_\_\_\_ Work message? \_\_\_\_\_

Email Address: \_\_\_\_\_  
Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Applicant # 5 Information**

Name (please print) \_\_\_\_\_  
Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Work No. (\_\_\_\_) \_\_\_\_\_  
May we leave a personal phone text message? \_\_\_\_\_ Work message? \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Applicant # 6 Information**

Name (please print) \_\_\_\_\_  
Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Work No. (\_\_\_\_) \_\_\_\_\_  
May we leave a personal phone text message? \_\_\_\_\_ Work message? \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Applicant # 7 Information**

Name (please print) \_\_\_\_\_  
Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Work No. (\_\_\_\_) \_\_\_\_\_  
May we leave a personal phone text message? \_\_\_\_\_ Work message? \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_

Spouse/Partner Name (please print) \_\_\_\_\_  
Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mobile No. (\_\_\_\_) \_\_\_\_\_ Work No. (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_

Pets (type, age, weight): \_\_\_\_\_ Pet #2: \_\_\_\_\_  
If no pets, do you plan to get any? \_\_\_\_\_

Vehicle #1 Make/Model/Year: \_\_\_\_\_ Tag No. \_\_\_\_\_  
Vehicle #2 Make/Model/Year: \_\_\_\_\_ Tag No. \_\_\_\_\_

**Financial Information**

Bank \_\_\_\_\_ Branch where opened: \_\_\_\_\_

Name on the account: \_\_\_\_\_ Checking? \_\_\_\_\_ Savings? \_\_\_\_\_

Bank Phone No. \_\_\_\_\_

I hereby give VBG Rentals permission to call my bank to verify availability of funds.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Residential History**

Present Address (Include city, state, ZIP) \_\_\_\_\_

Name of Apartment Complex or Community: \_\_\_\_\_

Dates Occupied: From \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Owner/Manager's Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous Address (Include city, state, ZIP) \_\_\_\_\_

Name of Apartment Complex or Community: \_\_\_\_\_

Dates Occupied: From \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Owner/Manager's Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**General Information**

Has any civil judgment been entered against you for the collection of any debt in the past 10 years? \_\_\_\_

Have you filed for bankruptcy in the past 10 years? \_\_\_\_\_

Have you ever been evicted or refused to pay rent for any reason? \_\_\_\_\_

Have you, or do you intend to possess, sell or use illicit drugs or narcotics in your residence? \_\_\_\_\_

Have you ever been arrested for a felony or convicted of a misdemeanor? \_\_\_\_\_

Have you ever rented from VBG Rentals before? \_\_\_\_\_ Do you know any VBG renters? \_\_\_\_\_

Do you have any water-filled furniture or fish tank, or do you plan to get any? \_\_\_\_\_

If the answer to any of these questions is Yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Application Continued**

Applicant understands that there is a non-refundable processing fee of \$ \_\_\_\_\_ for each applicant and \$ \_\_\_\_\_ for each co-applicant except spouses or civil partners, plus a non-refundable pet fee of \$ \_\_\_\_\_.

In the event of more than one resident, each resident understands that he/she is jointly and severely liable for each portion of the contract.

Applicant understands that false statements or misrepresentation of information will constitute default under this lease and rental agreement. Applicant agrees not to engage or allow any family member, relative, guest, or other person to engage in any criminal activity on the property. Applicant shall forfeit deposits as liquidation damages.

Applicant hereby authorizes verification of any and all information on this application, including release of information by employer, credit bureau or any other person. All such information released as authorized above will be kept confidential.

*Applicant has read the above conditions prior to signing. Applicant represents that the information set forth on this application is true and complete.*

Applicant cannot be approved until we have received proof of income in the forms required herein.

Upon signing this application, applicant has 48 hours to cancel this Agreement whereupon the security deposit will be refundable.

This Agreement depends upon VBG Rentals receiving a satisfactory report of the applicant's rental history, credit history, criminal background check and any other information deemed necessary.

If VBG Rentals determines that any of the applicant's references or credit history is unsatisfactory prior to move-in, VBG Rentals will refund the full security deposit.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VBGR Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECURITY DEPOSIT STATEMENT AND RECEIPT**

Rental Property Address: \_\_\_\_\_

Scheduled Move-In Date: \_\_\_\_\_

Security Deposit Amount: \_\_\_\_\_

Certified Check or Money Order No. \_\_\_\_\_

The above deposit amount is hereby placed in consideration for the above referenced rental property. The above referenced rental property will be removed from the rental market and held as of the date of receipt of said deposit.

I/We understand that this deposit is refundable ONLY if our application is denied or rejected. This deposit will not be refunded if I/We change our mind and decide not to move in.

If at move-out the rental property is not in move-in condition, some or all of the deposit will not be refunded.

Applicant #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by (VBGR Agent Signature): \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Applicant Employment Verification: \_\_\_\_\_ Previous Employer: \_\_\_\_\_

Spouse/Partner Verification: \_\_\_\_\_ Previous Employer: \_\_\_\_\_

Current Address Verification: \_\_\_\_\_ Previous Address: \_\_\_\_\_

Checking Account: \_\_\_\_\_ Savings Account: \_\_\_\_\_ Deposit Cleared: \_\_\_\_\_

Payment Record: \_\_\_\_\_ Payments: \$ \_\_\_\_\_ Rating: \_\_\_\_\_

Payment Record: \_\_\_\_\_ Payments: \$ \_\_\_\_\_ Rating: \_\_\_\_\_

Verification Method Used: \_\_\_\_\_

Verification completed (Date) \_\_\_\_\_

By: \_\_\_\_\_