

For Management USE ONLY! Date Turned In \_\_\_\_\_ Time \_\_\_\_\_ Fee # \_\_\_\_\_ waltonmagistratecourt.com \_\_\_\_\_  
Pict ID \_\_\_\_\_ Payroll Stub \_\_\_\_\_ Crim BG \_\_\_\_\_ Old TD \_\_\_\_\_ New TD \_\_\_\_\_ Rent \_\_\_\_\_ Dep \_\_\_\_\_ Pet \_\_\_\_\_ BD \_\_\_\_\_ Total \_\_\_\_\_

Date & Time Mgmt Called Applicant \_\_\_\_\_  
ARNOLD PROPERTY MANAGEMENT, LLC RENTAL APPLICATION  
365 PLAZA DRIVE MONROE, GA 30655

Phone 770-267-2517 Fax 770-267-2311 email: [katie\\_arnoldproperties@hotmail.com](mailto:katie_arnoldproperties@hotmail.com) Requirements for Renting

# Non-Refundable Application Fee \$25.00

**\$20.00 if paid by CASH OR MONEY ORDER**

We will run a credit check but your move in is not completely based on credit. Move in specials will not apply to all applicants. You may have to pay a higher deposit!  
**You must look inside the place you want to rent.** Property is shown 9:15 –10:15a.m. & 2:00- 4:00 p.m. Monday-Friday by appointment. Walk Ins Welcome  
\*Subject to available staff.

Picture ID for all adults (18 & over).

Cash or money order accepted. Personal checks are not accepted for Application fee or for Money to Move In. Personal checks will be accepted after move in unless  
Bad checks are listed on your credit report. **Criminal Background Checks required before Move In, you may be denied based on criminal history.**

*Be sure to list all people on this application that will be living with you.*

Caution: Renting a place for someone else or moving in someone not on this application is cause for eviction and we could have you arrested for giving false information (fraud). Applications and supporting paperwork will be put on file for 30 days! After 30 days have passed, you will need to fill out a new application and provide new supporting paperwork!

**What you need to submit application:** Picture ID for every 18 and older, Proof of Income (Check Stubs, Award Letters, Vouchers), Criminal Background Checks for everyone 18 and older, Application Fee (\$25 if pd with card or \$20 if pd by cash)

Date \_\_\_\_\_ Rental Property Wanted \_\_\_\_\_

How did you hear about our Property? \_\_\_\_\_ Website \_\_\_\_\_ Rent List printed in Office

Referral \_\_\_\_\_

\*If it's a friend be sure to list full name & address if known. If it's someone who rents from us, they'll get a \$50.00 rent credit. **MUST BE LISTED AT TIME APPLICATION IS TURNED IN & WILL NOT BE ADDED LATER**

**Do you want a 6-month or 12 month (1YR) lease? Circle 6 (\$50 Additional Monthly) or 12 (Regular Rent Price):**

*6 MONTH LEASES REQUIRE AN ADDITIONAL \$50.00 PER MONTH & ARE NOT APPROVED ON ALL LOCATIONS – SPECIALS ARE FOR 1 YEAR (12 MONTH) LEASES ONLY – MONTH TO MONTH & 3 MONTH LEASES DISCUSSED UPON REQUEST.*

**List the name of the person who will be turning on the utilities 1<sup>st</sup>.**

Applicant's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ COPY OF ID \_\_\_\_\_

CO-Applicant's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

\*Spouse or Roommate\*

Social Security # \_\_\_\_\_ COPY OF ID \_\_\_\_\_

\*List of all other occupants (all other people that will be living with you) – **this is where you list children.**

*LIST SOCIAL SECURITY # if they are 18 OR OLDER*

Name	Relationship to You	Date of Birth & Age
_____	_____	_____
_____	_____	_____

**Have Pets?** How many dogs do you have? \_\_\_\_\_

What kind of dogs? \_\_\_\_\_

Do you keep them inside, outside, or both? (Circle which one applies)

*If pets are found in the unit and a pet fee isn't pd at move in, pet fee will be increased by double or triple and due immediately!*

How many cats do you have? \_\_\_\_\_ Do you keep them inside, outside, or both? (Circle which one applies)

List any other pets \_\_\_\_\_

Current Address (Where are you Living Now?) Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Your Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_ See Privacy Statement Below

Present Landlord (Who are you renting from?) or Mortgage Company \_\_\_\_\_

Landlord's Phone # \_\_\_\_\_ Rent Amount? \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Have you or co – applicant ever:

Had a dispossession (eviction) warrant against you for non – payment of rent? \_\_\_ Yes or no \_\_\_

Declared Bankruptcy? \_\_\_ Yes or No \_\_\_ Evicted or asked to move out? \_\_\_ Yes or no \_\_\_

Broken a rental agreement or lease? \_\_\_ Yes or no \_\_\_ Been sued for damage to rental property \_\_\_ Yes or No \_\_\_

**Employment Information**

Current Employer \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Employer’s Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Rate of Pay \_\_\_\_\_ Per Hour How Do you get paid? Weekly, Every two weeks, Twice per month, Once a month

CO-Applicant’s Employer \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Employer’s Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Rate of Pay \_\_\_\_\_ Per Hour How Do you get paid? Weekly, Every two weeks, twice per month, Once a month

**\*\*\*YOU WILL NEED TO PROVIDE A FULL MONTH WORTH OF INCOME (most current) FROM EACH EMPLOYER LISTED ABOVE OR PROVIDE A STATEMENT FROM YOUR EMPLOYER\*\*\***

Are you on the Rent Program DCA (Section 8)? \_\_\_ What size unit can you get & what amount are you approved for? \_\_\_\_\_

Social Security Check Amount \$ \_\_\_\_\_ When do you get it? \_\_\_\_\_

Disability Check Amount \$ \_\_\_\_\_ When do you get it? \_\_\_\_\_

Child Support Amount \$ \_\_\_\_\_ When do you get it? \_\_\_\_\_

Is it received from Child Support Enforcement or is it from Parent? \_\_\_\_\_

List any other Income & Amounts \_\_\_\_\_

Comments \_\_\_\_\_

BANK NAME & BRANCH \_\_\_\_\_

TOTAL NUMBER OF VEHICLES (Including Company Vehicles)

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag # & State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag # & State \_\_\_\_\_

Other Car, Motorcycle, etc \_\_\_\_\_

In case of emergency, name and full address of two nearest relatives not living with you:

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Relationship \_\_\_\_\_

WOULD THIS PERSON HAVE PERMISSION TO PICK UP & USE A KEY IN THE EVENT OF AN EMERGENCY? \_\_\_ YES OR NO \_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Relationship \_\_\_\_\_

WOULD THIS PERSON HAVE PERMISSION TO PICK UP & USE A KEY IN THE EVENT OF AN EMERGENCY? \_\_\_ YES OR NO \_\_\_

Please list one person other than a relative (friend, coworker, etc)

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City, State, Zip \_\_\_\_\_ WOULD THIS PERSON HAVE PERMISSION TO PICK UP & USE A KEY IN THE EVENT OF AN EMERGENCY? YES \_\_\_ or NO \_\_\_

Additional Adults (not children of the applicants) must complete a separate application at no extra charge!

**I hereby make application for a rental unit and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report, which will appear as an inquiry on my file. No binding obligation of any kind exists unless and until a lease is signed. This Application is subject to prior Applications and shall remain the property of the Management Company.**

*If you are paying for the application with a card by telephone, you are authorizing use of your card and verify that it is YOUR card and will allow the charge of \$25.00 to be used for processing this application.*

Applicant’s Signature: \_\_\_\_\_

CO – Applicant’s Signature: \_\_\_\_\_



Privacy Statement: Information provided will only be used by Arnold Property Management, LLC