



**LANDMARK REALTY RESIDENT SELECTION CRITERIA**

*Management will not discriminate on the basis of race, religion, ethnicity, national origin, sex, age, familial status, physical or mental characteristics in any phase of the application process. All applicants must be 18 years of age or older.*

All applicants will be screened through a third-party resource to establish credit worthiness and/or to verify criminal history. Credit screening is provided by Equifax.

**CREDIT SCORE** - 600+ - Applicant may be approved if all other qualifications listed below are met.

560-600 – If all other qualifications listed below are met, applicant may be required to pay an additional security deposit or additional prepaid rent, if approved.

Below 560 – Grounds for denial of application

1. **Employment** – A prospect must have verifiable current employment and six months employment history or a verifiable source of income. Verifiable sources of income include: last two current pay stubs, offer letter, student loan housing funding, bank statement or equivalent.
2. Applicants must have a combined gross income of **3** times the monthly rent. We reserve the right to require a co-signer. A minimum of two years residential rental history is required. Rental history of a shorter duration may require an additional deposit.
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the past 3 years. Only discharged bankruptcies will be considered. Any extenuating circumstances must be submitted in writing.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099's. Non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable, if needed, to qualify for a rental unit.
6. Criminal records must contain no convictions for felonies within the past 7 years and no sexual offenses ever.
7. **RENTAL HISTORY** – Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, or illegal activities, no lease violations, no unpaid NSF checks, and no damage to unit or failure to leave property clean and without damage at time of vacancy.
8. Applicants will be required to pay a security deposit at the time of Lease execution in a minimum amount of one (1) month's rent. We reserve the right to require a higher security deposit and/or additional prepaid rent.
9. The number of occupants must comply with HUD standards/guidelines for the applied-for unit.
10. We require a holding deposit equal to one (1) month's rent to be collected to hold a property off the market for a maximum of thirty (30) days. Your lease must begin within 30 days of receipt of the holding deposit. In the event the application is approved and applicant fails to enter a Lease, the applicant shall forfeit this deposit. Otherwise, the deposit shall be applied toward the required security deposit.

*Misrepresentation on the application or failure to disclose the requested information on the application will result in disqualification for residency.*

I/WE HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY/OUR APPLICATION WILL BE APPROVED.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**LANDMARK REALTY - RENTAL APPLICATION - Non-refundable application fee is \$40**

APPLICANT INFORMATION				
LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER	DRIVERS LICENSE #
BIRTH DATE	HOME PHONE	WORK PHONE	E-MAIL	
SPOUSE OR CO-APPLICANT INFORMATION				
LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER	DRIVERS LICENSE #
BIRTH DATE	HOME PHONE	WORK PHONE	E-MAIL	
CURRENT ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP CODE
MOVE-IN DATE	MOVE-OUT DATE	LANDLORD NAME	LANDLORD PHONE NUMBER	
MONTHLY RENT	REASON FOR LEAVING			
PREVIOUS ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP CODE
MOVE-IN DATE	MOVE-OUT DATE	LANDLORD NAME	LANDLORD PHONE NUMBER	
MONTHLY RENT	REASON FOR LEAVING			
OTHER OCCUPANTS				
PLEASE LIST NAMES AND AGES OF ALL ADDITIONAL OCCUPANTS:				
PETS				
DO YOU HAVE ANY PETS?	WHAT KIND?		HOW MANY?	
EMPLOYMENT AND INCOME INFORMATION				
OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY
SUPERVISOR NAME	SUPERVISOR PHONE	START DATE	END DATE	
OTHER SOURCES OF INCOME:				MONTHLY INCOME
SPOUSE OR CO-APPLICANT EMPLOYMENT AND INCOME INFORMATION				
OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY
SUPERVISOR NAME	SUPERVISOR PHONE	START DATE	END DATE	
OTHER SOURCES OF INCOME:				MONTHLY INCOME
EMERGENCY CONTACT				
NAME	ADDRESS	PHONE	RELATIONSHIP	
PERSONAL REFERENCES				
NAME	ADDRESS	PHONE	RELATIONSHIP	
NAME	ADDRESS	PHONE	RELATIONSHIP	
BACKGROUND INFORMATION (For applicant and co-applicant)				
HAVE EITHER OF YOU EVER:	Filed for bankruptcy?		Willfully or intentionally refused to pay rent when due?	
	Been evicted from a rental property or left owing money? If yes, please provide Address, City, State, and Landlord <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Been convicted of a crime? If yes, please provide type of Offense, County, and State <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Are you or your spouse (co-applicant) registered or required to register as a sex offender in any state in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**WARRANTY OF APPLICANT:** Applicant hereby warrants that the information supplied above is complete and accurate and that the breach of this warranty by Applicant may result in the termination of any Lease entered into with Applicant by Landlord.

**REASON FOR DENIAL:** If this Application is denied, Landlord or Landlord's agent shall within ten (10) days thereafter and upon the written request of applicant, state the basis for said denial to Applicant.

**Accented By:**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

# Authorization to Release Information Related to a Residential Lease Applicant

I, \_\_\_\_\_ (applicant),  
have submitted an application to lease a property located at:

\_\_\_\_\_ (address,city,state,zip)

The landlord or landlord's representative who will verify information is:

Phil Lambert, Landmark Realty, 1122 Ball Street, Perry, GA 31069

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above named person;
- (2) to my current and former landlords to release any information about my rental history to the above named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above named person, and
- (5) to the above named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain criminal background information about me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-applicant's Signature

\_\_\_\_\_  
Date

## QUALIFICATION PROCEDURE

WE WILL REQUIRE THE FOLLOWING AS PART OF YOUR RENTAL APPLICATION:

1. Good verifiable rental history
2. No history of noise complaints or other non-compliance issues
3. No prior evictions or leaving rental property owing the Landlord money
4. Have given proper notice to current Landlord
5. Verifiable employment (check stubs, tax forms, etc.)
6. Credit check through Equifax
7. No previous felony convictions
8. Copy of valid photo ID

*Other qualifications are listed on page one of the rental application.*

### APPLICATION FEE IS NON-REFUNDABLE

*Any person who willfully provides false information on the rental application will be automatically rejected.*

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE REQUIREMENTS THAT MUST BE MET IN ORDER TO QUALIFY FOR A UNIT THROUGH LANDMARK REALTY.

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant \_\_\_\_\_

Date \_\_\_\_\_