



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

**600-649** – If all other qualifications listed below are met, applicant may be required to pay an additional security deposit or additional prepaid rent, if approved by owner/management.

**Below 600** – 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 #	DRIVERS LICENSE #
BIRTH DATE	HOME PHONE	WORK PHONE	E-MAIL	

**SPOUSE OR CO-APPLICANT INFORMATION**

LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY #	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:

**EMPLOYMENT AND INCOME INFORMATION**

OCCUPATION	EMPLOYER/COMPANY		MONTHLY SALARY \$
SUPERVISOR NAME	SUPERVISOR PHONE	START DATE	END DATE

DO YOU HAVE ANY OTHER SOURCES OF INCOME? IF YES, PLEASE GIVE DETAILS INCLUDING WEEKLY/MONTHLY INCOME:

**SPOUSE OR CO-APPLICANT EMPLOYMENT AND INCOME INFORMATION**

OCCUPATION	EMPLOYER/COMPANY		MONTHLY SALARY \$
SUPERVISOR NAME	SUPERVISOR PHONE	START DATE	END DATE

DO YOU HAVE ANY OTHER SOURCES OF INCOME? IF YES, PLEASE GIVE DETAILS INCLUDING WEEKLY/MONTHLY INCOME:

<b>PETS</b>			
DO YOU HAVE ANY PETS?	WHAT KIND?	HOW MANY?	WEIGHT
<b>EMERGENCY CONTACT</b>			
NAME	ADDRESS	PHONE	RELATIONSHIP
<b>PERSONAL REFERENCES</b>			
NAME	ADDRESS	PHONE	RELATIONSHIP
NAME	ADDRESS	PHONE	RELATIONSHIP
<b>BACKGROUND INFORMATION (For applicant and co-applicant)</b>			
Have you or the co-applicant ever filed for bankruptcy? If yes, please provide dates and type of bankruptcy			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you or the co-applicant ever been evicted from a rental property or left owing money? If yes, please provide Address, City, State, and Landlord information			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you or the co-applicant ever 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 (or 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			
<p><b>WARRANTY OF APPLICANT:</b> 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.</p> <p><b>REASON FOR DENIAL:</b> 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</p> <p>This application is for the rental property located at _____</p> <p>Applicant _____ Date ____/____/____</p> <p>Co-Applicant _____ Date ____/____/____</p>			

*This information is required for any other occupants age 18 or over who will be occupying the property*

**OCCUPANT INFORMATION**

LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY #	DRIVERS LICENSE #
BIRTH DATE	HOME PHONE	WORK PHONE	E-MAIL	

**BACKGROUND INFORMATION (For occupant age 18 or over)**

Have you ever been evicted from a rental property or left owing money? If yes, please provide Address, City, State, and Landlord information

Yes                       No

Have you ever been convicted of a crime? If yes, please provide type of Offense, County, and State

Yes                       No

Are you registered or required to register as a sex offender in any state in the United States?

Yes                       No

**WARRANTY OF OCCUPANT:** Occupant hereby warrants that the information supplied above is complete and accurate and that the breach of this warranty by applicant or occupant 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

Occupant \_\_\_\_\_ Date \_\_\_\_\_

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**OCCUPANT INFORMATION**

LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY #	DRIVERS LICENSE #
BIRTH DATE	HOME PHONE	WORK PHONE	E-MAIL	

**BACKGROUND INFORMATION (For occupant age 18 or over)**

Have you ever been evicted from a rental property or left owing money? If yes, please provide Address, City, State, and Landlord information

Yes                       No

Have you ever been convicted of a crime? If yes, please provide type of Offense, County, and State

Yes                       No

Are you registered or required to register as a sex offender in any state in the United States?

Yes                       No

**WARRANTY OF OCCUPANT:** Occupant hereby warrants that the information supplied above is complete and accurate and that the breach of this warranty by applicant or occupant 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

Occupant \_\_\_\_\_ Date \_\_\_\_\_

# Authorization to Release Information Related to a Residential Lease Applicant

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

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Street Address

City

State

Zip

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

**Landmark Realty, 902 Northside Drive, 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 company/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 company/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 company/person, and

(5) to the above named company/person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain criminal background information about me.

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**Applicant's Signature**

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**Date**

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**Co-applicant's Signature**

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**Date**