

## **RENTAL/LEASE POLICIES**

**THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY ALL COUNTY® CUMBERLAND PROPERTY MANAGEMENT WILL BE TREATED EQUALLY.**

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Please be advised that the following guidelines are for general information only. A number of criteria are used to evaluate an application. We reserve the right to evaluate individual circumstances used to make a final decision, subject also to our clients approval. In some cases alternative procedures can be used to approve an application. It should be noted that the owner of the property has the final authority for any decision made. We strictly adhere to Fair Housing Laws and do not discriminate against any federally protected class or handicap.

### **Applicants**

- Each person eighteen (18) years of age or older must complete and sign an application and only the applicants may reside in the property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by All County® Cumberland Property Management and/or it's clients.
- To be processed and considered, a non-refundable processing fee must accompany applications.
- The applications will not be considered with any missing or false information.

### **Processing Fees**

- \$40.00 Non-refundable processing fee (per applicant) will be collected. (**money order only**)
- "Reservation Fees" are accepted. Such "Reservation Fees" are applied to first month's rent when the lease agreement is executed. If the application is not approved, the "Reservation Fee" is refunded (Certified Funds only).

### **Credit Criteria**

- All County® Cumberland Property Management will obtain a credit report for each applicant and co-signer eighteen (18) years of age or older. Reports supplied by applicants **will not** be accepted.
- Discharged bankruptcies are acceptable.

### **Identification**

- A Copy of your **Photo ID & Social Security Card** must be provided at the time of application.

### **Conditions of Move-In**

- Lease signing is available Monday through Friday by appointment only.
- All utilities, when applicable, must be transferred into the residents' name as of the date of possession.
- Security deposit and first month's rent are to be paid in certified funds and lease must be fully executed before keys are provided.

Note: Some properties do not allow pets.

All County®  
Cumberland Property Management  
2675 Paces Ferry Road SE Suite 280  
Atlanta, GA 30339



Property Address You're Applying For \_\_\_\_\_

Cumberland Property Management
2675 Paces Ferry Road SE suite 280
Atlanta, GA 30339

Application to Rent

Applicant Information (All applicants age 18 or older must complete an application)
PLEASE FILL OUT COMPLETELY- Incomplete applications will not be considered!

Form with fields for Applicant Name (Last, First, MI), Date of Birth, Social Security #, Drivers License #, State Issued, Home Phone, Work Phone, Current Address, Apt. #, City, State, Zip, Lived at Present Address Since, Reason For moving, Email Address, Landlords Name, Phone, Current Rent Amount, Previous Address, Apt. #, City, State, Zip, Lived at Previous Address, Reason For moving, Landlords Name, Phone, Rent Amount.

Employment Information (Include wages, pensions, alimony, and any other form of income)

Form with fields for Present Employer (Name, Phone, Job Title, Address, City, State, Zip, Supervisors Name, Length of Employment, Current Gross Monthly Income, Self Employed YES/NO), Previous Employer (Name, Phone, Job Title, Address, City, State, Zip, Supervisors Name, Length of Employment, Gross Monthly Income, Self Employed YES/NO).

Vehicle Information

Form with fields for Automobile Make, Model, Year, License Plate #, and Motorcycles (Other Vehicles).

Banking Information

Form with fields for Name of Bank, Address, City, State, Checking Account #, Savings Account #.

**Miscellaneous Information**

|   |               |                                 |              |   |     |
|---|---------------|---------------------------------|--------------|---|-----|
| Number of Occupants (Including Yourself)                        |               |                                 |              |   |     |
| Adults:   |               |                                 | Children     |   |     |
| Child's Name.   | Date of Birth | SS#                             | Child's Name | Date of Birth   | SS# |
| Emergency Contact Name  |               | Phone ( )                       |              | Relationship  |     |
| Address   |               | City                            |              | State   | Zip |
| How did you find out about this property?                       |               |                                 |              | <b>*Have you ever been evicted or asked to move? YES / NO</b> |     |
| Have you ever filed for bankruptcy? YES / NO                    |               | Has it been dismissed? YES / NO |              | If yes when?  |     |
| Have you ever been arrested? YES / NO<br>If yes please explain: |               |                                 |              |   |     |

**Pet Information**

|             |       |     |                  |
|-------------|-------|-----|------------------|
| Type of Pet | Breed | Age | How many pounds? |
| Type of Pet | Breed | Age | How many pounds? |

**\* I hereby agree to rent this property under the following terms:**

|                  |    |                   |    |
|------------------|----|-------------------|----|
| Monthly Rent     | \$ | Advanced Rent     | \$ |
| Security Deposit | \$ | Pet Deposit / Fee | \$ |

Please list any additional information that may aide in the processing of this application:

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**Applicant represents that all the information provided by applicant are true and correct and hereby authorizes agent/landlord to conduct a full background check and verification of the information provided including but not limited to, the obtaining of a credit report, employment, eviction, criminal/civil background, sex offender check and agrees to furnish additional credit references upon request.**

**This application is for qualification purpose only and does not in any way guarantee the applicant that he/she will be offered this property. I authorize agent/owner to collect a processing fee and will accept more than one application on this rental property and the Landlord in its sole discretion will select the best-qualified tenant. Any omissions on this application are grounds for denial or may be returned to applicant for completion.**

**\*Non-refundable application processing fee is \$40.00 for each person eighteen (18) years of age or older.**

Requested date to start lease/rental: \_\_\_\_\_. Applicant agrees upon approval of this application to sign a lease agreement and to pay all sums due, including deposits, before occupancy.

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

Non-refundable application processing fee of \$ \_\_\_\_\_.00 collected by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*How did you hear about us?**      Rental Magazine \_\_\_\_\_      Sign/ Drive-by \_\_\_\_\_  
    Newspaper/ Flyer \_\_\_\_\_      Internet \_\_\_\_\_  
    Other \_\_\_\_\_