

Rental Application Criteria for



We are committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer our online application to anyone who would like to apply for one of our properties.

At Real Estate Services, we believe in a thorough tenant screening process to ensure peace of mind for our property owners. The following list contains more information about each aspect of rental criteria that we require from our prospective tenants.

What We Require

- Identification
- Income Verification
- Rental History or Home Ownership
- Credit History
- Criminal History
- Eviction History
- Pet Criteria
- Funds Required
- Agent Representation
- Property Owner Approval
- After Approval - What to Do?
- Application Questions
- Examples for Reasons of Denial

What We Require:

Prospective tenants will need to provide the following to complete our application process:

- Clear copy of driver's license or other valid government-issued picture ID

- 3 or more most recent pay stubs, with name and other relevant information clearly visible. Applicants' combined gross income must be at least three (3) times the monthly rent amount.
 - 3 or more most recent bank statements showing direct deposit information. Your name and other relevant information must be clearly visible.
 - Two to five years of rental history including the name, address, and phone numbers of landlords with the dates of tenancy (sources must be professional -- family and friends do not count).
 - If you are self-employed, your income must be verifiable through a CPA-prepared financial statement or most recent tax returns and bank statements.
 - Non-refundable application processing fee (approx. \$43 per adult applicant)
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Identification:

You must provide a clear copy of a current and valid Government-issued Photo ID such as driver's license, state ID, or passport.

Income Verification:

Applicants will be asked to provide information on monthly income, and please note that we require that applicants' combined gross income is at least three (3) times the monthly rent amount. Applicants may combine incomes.

- Your income must be verifiable through 3 most recent pay stubs, employers, tax records, and/or bank statements.
 - If you are self-employed, your income must be verifiable through a CPA-prepared financial statement or most recent tax returns and/or bank statements.
 - Co-signers may be accepted at the discretion of the owner.
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Rental History or Home Ownership:

To complete this rental application, you must provide 2-5 years of rental history, including the name, address, and phone numbers of landlords with the dates of tenancy. Rental history must be verified from professional sources. If your only rental history is from a biased source such as family or friends, you have not fulfilled our required rental history requirements.

If you have less than 2 years of verifiable rental history, you may have to pay an additional security deposit. If you owned rather than rented your home during the previous 2-5 years, you

will need to furnish mortgage company references and/or proof of ownership or transfer from the past 2-5 years.

You will be automatically denied for any of the following reasons:

- You have been evicted within the last 5 years.
 - You have broken a lease within the last 5 years (unless you have valid reasons with supporting documentation).
 - You owe money to a previous landlord or apartment complex.
 - Falsified landlord information.
 - Excessive late payments
 - Lease violations
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Credit History:

We prefer applicants to have a FICO score of 600 or above. If your FICO score is below 600, or if your credit report does not show a FICO score, or you have insufficient credit lines or excessive collections, you may be required to pay a higher security deposit, or your application may be denied. We consider other factors such as rental history and income, and such applicants are reviewed on a case by case basis. For multi-family properties, our credit requirements can be more flexible. If you filed for bankruptcy within the last two years, your application will be automatically denied.

Criminal History:

We conduct an authorized criminal background check on all applicants as a part of the application process.

We Do Not Rent To Any Person Required To Register As a Sex Offender

Individuals can legally be denied housing if their recent criminal history makes them potentially dangerous and a risk to other tenants or neighbors. The denial must be based on reliable evidence and not be hypothetical or speculative.

The following lists of offenses are examples of cause for automatic rejection:

Aggravated Assault, Arson, Burglary, Destruction of Property, Felony Conviction, Illegal Resident Status, Indecency with a Child, Kidnapping, Lewd Behavior, Manslaughter, Molestation, Murder, Organized Crime, Prostitution, Rape, Robbery, Sale/Manufacture of Drugs, Sex Crimes, Stalking/Harassment, Terrorism

Applicants should satisfy any concerns regarding crime statistics and sex offenders in any area where they might consider residing.

Eviction History:

If you have been evicted from a property within the past five years, your application will receive an automatic rejection.

Pet Criteria:

Please visit our Pet Criteria page for more information.

Funds Required:

Real Estate Services LLC charges a non-refundable application processing fee of \$43. Once you submit the application, the application fee will not be refunded for any reason. Once you are approved, you will be required to pay a \$150 non-refundable administrative fee per lease in addition to the application fee and any deposits.

Agent Representation:

Real Estate Services LLC is a licensed real estate broker in the state of Georgia, and is representing the owner of the property. Real Estate Services LLC shall receive compensation from the owner for services rendered. Real Estate Services LLC acts as agent of record for the owner.

Property Owner Approval:

The application criteria specified here is Real Estate Services LLC's criteria. Ultimately, the property owners can make the final decision to deny or approve an application based on their own screening criteria.

After Approval - What To Do?

Once you receive notice from Real Estate Services LLC that your application has been approved, you must sign the lease and pay the following monies in either certified funds or via our online portal within 2 business days of notice from Real Estate Services LLC:

- First Month's Rent (If your lease does not start on the 1st of the month, you will still pay one full month's rent upon move-in and pay prorated rent the following month.)
- Non refundable pet fee
- Non-refundable administrative fee of \$150

You will pay the Security Deposit prior to move in and upon receipt of the Move-in Inspection form. You will have 48 hours to verify. After that time you are deemed to have accepted the Move-In Inspection as received.

The lease will be sent via email to all parties for review and digital signatures, and once the signing is complete, a copy will be sent to each party.

*** Please Note: Multiple applications can be taken for the same property. Tenant selection in such a case, should it arise, will be based not on the first application but on the best qualified application.

Application Questions

Q: Have you been evicted within the last 5 years?

A: Your application will be automatically denied if you have been evicted within the last 5 years.

Q: Have you broken a lease within the last 5 years?

A: Your application will be automatically denied if you broke the lease within the last 5 years and still owe money to previous or current landlords.

Q: Have you ever failed to give proper notice when vacating a property?

A: Your application will be automatically denied if you failed to give proper notice when vacating the property and still owe money to previous or current landlords.

Q: Do you owe money to a previous landlord or apartment complex?

A: Your application will be automatically denied if you still owe money to previous or current landlords.

Q: Have you been late paying rent more than 3 times within a 12-month period?

A: Your application will be automatically denied if you were late paying rent more than 3 times within the last 12-month period.

Q: Have you had two or more NSF checks or NSF ACH transactions within the last 12 month period?

A: Your application will be automatically denied if you had two or more NSF checks or NSF ACH transactions within the last 12 month period.

Q: Have you ever been convicted of a felony?

A: Your application will be automatically denied if you have ever been convicted of a felony, unless that felony is unrelated to interactions with others as might normally occur in a neighborhood.

Q: Are you required to register as a sex offender?

A: Your application will be automatically denied if you are required to register as a sex offender.

Q: Do you own any pets?

A: If you own any pets and your application is approved, you must pay any required pet deposits per pet and a monthly pet fee per pet. Please visit Pet Criteria for more information.

- ⦿ Pet Fee - \$350 non-refundable per pet (pet deposits may vary depending on the property).
- ⦿ Monthly Pet Fee - \$25 per pet

Q: Do you know your FICO score?

A: We prefer applicants to have a FICO score of 600 or above. Please see the CREDIT HISTORY section above for more info.

Q: How long can we hold a property for you?

A: Typically we can hold a property for a maximum of 7 days from approval of application, or when a property becomes vacant; whichever is later -- this is up to the property owner's discretion. Rent will be charged beginning on the 8th day.

Examples of Reasons for Denial of Application -- if you:

These are merely examples of reasons for denial, but do not represent the full range of reasons for denial. Please contact our office if you have any questions: 678-235-4105.

- Failed to give proper notice when vacating a property
- Have previous landlord(s) who would be unwilling to rent to you again for reasons pertaining to your behavior, or the behavior of your family members, guests, invitees, or pets; or others allowed on the property during tenancy
- If you owe money to a previous landlord, or have an unpaid collection filed against you by a Property Management Company or previous landlord
- Have had 3 or more late payments of rent within a 12-month period
- Have an eviction that has occurred within the past five years
- Have received a current 3-day notice to vacate
- Have had 2 or more NSF checks or NSF ACH transactions within the last 12 month period
- Have allowed person(s) not on the lease to reside on the premises in violation of the terms of your lease
- If an owner desires "No Smokers" on the property. Or failure to meet any other stated criteria
- Have a Criminal History
- Have a negative Rental History
- Have a negative credit history or excessive collections
- If you failed to provide accurate or complete information on your application

Pet Criteria

At Real Estate Services LLC, we maintain that it is solely the decision of the property owner as to whether a pet is acceptable to reside at the property for which you are applying. Policies on domestic pets will vary from property to property.

At no time will any unauthorized pet be allowed on the premises, even briefly, without express written permission from Real Estate Services LLC. We reserve the right to have any unauthorized pet removed from the premises by an appropriate Animal Control Agency having jurisdiction over the property, with such removal being at the tenant's expense.

We require any prospective tenants to create a pet profile at PetScreening.com so that this information can be easily shared with landlords and property managers.

We generally do not accept more than two pets. The following guidelines will apply:

- No aggressive or mixed aggressive breed dogs will be allowed. The following is a partial, but not all-inclusive list of dogs that are generally rejected: Akita, American BullDogs, Belgian Malinois, Chow-Chow, Dalmatian, Doberman Pinscher, Dogo Argentino, German Shepherds, Husky/Alaskan Malamute/Wolf Hybrid, Kerry Blue, Pit Bull Terriers, Presa Canario/Cane Corso, Rottweiler, Russian Shepherds, Staffordshire Terriers, Terriers
- Licensed Service Animals such as Seeing-Eye dogs, are not considered domestic pets, and are exempt from many pet restrictions.
- Misrepresentation of the breed(s) of your dog(s), or possession of any poisonous, dangerous or unauthorized / illegal pets or endangered species will result in termination of your lease.
- You will be responsible for the prompt removal of any pet waste from the property.
- Pet policies are strictly enforced, and any breach of this agreement is considered grounds for termination of your lease.
- Dog Bite Insurance is required.
- A separate Pet Lease will be required

Pet Payment and Monthly Pet Fee

If a property owner accepts a pet, you will be charged the following pet-related fees:

- \$350 non-refundable fee per pet (may vary upon property owner's requirements)
- \$25 monthly pet fee per pet