



Property Services of Atlanta, Inc.

## Rental Credit Application

A **separate** application must be used for each individual age 18 or older. Please complete all sections and mark N/A for any fields that do not apply. Any missing information will result in unnecessary delays in processing and/or rejection of your application.

*\* Required information*

### Desired Property

*(If you are not applying for a specific property, please list cities of consideration. )*

Address\*

Move-in Date\*

### Contact Information

Name\* First

Initial

Last

Suffix

Social Security Number\*

Driver's License Number

State Issued

Date of Birth\*

Mother's Maiden Name\*

Telephone\*

Mobile

Work Phone

Ext

Email

### Referral

How did you hear about us?

Direct Mail

Returning Customer

Internet:

Radio

Television

Referral:

Realtor

Yard Signage

Other:

### Dependants

*(All applicants 18 or over must complete a separate application.)*

Name\*

Relation

Age

Name\*

Relation

Age

Name\*

Relation

Age

Name\*

Relation

Age

## Co-applicants

(Name any co-applicants / co-signers or guarantors related to applicant.)

Name*		Relation		Age		SSN	
Name*		Relation		Age		SSN	
Name*		Relation		Age		SSN	
Name*		Relation		Age		SSN	

## Pets\*

No Yes If Yes, must provide a photo of each pet.

How many pets?		Breed		Weight		Pet name	
		Breed		Weight		Pet name	

## Rental History

(Must provide a total of 5 years of information.)

### Current Address\*

Address						
City		State		Zip Code		
Do you	Own	Rent	Years at address?		Current Rent / Mortgage?	
Landlord's Name/Mortgage Company						
Landlord's Telephone		Fax Number				

### Prior Address\*

Address							
		State		Zip Code		City	
	Own	Rent	Years at address?		Current Rent / Mortgage?		Do you
Landlord's Name/Mortgage Company							
Landlord's Telephone		Fax Number					

Prior Address\*

Address

City

State

Zip Code

Do you

Own

Rent

Years at address?

Current Rent / Mortgage?

Landlord's Name/Mortgage Company

Landlord's Telephone

Fax Number

**Employment**

*(Self-employed applicants are to provide at least 2 years of complete personal tax returns.)*

Current Employer\*

Address\*

City\*

State\*

Zip Code\*

Position\*

How Long\*

Annual Salary\* \$

Supervisor's Name\*

Telephone\*

**Additional Income**

*(Additional documentation maybe required.)*

Alimony \$

Social Security \$

Description of Benefits

Child Support \$

Retirement \$

Name of Source Payments

Other \$

Describe

**Financial Information**

Financial Institution / Banker\*

Checking Account Number\*

Savings Account Number\*

Address\*

City\*

State\*

Zip Code\*

Telephone\*

## Other Information

Year/Make/Model of Car*	<input type="text"/>	Tag Number*	<input type="text"/>	State*	<input type="text"/>
Year/Make/Model of Car*	<input type="text"/>	Tag Number*	<input type="text"/>	State*	<input type="text"/>
Year/Make/Model of Car*	<input type="text"/>	Tag Number*	<input type="text"/>	State*	<input type="text"/>

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Have you ever filed Bankruptcy?\*      Yes      No      If "Yes", when?       Chapter

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Have you ever been served a notice to vacate for any reason?\*      Yes      No      If "Yes", when?

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Have you ever been convicted of a felony?\*      Yes      No

If "Yes", explain.

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Have you ever been convicted of a sexual offense, assault, battery, theft, fraud, illegal possession or sale of drugs, illegal use or possession of a weapon, bad checks, trespassing, vandalism, etc?\*

Yes      No

If "Yes", explain.

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Do you have a legal right to be in the U.S.A.?

Yes, I am a U.S. citizen.

Yes, I have a valid visa.

No

If "No, explain

## Emergency Contact

Name\*  Relation  Telephone   
Address\*   
City  State  Zip Code

## References

Name*	<input type="text"/>	Relation*	<input type="text"/>	Telephone	<input type="text"/>
Name*	<input type="text"/>	Relation*	<input type="text"/>	Telephone	<input type="text"/>
Name*	<input type="text"/>	Relation*	<input type="text"/>	Telephone	<input type="text"/>

## Important

**RADON GAS – Notice to Prospective Tenant:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present a health risks to persons who are exposed to it after a period of time. Levels of radon that exceed federal and state guidelines have been found in buildings in this state. Additional information regarding radon and radon testing may be obtained from your county public health unit.

I/WE declare the foregoing information is true and correct and I/WE hereby authorize Property Services of Atlanta, Inc. to conduct an employment, rental history, credit bureau and criminal check and verify any and all references. It is understood that all information may be released to any member of Property Services of Atlanta, and may at certain times be released to the owner of said property for which you are making application.

I/WE understand that an application fee of \$65.00 per person will be charged and is NOT refundable. Any reservation fee(s) required to hold the property will be FORFEITED after 48 hours if I/WE cancel for any reason, or if I/WE fail to provide the documentation needed to perform the screening process.

If it is discovered that any portion of the documentation is false and has been fabricated, you will automatically be denied and you will forfeit any reservation fees. If Property Services of Atlanta rejects the application, the entire reservation fee will be returned. I/WE also understand that rent will commence 14 days from the date stated below unless a specific move-in date has been set up with the leasing agent.

I/WE understand that a non-refundable administrative fee of \$200.00 will automatically be deducted from the total security deposit upon move in into the property.

I/WE understand that we must provide the account numbers for all utilities at the time of move in. No move in will take place without this information.

## Consent Release

I hereby give permission to Property Services of Atlanta to pull my credit, check and verify my employment, check and verify my criminal history, and check and verify my rental history, which may be in the files of any state or local criminal justice agency. All personal information may be released to potential homeowner(s) / landlord(s) for the purpose of evaluating this application.

\* Please initial that you have read and accepted the above terms and conditions:



Please complete this form and send via to (678) 388.2308 or email to [leasing@psatlanta.com](mailto:leasing@psatlanta.com)

## Consent Release Form

I hereby give permission to Property Services of Atlanta to pull my credit, check and verify my employment, check and verify my criminal history, and check and verify my rental history which may be in the files of any state or local criminal justice agency. I also give permission for anyone to release information to Property Services of Atlanta as part of the application process.

All personal information may be released to potential homeowner(s) / landlord(s) for the purpose of evaluating this application.

**Full Legal Name:**

**Address:**

**City:**  **State:**  **Zip:**

**Last Four of Social:** xxx-xx-

**Sex:** ☐ **Male** ☐ **Female**

**Signature:**  **Date:**