

**Austin Place Apartments  
Ellijay, Georgia**

**RENTAL APPLICATION**

**Application fee - \$25.00 per applicant**

**1. Please tell us about yourself!**

**FIRST PROSPECTIVE TENANT:**

Full Name \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred Method of Contact \_\_\_\_\_

Best Time to Contact You \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number \_\_\_\_\_

**SECOND PROSPECTIVE TENANT:**

Full Name \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred Method of Contact \_\_\_\_\_

Best Time to Contact You \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Please list the names and ages of anyone other than the prospective tenant(s) named above who will reside in the apartment, whether full-time or part-time.

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**2. Please tell us where you live now.**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived there? \_\_\_\_\_

Landlord's name \_\_\_\_\_

Landlord's phone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How much is the rent? \$ \_\_\_\_\_ every \_\_\_\_\_

Why are you leaving? \_\_\_\_\_

**3. Where have you lived before?**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long did you live there? \_\_\_\_\_

Landlord's name \_\_\_\_\_

Landlord's phone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How much was the rent? \$ \_\_\_\_\_ every \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**4. Please tell us where you're employed.**

**FIRST PROSPECTIVE TENANT**

Employer's name \_\_\_\_\_

How long have you worked there? \_\_\_\_\_

What is your position? \_\_\_\_\_

What is your supervisor's name? \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

What is your salary? \$ \_\_\_\_\_ every \_\_\_\_\_

**SECOND PROSPECTIVE TENANT**

Employer's name \_\_\_\_\_

How long have you worked there? \_\_\_\_\_

What is your position? \_\_\_\_\_

What is your supervisor's name? \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

What is your salary? \$ \_\_\_\_\_ every \_\_\_\_\_

**5. Please answer these questions about your history.**

Have you declared bankruptcy in the past seven years? \_\_\_\_ If so, please explain the circumstances. \_\_\_\_\_

Have you ever been evicted? \_\_\_\_ If so, please explain the circumstances. \_\_\_\_\_

Have you been late on your rent two or more months in the past year? \_\_\_\_ If so, please explain. \_\_\_\_\_

Have you ever been convicted of a crime, other than a traffic violation? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

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We will obtain credit and criminal background reports. Is there anything negative you would like to explain before we read these reports? \_\_\_\_\_ If so, please explain.

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**6. The following are some of the important conditions about living at Austin Place Apartments:**

- Smoking is not allowed inside the buildings.
- Pets are not allowed.
- The minimum age to rent an apartment is 21.
- Parking is furnished for two vehicles. Trailers are not allowed, and vehicles with gross vehicle weight of 10,000 pounds or greater are not allowed.

**7. Background check**

A public records search will be conducted on each adult occupant. Any one of the following will result in automatic declination of the rental application.

- Felonies or misdemeanors involving any **sexual offense**
- Felonies or misdemeanors involving the illegal possession, manufacture, sale and/or distribution of any legally-defined **controlled substance**
- Felonies or misdemeanors involving a physical crime against a person and/or another person's property

The prospective tenant(s) herewith agree(s) to allow Grandview Farms, LLC, doing business as Austin Place Apartments, to order consumer credit reports and criminal histories on the prospective tenant(s) which will be reviewed and considered in determining the prospective tenant(s) qualifications and eligibility to rent an apartment at Austin Place Apartments.

The prospective tenant(s) indicate(s) by his/her/their signature(s) below he/she/they has/have truthfully completed this rental application, he/she/they has/have read and accepted items 6 and 7 above, and agree to pay a non-refundable application fee of \$25.00 each.

**Date:** \_\_\_\_\_

**PROSPECTIVE TENANT #1:**

**PROSPECTIVE TENANT #2:**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

**CONTINUED ON FOLLOWING PAGE**

**TENANT RELEASE AND CONSENT FORM**

I/We, \_\_\_\_\_, the undersigned, hereby authorize all persons or companies in the categories listed below to release, without liability, information regarding employment, income, rental history, and/or assets to:

**AUSTIN PLACE APARTMENTS  
ELLIJAY, GEORGIA**

for purposes of verifying information on my/our rental application.

**INFORMATION COVERED**

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include: personal identity; rental history; employment history; income, and; assets. I/We understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and continued participation as a qualified tenant.

**GROUP OR INDIVIDUALS WHO MAY BE ASKED**

Past and Present Employers	Previous Landlords
Banks and Financial Institutions	Retirement Systems
Support and Alimony Providers	Social Security Administration
Veterans' Administration	Welfare Agencies

**CONDITIONS**

I/We agree that a photocopy or transmitted facsimile of this authorization may be used for the purposes stated above. The original of this authorization shall be maintained on file and will remain in effect for twelve (12) months from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

APPLICANT & DATE	APPLICANT & DATE