

200 Plaza Dr.  
Zebulon, GA 30295  
Office: 770.567.3514  
Fax: 770.567.3300



1200 Spring Chase Dr.  
Barnesville, GA 30204  
Office: 770.567.3514  
Fax: 470.592.2150

*PLEASE READ THIS IMPORTANT INFORMATION BEFORE SUBMITTING YOUR RENTAL APPLICATION*

## **KEEP THIS DOCUMENT**

### **Resident Criteria Information**

Our policy is to thoroughly investigate everyone completing an application with McLeRoy Rentals. Each resident living in our homes must qualify on his/her ability. Management reserves the right to require a cosigner or to deny residency.

Your application will be forwarded to a professional credit reporting agency. The information discovered by the credit reporting agency will be furnished to us. We shall make the final decision regarding the approval/disapproval of your lease application. If you have any questions concerning the information furnished to us by the credit reporting agency, we will not discuss it with you. For further information regarding your credit report, you may contact Equifax directly at (800) 270-3435.

The amount of time necessary to process your application is difficult to project. Each application is different. Employers and previous landlords are inconsistent in their response time to our inquiries. It is in our best interest, as well as yours, for us to process your application as quickly and efficiently as possible.

**We need the following to begin the processing your application.:**

- \$40.00 application fee per adult
- Copy of all applicants' driver's license
- Current pay stub or valid proof of income (Verification from Landlord)
- Completed credit card authorization form

We investigate the following:

- 1) **Residence History.** We verify your present and past residences, the length of time of residency, the record of your rental payments, the condition of the apartment upon your vacating, the dollar amount of damages that there may have information, at minimum, noise complaints, written notice given, and rental amount. We verify past residence information, at minimum, of the most recent 2 to 3-year period.
- 2) **Employment Reference.** We verify your employment, name of employer, length of employment, and the gross salary. We verify past employment information, at minimum, of recent 2 to 3-year period. **APPLICANTS' GROSS MONTHLY SALARY MUST EQUAL THREE TIMES THE AMOUNT OF THE MONTHLY RENT OF THE UNIT APPLIED FOR.** We will need a copy of your latest pay stub.
- 3) **Credit Report.** A full credit report is received from the credit reporting agency. Credit must have a satisfactory rating. If your income is borderline in qualifying, your outstanding balances will also be considered. At times, the credit reporting agency will discover your prior residences when applying for credit. We will also compare these addresses to the ones you have provided on your application.
- 4) **Security Deposit.** Depending upon applicant's residence, employment, and credit history, in certain circumstances, Management reserves the right to require an additional security deposit. **Security Deposits must be paid in the form of a money order or cashier's check and will not be refunded unless the terms of the lease are met.**
- 5) **First Month's Rent.** First month's rent, or prorated rent, is required to be paid before tenant can move into residence. Lease beginning on the 15<sup>th</sup> will require the balance of that month and full payment of the next month's rent. Payment should be in the form of a money order or cashier's check.
- 6) **Utilities.** All utilities should be secured in tenant's name before moving into residence. **Proof must be supplied to McLeRoy Rentals at the time the lease is signed and before keys are issued to tenant.**

It is imperative that you thoroughly complete the application with the names, addresses, and telephone numbers required to help us process your application efficiently. If you foresee a problem, please discuss it with us now because the \$40.00 "per applicant" fee ***IS NOT*** refundable.





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## Emergency Contacts:

(Someone we can contact if we cannot get in touch with you)

### Applicant's Family Member

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Bus. Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Applicant's Non-Family Member -or- Friend

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Bus. Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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### Co-Applicant's Family Member

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Bus. Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Applicant's Non-Family Member -or- Friend

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Bus. Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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## Monthly Income

Total anticipated income from date of move-in through the next 12 months (MUST PROVIDE CHECK STUB)

\* Applicant's Monthly Salary (including fees, tips, commissions, and bonuses) \_\_\_\_\_

\* Co-Applicant's Monthly Salary (including fees, tips, commissions, and bonuses) + \_\_\_\_\_

\* Additional Monthly Salary (Child Support, Parental Support, Social Security, Disability)

Source: \_\_\_\_\_ + \_\_\_\_\_

Source: \_\_\_\_\_ + \_\_\_\_\_

**TOTAL ANTICIPATED INCOME** = \_\_\_\_\_

\* If self-employed, we must be furnished with your most recent tax return  
\* YOU MUST FURNISH US WITH PROOF OF THIS INCOME

The undersigned warrants and represents the information on this Application to be true and correct. All persons and firms named may freely give any requested information concerning me and I hereby waive all right of action for any consequence resulting from such information. The undersigned hereby authorizes McLeRoy Rentals to release all information contained in this Application on behalf and for the benefit of the undersigned. I understand that McLeRoy Rentals may obtain a background report, including information as to my credit and criminal history, in connection with my Application and that my Application may be rejected based on information contained in the reports. I have received and read the Residential Criteria.

If my Application is accepted, I will be required to pay the deposit within 3 working days. These monies are to secure the premise. I understand that, upon execution of the lease, the Deposit will become my refundable security deposit pursuant to the terms of the lease. Non-refundable fees are not part of the Security Deposits.

If I cancel this Application or refuse to occupy the premises on the agreed upon date, then I acknowledge, understand and agree that ALL DEPOSITS AND FEES will become NON-REFUNDABLE and McLeRoy Rentals shall retain these monies as liquidated damages. I further acknowledge that the injury caused by the cancellation or refusal to occupy is difficult or impossible of accurate estimation; that McLeRoy Rentals and I intend to provide for damages rather than penalty; and, that the retention of the Deposit is a reasonable pre-estimate of McLeRoy Rentals probable loss.

I certify that if my application if approved, the only residents of the premise will be the listed below and that if in the future, I would like to add or withdraw someone, I must contact McLeRoy Rentals immediately and follow their guidelines for doing so.

# of Adults \_\_\_\_\_ # of Children \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Co-Applicant's Signature: \_\_\_\_\_

**\*\* THIS APPLICATION IS NOT A LEASE AGREEMENT \*\***

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EMAIL: nola@mcleroyinc.com OR heather@mcleroyinc.com OR tonya@mcleroyinc.com

## Credit Card Authorization Form



This form MUST be completed

**All information will remain confidential.**

Cardholder Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Credit Card Type: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Financial Aid \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_ (3 digits listed on back of card)

Check below to have rent automatically charged monthly

( ) Amount to Charge for rent: \$ \_\_\_\_\_ . \_\_\_\_\_ due on the 1<sup>st</sup> of the month.

By signing this form, I authorize McLeRoy Rentals to charge any past due rent, maintenance charges or any other unpaid fees due to McLeRoy Rentals to my credit/debit card.

Cardholder - Print Name, Sign and Date below:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_