



Thank you so much for your interest in one of our rental properties.

Our application process requires the following:

1. One completed application for each adult over the age of 18 that will be living in the home.
2. Application fee of \$35 per adult (non-refundable).
3. A copy of a valid Driver's license or State issued I.D. for each person applying.
4. A copy of the 2 most recent paycheck stubs for each person applying. Self-employed individuals can provide a copy of the most recent tax return and income documentation.
5. The income requirement is 3 times the gross income (before taxes).

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Applicant will be denied for the following reasons:

- If you have any unpaid debts from previous landlords.
- If you have had an eviction filed within the last 3 years. If it has been longer than 2 years but less than 3, then we may be able to accept additional security deposit.
- If you had a serious misdemeanor or felony within the last 5 years. We do take consideration the type of crime and the length of time since conviction. However, violent crimes, drug related crimes of felony status and sexual related crimes will not be accepted.
- If you have a credit score less than 500. If applicant's score is greater than 500 but less than 550 an additional 25% security deposit will be required.
- If you have tax liens.
- If you have any unpaid electrical, gas or water utility debts within the last 18 months.
- Falsification of application.

Pets: Pets are usually negotiable on most of our rentals, but not all. Please verify with someone from our office whether pets are allowed in the property you are wishing to rent. If you have any questions please feel free to contact the office prior to submitting your application.

### **If you are approved for the home:**

**Rental Reservation Fee:** In order to remove the property from the market, we require a Rental Reservation Fee within 48 hours of application approval. This Rental Reservation Fee is typically 75% - 100% of one month's rent. This Fee holds the property until you complete a move-in inspection and take possession of the property. Upon move-in the Rental Reservation Fee is credited towards your first month's rent.

**1<sup>st</sup> months rent:** Roost Realty requires that a full month's rent be paid at tenant move-in, regardless of the day of the month the lease begins. If the lease begins on a day other than the first day of the month, the pro-rated rent for the first month is paid in the second month.

**Security Deposit:** Your security deposit is due in full at the time of the move-in inspection. The security deposit must be paid in certified funds.



## Frequently Asked Questions:

### **How do I apply to rent a home?**

You can apply online via the Roost Realty website, or we are happy to e-mail, fax, mail or provide you with a copy of our application. The application requirements are clearly stated on our application. Our application fee is \$35.00. We must receive one application for each adult over the age of 18 that will live in the home.

### **How can I pay my application fee?**

If you apply through the application on our website you will pay via debit or credit card at the end of the application. If you submit your application in another manner, you can pay your application fee by debit or credit card by calling our office at 404-376-5031. Or you can pay via money order or certified check. We will not take cash.

### **How long does it take to process my application?**

We will usually have the process completed in 1-2 business days. The process may take longer if there is information in your application that we are unable to verify. Applications may be delayed if Landlords and Employers do not respond promptly.

### **What is a Rental Reservation Payment?**

In order to remove the property from the market, we require a Rental Reservation Fee within 48 hours of application approval. This Rental Reservation Fee is typically 75% - 100% of one month's rent. This Fee holds the property until you complete a move-in inspection and take possession of the property. Upon move-in the Rental Reservation Fee is credited towards your first month's rent.

### **How much is the security deposit?**

Usually security deposit is approximately \$50 less than one month's rent. The security deposit is paid when the move-in inspection is complete. The security deposit must be paid in certified funds or money order.

### **What happens if my application is approved?**

If you have not already paid a Rental Reservation Fee then we ask that you do so within 48 hours of approval. We can not take the home off of the market until we receive the Rental Reservation Fee. We will send you a copy of the lease for review.

### **What happens in my application is denied?**

The application fee is spent as soon as we process your application. If you have paid a Rental Reservation Fee, it will be refunded to you in full.

### **How long is the lease?**

Generally our leases are for a period of 12 Months.

### **When is the rent due?**

Rent is due on the 1st and late after the 4th. A late fee of approximately 10% is assessed if we have not received your rent by the 5<sup>th</sup> day of the month. You will have the option to easily pay your rent online or via phone. Please note that the rent must be in our office by the 5<sup>th</sup>, a post mark of the 5<sup>th</sup> is not sufficient.

**Do you allow pets and are there any pet fees?**

Pets are usually negotiable on most of our rentals, but not all. Please verify with someone from our office whether pets are allowed in the property you are wishing to rent. If pets are allowed there is typically deposit of approximately \$250 per pet. This deposit will be added to your security deposit. Note that there are some breeds that are not allowed due to insurance reasons. This includes but is not limited to: Doberman Pinscher, Huskies, Saint Bernard, Mastiff, Rottweiler, Akita, Chow Chow, German Sheppard, Pit Bull, any dog that contains a mix of one of the above breeds and any dog, regardless of breed, that has been involved in a biting incident.

**Do you have any occupancy limits?**

In most cases, there is an occupancy policy of 2 persons per bedroom. So for a 3 bedroom home the maximum number of people would be 6.

**What will I owe at move in?**

The balance, if any, of one month's rent and the security deposit are due at the move-in inspection. A full month's rent will be due no matter what day of the month you move in. If you move in the middle of a month then the prorated amount will be due on the 1<sup>st</sup> day of the second month that you are in the property. If you have paid a Rental Reservation Fee then that amount will be applied as a credit to the rent due at move in.

**What will I be responsible for?**

This varies from property to property, however in most cases you will be responsible for all utilities. Tenants living in single family homes are typically responsible for lawn care. Check with our office to confirm specifics on the home that you are interested in.

**What happens if multiple applications are received on a property?**

We do not select residents on a "First-Come-First-Served" basis. Multiple applications qualifying on a property is based on a best qualified applicant and on the property owners needs.

# Rental Application



\$35.00 per Adult  
Application Fee  
Non-refundable

Fax to: 404-627-2930

Property You Are Applying for: \_\_\_\_\_ Estimated Move-in date: \_\_\_\_\_

## Tell Us About Yourself

Name:	Driver's License #:	State Issued:
Date of birth:	SSN:	
Email Address:	Phone:	

## Tell Us About Where You Live (at least 2 years)

Current address:					
City:	State:	ZIP Code:			
<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other	Monthly payment or rent:	How long?			
Present Landlord name & #:			Reason for Moving:		
Previous address :					
City:	State:	ZIP Code:			
<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other	Monthly payment or rent:	How long?			
Have you ever been evicted? <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever broken a rental contract? <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Do you have pets? <input type="checkbox"/> YES <input type="checkbox"/> NO	Breed:	Age:	Weight:	Name:	
Make of Car:	Year:	Tag #:	State:		
Make of Car:	Year:	Tag #:	State:		

## Tell Us About Where You Work (at least 2 years)

Current employer:					
Employer address:				How long?	
Phone:	E-mail:	Fax:			
City:	State:	ZIP Code:			
Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Income (before taxes):	<input type="checkbox"/> annually <input type="checkbox"/> monthly <input type="checkbox"/> weekly		
Previous employer:					
Employer address:				How long?	
Phone:	E-mail:	Fax:			
City:	State:	ZIP Code:			
Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Income (before taxes):	<input type="checkbox"/> annually <input type="checkbox"/> monthly <input type="checkbox"/> weekly		
Additional Income & Explanation:					

**Please Give Us The Following Information**

Who Else will live in the home with you? (include co-applicants and children)	Relationship / Age

Anything Else You'd Like Us To Know?



**Consent to Contact References and Perform Credit Check**

I \_\_\_\_\_ authorize Roost Realty Inc. to obtain information about me from my credit sources, current and previous landlords, employers and personal references, to enable Roost Realty Inc. to evaluate my rental application.

I give permission for the landlord or its agent to obtain a consumer report about me for the purpose of this application, to ensure that I continue to meet the terms of the tenancy, for the collection and recovery of any financial obligation relating to my tenancy, or for any other permissible purpose.

Print Name of applicant:	Date:
Signature of applicant:	

Please Fax to 404-627-2930 (no cover sheet necessary):

1. Application
2. Copy of drivers license
3. Last 2 paycheck stubs

Your application can not be processed until we have received payment of your application fee & the items listed above.