



3355 Lenox Road NE, Suite 750 Atlanta, GA 30326

SoldByJones Property Management

Thank you for your interest in a SoldByJones rental home. Our application process is simple and typically completed within 2–3 business days after all required documents have been received. Please review the steps below carefully to ensure a smooth and timely approval.

Step 1: Submit Your Application

Apply online at: www.SoldByJonesRentalHomes.com

Application Fee: \$70 per adult (18+)

Each adult must complete a separate application

Application fees are non-refundable

Step 2: Minimum Qualifications

Income must be at least 3x the monthly rent (gross income)

Valid government-issued ID required

Verifiable rental history required

Credit, criminal, and eviction screening will be conducted

Step 3: Required Documents

All documents must be submitted before processing begins.

Last 3 months of pay stubs

For self-employed applicants: 2 years tax returns and 6 months bank statements

Valid ID

Social Security Card

3 years rental history with landlord contact info

2 months of full bank statements

Incomplete applications will not be processed

PHONE
470-283-9671

FAX
678-403-0340

WEB
www.soldbyjonesrentalhomes.com

Step 4: Application Processing

Processing time is 2–3 business days AFTER all documents are received

Applications are processed on a first-come, first-qualified basis

Applicants will be notified via phone or email

Step 5: Approval & Reservation Fee

Reservation Fee equal to one month's rent is required

This fee secures the home and removes it from the market

The reservation fee converts to your Security Deposit at move-in

The home is not secured until payment is received

Reservation fees are non-refundable if you choose not to proceed

Step 6: Administrative Fee

Administrative Fee: \$150

Due upon approval prior to lease preparation

Non-refundable once the lease has been prepared

Step 7: Move-In Requirements

Move-in must occur within 30 days of approval

First month's rent and security deposit required

Payments must be made online or via certified funds

Payment Information

All payments must be made payable to SoldByJones Property Management

After move-in, rent may be paid online through the tenant portal

Rental Qualification Guidelines

Credit Criteria:

Open bankruptcies will result in denial

Prior evictions or multiple dispossessory filings may result in denial

Outstanding balances over \$2,000 may result in denial

Criminal Background:

Violent crimes, drug-related felonies, and sexual offenses may result in denial

Failure to disclose criminal history is grounds for automatic denial

Income Requirements:

Minimum income must be 3x the monthly rent (gross)

Unemployment income does not qualify

Rental History:

3 years of verifiable rental history required

Failure to provide accurate history may result in denial

Pet Policy

No pets are allowed unless otherwise stated for a specific property

Some properties may allow pets with owner approval

Additional fees and screening may apply

Fraud Prevention Notice

Providing false or misleading information will result in immediate denial and forfeiture of all fees

Equal Housing Opportunity

SoldByJones Property Management complies with all federal, state, and local fair housing laws