

THE HERNDON COMPANY

APPLICATION REQUIREMENTS

- ❖ Applications are **NOT** considered in line for a property until ALL information has been completed and received by The Herndon Company, including all applications, parent guarantees, and rental and income verification forms (including social security numbers) so the application is ready for processing. **Application and Parent Guarantee processing fees are non-refundable.**
- ❖ Applicant(s) must present a current, **valid** Government issued **picture ID** when submitting an application, along with the application fee, for each applicant before application is processed.
- ❖ Unless applicants are married, each applicant must submit a separate application for processing.
- ❖ **\$ 40.00** application processing fee per adult. We require an application for **EACH** adult to be residing in the property, and proof that you are at least 18 years old, the age legally required to enter a contract in the state of Georgia.
- ❖ **RENTERS INSURANCE** is required **BEFORE** giving access for Lessee to move into property.

APPLICATIONS ARE NOT ACCEPTED ON A FIRST COME, FIRST SERVED BASIS. O.C.G.A 10-6A-6 requires brokers to present ALL offers to lease to the landlord/owner. The landlord/owner reserves the right to accept the best offer based on economic considerations. These considerations include, but are not limited to, the move-in date of the application, the rental rate offered by the applicant, any concessions requested by the applicant, and the creditworthiness of the applicant. Applicants are encouraged to obtain and review the Georgia landlord Tenant Handbook which is available at www.dca.ga.gov.

CREDIT REPORT/CRIMINAL BACKGROUND CHECK REQUIREMENTS:

- ❖ No collections other than collections for medical bills or verification that arrangements have been made and are being upheld for payment of such other collections.
- ❖ No judgments, liens or garnishments with the possible exception of those related to medical bills, and no returned checks.
- ❖ Bankruptcies must be older than 2 years old and applicant must provide verification of discharge from bankruptcy. Any form of bankruptcy discharged within the past 7 years must be approved by the owner of the property.
- ❖ We review payment history with accounts
- ❖ The Herndon Company has the right to deny an application based on criminal background.

EMPLOYMENT AND INCOME REQUIREMENTS:

- ❖ Applicant must have verifiable current employment for a minimum of 3 months or same line of work for a minimum of 12 months (local or within commuting distance). All **MILITARY** persons **MUST** bring in a copy of their most recent L.E.S.
- ❖ If disabled or retired, applicant must provide proof of income, i.e.: Check stubs, Tax return, monthly statement, etc.
- ❖ **Applicant must have an income that is 3 times greater than that of the rent amount.**

RENTAL REFERENCE REQUIREMENTS:

- ❖ No more than 25% of rent payments received late, no history of returned checks, dispossessory warrants or evictions.
- ❖ Security deposit returned or satisfactory payment plan agreed upon and proper vacate notice given.
- ❖ Property was properly maintained while being occupied by applicant, with no indication of unauthorized occupants or pets.

PETS: Pets are only allowed at the property owner's discretion and with a **non-refundable** pet fee. Primarily, no more than two pets are allowed per property where pets are negotiable.

STUDENT HOUSING:

- ❖ One parent must complete a parent guarantee to be processed including income verification and assume responsibility for lease, and everything associated therewith (Prefer parent who is domiciled in Lowndes County) Must receive verifiable income information, valid & legible government issued photo ID and **\$40 processing fee**, by cash, cashier's check, or money order. Personal checks are not accepted for application fees.
- ❖ **Must have application for the information on EACH student who will be residing in the unit to process for approval. Unauthorized occupants are considered a breach of contract.**
- ❖ We **MUST** process **each** application and guarantee to verify information provided, so we must receive an application fee (\$40 each) for each application and guarantee.

NOTE: If an application is borderline approval/denial, property owner has the authority to approve the application that does not fully meet the requirements of THE HERNDON COMPANY.

A **Security Deposit** can be received only after the completed application(s) has been approved and a move-in inspection completed. **No personal checks** accepted for security deposits. **Security deposits must be in the form of ONE of the following: cashier's check or money order.**

I have read and understand the Application Requirements, and am submitting my application for processing, **along with my photo I.D., application fee(s) along with all necessary signatures and papers associated with this application.**
Application fee is Non-Refundable.

Applicant Signed _____

Date _____

Co-Applicant Signed _____

Date _____

The Herndon Company
APPLICATION FOR LEASE
Confidential Information

Rental Property applying for: _____ Rent Amount _____

Un-Married roommates / Couples must complete separate applications.

Applicant's Name: _____
(FIRST, MIDDLE, LAST / MAIDEN)

SOCIAL SECURITY #: _____ **D.O.B.** _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

Applying with someone? ☐ Yes ☐ No **Co-applicant's name(s):** _____

Applicant's Present Address: _____
(Street Address / City / State / Zip Code)

Monthly Payment: \$ _____

From ____/____/____ (Month/ Year) to ____/____/____ (Month/ Year) Listed in Applicant's Name? ☐ Yes ☐ No

Reason for Leaving? _____ **Landlord's Email:** _____

Landlord's Name: _____ **Landlord's Phone #:** (____) _____

Applicant's Previous Address: _____
(Street Address City State Zip Code)

Monthly Payment: \$ _____ **How Long?** _____ **Year(s)?** ____/____ - ____/____

Landlord's Name: _____ **Phone #:** _____

Landlord's Email: _____ **Reason for Leaving?** _____

Applicant's Present Employer/Company:

Name of Company: _____ **Type of Business:** _____

Position/Rank Held: _____ **From** ____/____/____ (Month/ Year) **to** ____/____/____

Address: _____ **City/State/Zip:** _____

Supervisor: _____ **Phone #** _____

Supervisor Email: _____ **Gross Monthly Income or Annual Salary \$** _____

Applicant's Previous Employer/Company:

Name of Company: _____ **Type of Business:** _____

Position/Rank Held: _____ **From** ____/____/____ (Month/ Year) **to** ____/____/____

Address: _____ **City/State/Zip:** _____

Supervisor: _____ **Phone #** _____

Supervisor Email: _____ **Gross Monthly Income or Annual Salary \$** _____

Names of ALL persons to occupy property:		
NAME	AGE	RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

Emergency Contact:			
NAME	ADDRESS	PHONE	RELATIONSHIP
1. _____			

Automobiles and other vehicles:					
YEAR	MAKE	MODEL	COLOR	TAG NUMBER	STATE
1. _____					
2. _____					

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes _____ or No _____ If so, what State? _____
IF you have been convicted of a felony within the past 7 years, your application will automatically be denied.

NO PETS WILL BE ALLOWED UNLESS APPROVED BY THE PROPERTY OWNER. IN THE EVENT A PET IS ALLOWED, A PET FEE WILL BE CHARGED AND A PET EXHIBIT WILL BE MADE PART OF THE LEASE. THE FINAL DECISION REGARDING PETS IS AT THE DISCRETION OF THE PROPERTY OWNER.

Do you desire a pet lease? Yes _____ or No _____ Number of Pets: _____

Advertising - How did you select us: (Check One): ☐ Newspaper ☐ Phone Book ☐ Internet ☐ Sign ☐
 Other: _____

CORRECT INFORMATION

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification for above information, references, criminal records and credit records. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state. (*D.O.B. is requested by the Credit Retrieving Service, not by The Herndon Company.)

Applicant Signature: _____ **Date:** _____

THE HERNDON COMPANY

REAL ESTATE

1100 N. PATTERSON STREET • P.O. BOX 1625 • VALDOSTA, GEORGIA 31603-1625
PROPERTY MANAGEMENT 229-245-6380 • FAX 229-245-6375



EMPLOYMENT VERIFICATION

NAME (Applicant): _____ SS # _____

COMPANY: _____

****Applicant hereby authorizes verification of employment and rental information, references, criminal records and credit records.**

Signature: _____ Date: _____

Thank you for providing the following employment verification. We try to complete all rental applications within 24 hours. It would be greatly appreciated if you could return this information to us as soon as possible by fax, 229-245-6375. Again, thank you for helping us process this application expediently.

TO BE COMPLETED BY EMPLOYER (*Applicant do not fill out*):

POSITION: _____ MONTHLY WAGES _____

(Monthly wages needed. If hourly wages noted, please note average weekly hours _____)

EMPLOYED FROM: _____ TO: _____

SUPERVISOR/HR Personnel: _____ TITLE: _____

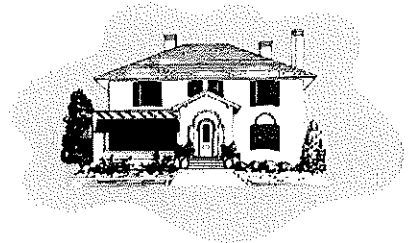
SIGNATURE: _____

PHONE #: _____ FAX #: _____

THE HERNDON COMPANY

REAL ESTATE

1100 N. PATTERSON STREET • P.O. BOX 1625 • VALDOSTA, GEORGIA 31603-1625
PROPERTY MANAGEMENT 229-245-6380 • FAX 229-245-6375



RENTAL VERIFICATION

NAME (Applicant): _____

Current / Previous ADDRESS for confirming rental history:

Street Address

/

City

/

State / Zip Code

LANDLORD/COMPANY NAME: _____

LEASE DATES FROM: _____ TO _____

****Applicant hereby authorizes verification of employment and rental information, references, criminal records and credit records.**

Signature: _____ Date: _____

Signature: _____ Date: _____

Thank you for providing the following rental verification. We try to complete all rental applications within 24 hours. It would be greatly appreciated if you could return this information to us as soon as possible by fax, 229-245-6375. Again, thank you for helping us process this application expediently.

TO BE COMPLETED BY LANDLORD:

- 1) Rent amount per month? _____
- 2) Is there a history of late payments or dispossessory warrants? If yes, which one and how many? _____
- 3) Is there a history of returned checks? _____ If yes, how many and were they satisfied in a timely manner? _____
- 4) Was proper notice to vacate given? _____
- 5) Was the property properly maintained? _____
- 6) Were there any complaints in relation to the tenant or visitors to the property? Explain _____
- 7) Was the security deposit refunded? _____ If not, why? _____
- 8) Would you consider renting to this tenant again? _____ If not, why? _____

Company: _____ Date: _____

Name _____ Title _____

Signature: _____

Phone _____ FAX _____

PET INFORMATION FORM

- 1) **If permission is granted** for Resident's pet, described below, to be kept within subject premises, such permission would be granted with the express understanding and agreement by Resident that pet when taken in and out of the premises, will be kept on a leash or caged and under full control at all times. Further, when walking pet, Resident will keep pet away from public places, lawns, and sidewalks of all residences in neighborhood or buildings in complex, whichever is applicable herein. Resident will be responsible for cleaning up pet droppings left by pet. Resident shall be responsible for all damage done to the subject premises or grounds by reason of having a pet therein or thereon. Landlord may bill Resident for damage caused by pet, which amount shall be paid no later than with the following month's rent.
- 2) Said pet will not annoy, bother, or be permitted to annoy or bother other residents of the neighborhood or complex, or the public within the area. If in the sole discretion of the Owner or his agent, said pet becomes a nuisance, bothersome, or an annoyance to the public, neighbors or other residents, or becomes a threat to public health or safety, then at the written direction of the Owner or his agent to the Resident, Resident shall, within five days thereafter, remove said pet from the premises or face legal remedies, including but not limited to, termination of the Agreement to which this agreement applies.
- 3) Resident agrees to pay a nonrefundable pet fee for the privilege of maintaining said pet on Owner's premises. Said nonrefundable pet fee is paid in addition to and not in lieu of Resident's responsibility for all damages caused by pet, above. Resident agrees that only the pet names and described below will occupy the premises. No additional or different pet is authorized under this agreement.
- 4) Resident may have no more than one dog or one cat or two birds unless express written authorization is given, at an additional pet fee.
- 5) No pet offspring are allowed. However, pet offspring shall be permitted to remain on the premises until said offspring are weaned from their mother.
- 6) Resident must provide proof of vaccination of pet, for communicable diseases prevalent in species of pet, including, but not limited to rabies.
- 7) Fish tanks may be no larger than twenty gallons.
- 8) No other animals, reptiles or insects are permitted, including but not limited to livestock or farm animals, exotic or jungle animals, pigs, skunks, ferrets, monkeys, snakes, lizards, turtles, hamsters, and gerbils.
- 9) Birds must be caged at all times.
- 10) Resident agrees to abide by all applicable laws regarding the keeping of animals or pets in the areas and locale of the premises, including, but not limited to, leash laws, licensing laws, and laws regarding vaccinations and inoculations.

PET #1:

Name: _____

Type of Pet _____

Breed: _____

Age: _____

Current Weight: _____

License # _____

Color/markings: _____

PET #2:

Name: _____

Type of Pet: _____

Breed: _____

Age: _____

Current Weight: _____

License #: _____

Color/Markings: _____

Has any of the above pet(s) ever bitten anyone or is it known to be vicious or potentially dangerous (including aggression to other domestic animals)? _____ if yes, please give a brief description. _____

Applicant represents that all of the above statements are true and correct. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits. Applicant acknowledges that a non-refundable pet fee is required to be paid once the pet has been approved and before the pet is brought on the property.

Signature

Date

Signature

Date

I, (applicant's name) _____ DO NOT HAVE ANY PETS. Date _____