

PRE-SHOWING FORM (this is NOT an Application)

This is a "no fee" form, for information to see if it looks like you should qualify prior to viewing a property. Credit not pulled, Employment not verified until complete application received.

**** Do NOT apply before submitting this form AND speaking with us FIRST. ****

APALACHEE REALTY INC.

www.arirentals.com

PO Box 442; Hoschton GA 30548

Ofc 770-586-5272

ScottandAmy@ApalacheeRealty.com

Today's Date: _____

Email Address(es): _____

Phone Number(s): _____

What date do you intend to begin a Lease and Move In? _____
(Lease MUST begin within 10 days of application, we CANNOT hold properties for any reason.)

Which property(ies) are you interested in? _____
(OR Indicate Minimum # of Bedrooms, Bathrooms and Max Rental Amount, to be placed on WAITING LIST)

OCCUPANTS

MUST List ALL people who will be occupying the property.

Indicate Name(s), Relation and Age(s), and which occupants will be sharing room(s).

| | <u>NAME</u> | <u>RELATION</u> | <u>AGE</u> |
|------------------------------|-------------|-----------------|------------|
| 1. Primary Name: | _____ | SELF | _____ |
| 2. Spouse/Significant Other: | _____ | | |
| Child: | _____ | | |
| Child: | _____ | | |
| Child: | _____ | | |
| Other Family: | _____ | | |

ANIMALS

_____ Do you have any **ANIMALS** of any kind? (indicate Yes OR No)

If Yes, indicate type/breed below. If permitted, a pet fee, pet deposit, and current Vet records required.

1. _____

2. _____

SMOKING / VAPING

_____ Does anyone SMOKE or VAPE? (Yes OR No) If yes, do you only smoke or vape outdoors? _____

**** Our managed properties are NON-SMOKING and NON-VAPING properties.**

**** NO SMOKING and NO VAPING is permitted in the interior of any unit, including for any medicinal purposes. ****

BACKGROUND

_____ Have you or anyone in your household EVER had ANY criminal charges? (YES or NO)
If Yes, you MUST provide information on a separate page, indicate type of charge(s), dates and status.

RESIDENCE HISTORY

List current residence first, then previous residences. We require at least 3 years.
Attach a separate page if spouse/significant other has different information than primary and/OR if you have had more than 2 residences within the last 3 years.
Rental verifications obtained from either Property Owner OR Property Manager ONLY.
If Rental, you MUST have been on lease and financially responsible for Payment Amount indicated.
FYI: Copy of current Lease MUST be provided with application.

Occupant #1 / Name: _____

CURRENT / Full Address: _____

Dates/From and To: _____

Monthly Amount: \$ _____ Is this the full amount for the entire property - Yes or No? _____

Owned or Rented: _____

Reason for leaving current residence? _____

Landlord/Property Management Co. ONLY: Name, Contact Info, Office or Payment Address + Phone Numbers (NO CELLS):

Occupant #2 / Name: _____

PREVIOUS / Full Address: _____

Dates/From and To: _____

Monthly Amount: \$ _____ Is this the full amount for the entire property - Yes or No? _____

Owned or Rented: _____

Reason for leaving this previous residence? _____

Landlord/Property Management Co. ONLY: Name, Contact Info, Office or Payment Address + Phone Numbers (NO CELLS):

GENERAL QUALIFICATION CRITERIA (also listed at arirentals.com @ FAQ Tab)

Qualification Criteria includes, but is not limited to:

1. Individual or family makes 3 times the rent amount (Gross Income/before deductions).
(If you don't have that ratio you can let us know if you have a co-signor that would apply and qualify with you.)
2. Has a credit score of 670 * or higher with no (or low) negative items on their credit or history.
3. Steady and verifiable employment history and income.
4. Have no negative background history.

No matter the credit score, even if it is within the desired range or higher, we do NOT rent to anyone who has any unsatisfied rental accounts, unsatisfied evictions or collections/charge offs above the limits stated below.

* There are some alternatives to pay an additional month(s) security deposit depending on your credit score (see below). If your score is too low, the only other option would be to have a CO-SIGNOR that qualified completely on their own, until your credit situation improved.

Should a prospect have less than a 670 credit score, IF ALL other information verifies to our satisfaction, and any negative accounts, collections, charge offs, etc. were under a certain amount, then the following additional security deposit amounts MIGHT be possible as an alternative. Depending on the type and amount of negative accounts, collections, and/or charge offs, the limit shall be no more than \$2,000 max per individual OR \$3,500 max per couple. Under no circumstances can there be any unsatisfied rental account, or unsatisfied eviction.

Credit Score of 640 to 669 = pay a 1 and ½ months Security Deposit
Credit Score of 611 to 639 = pay a 2 month Security Deposit
Credit Score of 580 to 610 = pay a 3 month Security Deposit
Credit Score below 580 = prospect will need a cosigner who can qualify on their own.

Please be advised that:

We do NOT rent to anyone with an open/active Bankruptcy.

We do NOT rent to anyone with open/active criminal charges, probation, etc.

We do NOT accept or handle any personal information, all information required for application MUST be uploaded via a 3rd party vendor to the online application ONLY. We cannot accept any personal information directly.

We do NOT accept bank statements or check copies as evidence of income.

Individual who are self-employed, "cash only" or "1099" employees MUST provide with online application ONLY, the most recent Tax Return, Prepared by a Certified Tax Professional ONLY, we CANNOT accept Self-Prepared.

APPLICATION INFORMATION

When a prospect occupant applies for a property, this Preshowing Form and the information the prospect has indicated herein would be added to their online application and made a part hereof.

I/We (prospect applicant(s)) hereby state that all information provided on this form is accurate, and understand that any omitted and/or misrepresented information is grounds for rejection of consideration, denial of application or immediate termination of Lease. I understand and agree that ALL information provided MUST be verifiable by Apalachee Realty Inc. directly through the sources (no unlisted cell phones). If your employer requires verification through a third party verifier such as "The Work Number", there is an additional cost of \$54.95 per inquiry (or whatever that vendors current charge is) that will also be due BEFORE an application would be processed. Please check with your employer or Human Resource Dept. BEFORE applying, so you will know how they handle verification requests. Delays in verification of any information, does not hold your place in line for any properties. Until a Lease is signed, properties will continue to be advertised, shown and applications accepted.

The Rental Application Fee is \$45 per adult, and is strictly NON-REFUNDABLE.

ALL occupying adults MUST apply separately and include complete information at the time of submission.

Apalachee Realty Inc. strongly recommends that any applicant view a property in person with us first. An applicant can apply without viewing a property in person first (if they choose and at their own risk) but all application fees are NON-REFUNDABLE. A "cancellation fee" applies if the applicant decides to not take possession at the move in inspection.

Apalachee Realty Inc. will NOT process any application without having a fully completed pre-showing form with signature(s), and will not process any application without complete information as required. **All applicants MUST submit with online application ONLY (at least): a current, valid U.S. DRIVERS LICENSE, most recent W2, and 2 most recent payment advices.** Depending on specific circumstances, additional information may be required with online application. (i.e. official proof of child support, divorce decree, etc.)

Apalachee Realty Inc. strongly recommends that applicants ask about applying for a property beforehand so that specific application instructions can be given to avoid any confusion or delay on applicants part. Applicants must submit all required information with/at the time of their online application only. We do not accept any emailed personal information, and cannot hold any property, nor wait for any reason. **Do NOT apply until you have complete information to upload with your online rental application.** You cannot save and return to complete later, it MUST be completed on first attempt. If you do not upload and provide all required information at the time of application, you would have to apply online again (at your expense) in order to completely apply by including all required information. If we do not receive an application from an ideal candidate(s), we will consider other, lesser qualified prospects as possible alternatives. This is only on a case by case basis and no obligation is made on our part to rent to anyone less than the ideal candidate. We cannot give any applicant a definite answer unless/until we actually processed their application(s) and information completely.

Properties will be rented to the first applicant that is processed completely, qualifies and is approved, completes all required Lease paperwork, and pays all required funds due. I understand that multiple applications may be considered for the property that I am applying for, and that no priority is guaranteed. I further acknowledge that this Preshowing Form, together with an online application, even if accepted, shall under no circumstances be considered a Lease Agreement and that no Lease shall exist until both parties (applicant and Apalachee Realty Inc.) enter into a formal, written Lease Agreement and applicant pays all required fees, advance rent, security deposit, pet fee (non-refundable) and pet deposit (potentially refundable and ONLY applicable IF animal(s) are permissible), and provides all required information and documentation, etc.

By prospect occupant(s)/applicant(s) signing this preshowing form and officially applying online, he/she/they expressly give authorization for Apalachee Realty Inc. and their representatives to contact companies, government/courts and/or individuals in order to verify any or all of the following: employment, income, credit screening, background screening, national eviction reports, current and previous residency information, character reference(s), payment history (current and past), collections status and any other information available and/or deemed applicable by Apalachee Realty Inc. Your payment history with our firm may be reported to one or more of the credit reporting agencies. Any discrepancy would be up to you (as a Tenant) to resolve with the credit reporting agencies. Any legal proceedings will be a matter of public record.

I understand and agree that I am to inform Apalachee Realty Inc. of any changes in this information, and to let them know immediately if any phone number(s), email address(es) and employment changes. (As an applicant or Tenant.)

Lease MUST begin within 10 days of submitting your online application (Landlord does not hold properties).

Rent is due on the 1st of each month, No Exceptions.

Rental Payment are made ONLINE ONLY, No Exceptions.

All repair requests MUST be submitted online through the Tenant Portal.

All occupying adults must sign. If more than 2 adults, they must use a separate pre-showing form.

Signature(s): _____
Printed Name: _____ (Date) Name: _____ (Date)

VIEWING APPOINTMENTS are scheduled during business hours ONLY Monday through Friday, between 8am and 4pm. Indicate what day(s) and time(s) you would be available to meet and view this property(ies)?

INSTRUCTIONS ON HOW TO SUBMIT THIS PRESHOWING FORM

Email to us as a PDF attachment **ONLY**.

**** We can ONLY open pdf/adobe attachments. ****

We **CANNOT** open photos/jpg, links, word documents, nor any other types of attachments as they could have virus or spyware vulnerabilities.

Click the Preshowing Form TAB, the form will open or download to your device.

ADOBE ACROBAT READER is a free app/program and if you have it on your device, when you open the form as a pdf (after you have downloaded it), there will be a toolbar either in the upper or right hand side, where you can click "**FILL IN & SIGN**", OR you might see a pen at the bottom right corner of the form. Click that and then wherever you place the cursor, you can type your information on each line. When you are finished, **SAVE THE FORM and EMAIL TO US** attaching the saved version that you created.

ADDITIONAL INFORMATION (*Optional*) Can be included here:
