



575 GAINES SCHOOL RD. • ATHENS, GEORGIA 30605 • OFFICE: 706/353-8478 • FAX: 706/353-3532

## APPLICATION ACCEPTANCE STANDARDS

Thank you for considering our property for your next home. The following information is to assist you in the application process and make it go as smooth as possible. This application must be filled out **COMPLETELY** before it will be processed. Giving incorrect or incomplete information on this application will be reason for denial.

To apply under your own credit the following information is required. All will be verified.

1. Name, address, and phone number of unrelated current and immediate previous landlord. If you do not have a rental history with a landlord who is not related to you, a third credit reference with a six month payment history is required.
2. A credit report will be obtained from Equifax Credit Information Services. If no credit has been established, two credit references for each applicant must be included. These cannot be relatives or other individuals, but must be verifiable businesses. Credit references must have a minimum six month payment history and payments must be more than \$50.00 per month on each account. Credit accounts that are paid out can be used if last payment was made within three months. Utilities can only be used if you obtain a credit letter from them. If bankruptcy has been declared in the last 7 years, proof must be presented that credit has been reestablished.
3. Verifiable employment history of at least six months. Please include a copy of your most recent paycheck.
4. Gross weekly income must equal the monthly rent. Income must be stable and there must be a reasonable expectation that it will continue during the course of the lease.

Because of their limited resources and credit history, we allow students to use parental consent forms to qualify for an apartment. To be eligible to use a parental consent form, you **MUST** be a full-time student and provide proof of enrollment. Students are welcome to qualify on their own merits under the above qualifications. Parental Consent forms should be completed, notarized, and returned with the application and application fee.

We have a **NO PET POLICY**. If you have a pet on the grounds or in the apartment at any time, you will immediately forfeit your security deposit and may be asked to move. In this event, the full penalties for breaking the lease would be in effect.

A \$25.00 non-refundable application fee is due when application is submitted. Once an application is approved and a deposit accepted, a specific apartment is being reserved for you and you have entered an agreement to lease from us. After deposit is accepted by management, the deposit is nonrefundable after three working days until end of lease term.

It usually takes approximately 1-5 days to check references on applications. However, some references require written requests for information. In that case, we must wait for a response from that reference.

Please be sure to leave a day time phone number where you may be reached.

I have read and understand the above information.

# APPLICATION TO LEASE APARTMENT

## Must Be Completed In Full

**\$25 Application Fee**

**No Pets**

1. Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_  
 Current Employer \_\_\_\_\_ Phone \_\_\_\_\_ Income \_\_\_\_\_
2. Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_  
 Current Employer \_\_\_\_\_ Phone \_\_\_\_\_ Income \_\_\_\_\_
3. Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_  
 Current Employer \_\_\_\_\_ Phone \_\_\_\_\_ Income \_\_\_\_\_
4. Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_  
 Current Employer \_\_\_\_\_ Phone \_\_\_\_\_ Income \_\_\_\_\_

Number of Adults Who Will Occupy Apartment \_\_\_\_\_ Children \_\_\_\_\_

Name of Child \_\_\_\_\_ Age \_\_\_\_\_

**Automobiles:**

	Make/Model	Color	Tag Number
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

**Nearest Relative (One for Each):**

	Name	Relationship	Address	Phone
1	_____	_____	_____	_____
		City _____	State _____	Zip _____
2	_____	_____	_____	_____
		City _____	State _____	Zip _____
3	_____	_____	_____	_____
		City _____	State _____	Zip _____
4	_____	_____	_____	_____
		City _____	State _____	Zip _____

I certify that the information given on this application is true and correct. I authorize Lane Properties to contact any reference on this application. I also authorize Lane Properties to contact the credit bureau for information. I have read the reverse side and understand that processing of my application will not begin until all information on the application is completed and a \$25 application fee has been paid. **WE DO NOT FEEL THAT THE UPSTAIRS UNITS ARE SAFE FOR SMALL CHILDREN BECAUSE OF THE IRON AND CONCRETE STAIRWAY. IF YOU HAVE SMALL CHILDREN AND CHOOSE AN UPSTAIRS UNIT, YOU WILL BE REQUIRED TO SIGN A WAIVER RELEASING US FROM LIABILITY.**