



Brittany Place Apartments
3246 Covington Dr.
Decatur, GA 30032
(404) 288-4646

Apartment Rental Application

Rental Criteria

- All applicants must be at least eighteen (18) years of age or older.
- Applicant must have verifiable current employment or income with a gross monthly income of at least three (3) times the rental rate. In the event that the applicant has been at his or her current job for a period of six (6) months or less, then the applicant must provide verification or prior employment. Should the applicant be self-employed, he or she must then provide a copy of the previous year's tax return.
- Applicant must have a verifiable rental reference of six (6) months or more. Applicant must not have more than two (2) late payments and/or non-sufficient fund (NSF) checks in one (1) year of residency. Any applicant with questionable rental history or a prior eviction may be subject to denial of application.
- Applicant credit reports must be in good and acceptable standing. Medical collection accounts will be the only exception in determining acceptable credit. Personal bankruptcies shall be allowable as long as the applicant meets all other qualifications and criteria and has re-established a good credit rating.
- Any and all adults must complete a rental application, be listed on the lease as a resident, and have full liability to fulfill all terms and conditions of the lease.
- Roommates must each have a gross monthly income of at least two (2) times the rental rate, and they must each fill out an application and pay an application fee and meet qualification criteria.
- A Lease Guarantor will be accepted on behalf of full time students and for persons with no prior rental or credit history. A Lease Guarantor must complete a Lease Contract Guaranty. Income requirement for a co-signer is six (6) times the rental amount.
- **MAXIMUM OCCUPANCY STANDARDS:**
 - 1 Bedroom has a maximum occupancy of two (2) persons.
 - 2 Bedroom has a maximum occupancy of four (4) persons.
- A family may occupy a rental unit as long as the family does not exceed a maximum of two (2) persons per bedroom plus a child who is less than six (6) months old and who sleeps in the same bedroom with the child's parent or guardian. If the applicant is pregnant or has a child less than six (6) months old at the time of moving in and the newborn child reaches six (6) months of age during the lease term, the resident may stay in the unit for the duration of the lease term. However, if the number of residents exceeds the maximum per bedroom limit because the newborn reaches or exceeds the six (6) month limitation at the end of the lease term, the applicant must apply for and if accepted move into a larger unit, if available. Under no circumstances can the applicant remain in a unit where occupants exceed the maximum occupancy standards.

I have read and agree to the above rental criteria requirements.

Applicant Signature

Date



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Application Process Check List

- Application Completed
 - Administration Fee \$100 (*non-refundable*)
 - Application Fee \$65 (*non-refundable*)
- Identification
- Social Security Card
- Proof of Income (1 month pay stub)
- Monthly Salary is 3x the amount of Monthly Rent
- Landlord Reference
- Employment Verification

If anyone is under the age of 18, living on property in the apartment, please provide:

- Birth Certificate
- Social Security Card

Move-In Checklist

Upon approval of application the following will be required before move-in.

- Security Deposit \$300*
- One Month Rent
- Sign Lease
- Move-In Inspection Completed
- Proof of Renter's Insurance
- Utilities Responsibility Form Completed

**subject to change based on applicant eligibility*



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Landlord Reference

Applicant

AUTHORIZATION TO RELEASE INFORMATION OF RESIDENCY

Full Name: _____
Last First M.I.

SSN: _____ Phone: _____

I hereby authorize to release the information requested below. I will not hold the landlord or its agents responsible or liable for any information released. I understand that the information includes, but is not limited to, rental payment history, reason for moving, housekeeping habits, damages to the property, date of move-out and/or disturbances.

Signature: _____ Date: _____

Landlord

Please email back to brittany.apartmentsleasing@gmail.com

Property or Landlord Name _____

Monthly Rent Amount _____ Length of Residency _____

Number of Late Payments _____ Returned Checks? _____

Any Documented Complaints? Yes No

If so, please explain

Was Applicant asked to move? Yes No

If no, did Applicant give proper notice? Yes No

Was unit left in good condition? Yes No

If no, please explain damages or cleaning needed

Any money left owing? Yes No Amount _____

Would you Re-rent to applicant? Yes No

Additional Comments: _____

Signature

Title

Phone

Date



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Employment Verification

Applicant

AUTHORIZATION TO RELEASE INFORMATION OF EMPLOYMENT

Full Name: _____

Address: _____

Phone: _____

Date of Birth: _____ SSN: _____

I hereby authorize to release the information requested below from my employer regarding my employment status and compensation.

Signature: _____ Date: _____

Employer

Please email back to brittany.apartmentsleasing@gmail.com

Company: _____

Position: _____

Date of Hire: _____ Full time Part time

Wages: _____ Hourly Weekly Bi-Weekly Annual

Hours per week: _____

Likelihood of employment continuing: _____

Other Remarks: _____

I certify that the information I have given on this form is true and correct to the best of my knowledge. I also certify that I have the authority to provide this information on behalf of this company. I understand I can and will be penalized by law if I commit perjury by purposely giving false information on this form.

Printed Name

Job Title

Employer Phone Number

Signature of Employer

Date



Brittany Place Apartments

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Apartment Rental Application

Non-Refundable Fee: \$165

Rental Unit

Property Name: Brittany Place Apartments
Address: 3246 Covington Drive
Decatur, GA 30032
Phone: (404) 288-4646

Bedrooms: 1Bd, 1Bath 2Bd, 1 Bath
Type: 850Sqft. 950Sqft. 1000Sqft. 1140Sqft.
Other: Renovated

Anticipated Move-In Date: _____

How did you hear about our property? _____

Applicant Information

Full Name: _____
Last First M.I

Date of Birth: _____ Social Security No.: _____ License Number / State ID: _____

Current Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Alternative Phone: _____

Email: _____

Additional Occupants

Name: _____ Relationship to Applicant: _____

Name: _____ Relationship to Applicant: _____

Name: _____ Relationship to Applicant: _____

Name: _____ Relationship to Applicant: _____

Name: _____ Relationship to Applicant: _____

Vehicle Information

List vehicle information for all vehicles that are owned or operated by any additional occupants:

Make/Model/Year: _____ License Plate: _____ State Issued In: _____

Make/Model/Year: _____ License Plate: _____ State Issued In: _____

Make/Model/Year: _____ License Plate: _____ State Issued In: _____

Rental History

Please list your last three most recent addresses.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Landlord: _____ Phone: _____

How Long? From: _____ To: _____ Monthly Rent: \$ _____

Reason for Leaving: _____

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Landlord: _____ Phone: _____

How Long? From: _____ To: _____ Monthly Rent: \$ _____

Reason for Leaving: _____

Address: _____
 Street Address Apartment/Unit #

 City State ZIP Code
 Landlord: _____ Phone: _____
 How Long? From: _____ To: _____ Monthly Rent: \$ _____
 Reason for Leaving: _____

Financial History

Employment Information

Please list employment from the past five years.

Company: _____
 Address: _____
 Job Title: _____ Income: \$ _____ Per: Week Month Year
 Supervisor: _____ Phone: _____
 How Long? From: _____ To: _____

 Company: _____
 Address: _____
 Job Title: _____ Income: \$ _____ Per: Week Month Year
 Supervisor: _____ Phone: _____
 How Long? From: _____ To: _____

 Company: _____
 Address: _____
 Job Title: _____ Income: \$ _____ Per: Week Month Year
 Supervisor: _____ Phone: _____
 How Long? From: _____ To: _____

Additional Financial Information

Do you have a checking and/or savings account? Yes No

Do you have any credit cards? Yes No

Do you have any loans and/or debts? Yes No

From where and how much: _____

Do you receive any additional income other than through employment? Yes No

From where and how much: _____

Other Information

Have you or any addition occupants ever been evicted? Yes No

If yes, please explain: _____

Have you ever filed for bankruptcy? Yes No

If yes, please explain: _____

Have you or any additional occupants been convicted of a felony? Yes No

If yes, please explain: _____

Have you or any additional occupants been convicted for dealing or manufacturing illegal drugs? Yes No

If yes, please explain: _____

Are you or any additional occupants subject to a lifetime sex offender registration in any state? Yes No

If yes, please explain: _____

Emergency Contact Information

Name: _____ Phone: _____

Relationship: _____

Disclaimer and Signature

Applicant has submitted the sum of \$165.00, which is a non-refundable payment for a credit check, and processing of the application by Brittany Place Apartments. This sum does not represent a rental payment or payment of the lease fee. In the event that this application is disapproved, or applicant cancels, this sum will be retained by Brittany Place Apartments to cover the cost of processing this application as furnished by the applicant.

I hereby certify that I am at least 18 years of age. I certify that the information given herein is complete and correct. Brittany Place Apartments or its agent is hereby expressly authorized to verify the accuracy and correctness of these statements, to communicate with my employers, creditors and landlords, and to procure such other information (including credit reports) which Brittany Place Apartments may require to evaluate this application at the time application is submitted and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of application, or Management may immediately terminate any tenancy entered into in reliance upon misinformation given on the application.

Signature: _____ Date: _____