

Wiregrass Properties  
606 Baytree Road Valdosta, GA 31602  
Rental Office: 229-247-0100  
Fax: 229-247-0008

Application fee are as following:

Single \$40.00  
Married \$60.00  
Military \$30.00

## **Wiregrass Properties** **APPLICATION REQUIREMENTS**

- Application(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. If married, the joint application fee is \$60.00, Married Military \$30.00. The fee may be paid in office, CashApp ( \$wiregrassproperties ) or Venmo (Leanna-Wiregrass)
- Wiregrass Properties reserves the right to process a criminal background check.
- For employment verification, Wiregrass Properties requires your previous 3 paystubs or 2 years of tax returns for those self employed.
- For rental verification, Wiregrass Properties will need your landlord's phone, email and fax information.
- Incomplete applications will not be processed. ALL fields MUST be completed.
  
- ***STUDENT APPLICANTS – WE REQUIRE A PARENT GUARANTOR FOR ALL STUDENT APPLICANTS. GUARANTOR(S) MUST COMPLETE AN APPLICATION, PAY APPLICATION FEES AND SIGN (WITH NOTARY) A PARENT GUARANTOR FORM PRIOR THE LEASE BEING SIGNED.***
- ***SECURITY DEPOSIT, PRO RATED RENT, PROOF OF RENTER'S INSURANCE ALONG WITH ALL REQUIRED UTILITIES, MUST BE PROVIDED PRIOR TO TAKING POSSESSION OF THE PROPERTY.***

**For ALL properties regardless of move in date. Rent is due on the 1st and late after the 5th, no exceptions for holidays.**

**HOLDING FEES:**

\_\_\_\_\_ (Initials) I have visited the Property and had the opportunity to inspect it. I understand that I am accepting the Property "AS IS" except for any stipulations, changes or modifications that are listed as contingencies of this application. If any stipulations cannot be met, or an acceptable compromise agreed to by all parties, I understand that any fees I have paid with the submission of this Rental Application will be returned to me.

\_\_\_\_\_ (Initials) I have NOT yet visited or seen the Property in person. Nor am I relying on any information, photos, or any other representations of the Agent through whom I learned of this Property, except for information the Agent provided to me in writing. However, I understand that if my application is approved, any fees that I have paid with the submission of this Rental Application are Non-Refundable and any obligations under the lease I sign are fully enforceable. Having not viewed the Property will in no way be a reason for any refund or cancellation of the agreement.

**PLEASE NOTE – THE ONLY THING THAT TAKES A PROPERTY OFF OF THE RENTAL MARKET IS TO PLACE A HOLDING FEE ON THE PROPERTY. YOU MAY NOT PLACE A HOLDING FEE UNTIL YOU HAVE SEEN THE PROPERTY AND HAVE AN APPROVED APPLICATION!**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Neatly complete all information below. All applicants over the age of 18 must complete and sign their own application.

**Application is hereby made to rent the premises generally described as:**

\_\_\_\_\_

If my application is accepted I would like to move in on \_\_\_\_\_ (Date).

Have you ever been party to an eviction? [ ] Yes [ ] No

Applicants full name \_\_\_\_\_ DOB \_\_\_\_\_ SSN# \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_ Email address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Landlords Name: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

How long at this address \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Landlords Name \_\_\_\_\_ Phone # \_\_\_\_\_

How long at this address \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Present Employer \_\_\_\_\_ Position \_\_\_\_\_ Mo. Income \_\_\_\_\_

Phone # \_\_\_\_\_ How long at job \_\_\_\_\_ Other income/source \_\_\_\_\_

Employers Address \_\_\_\_\_ City \_\_\_\_\_

\*\*\*\*\*  
Spouse's full name \_\_\_\_\_ DOB \_\_\_\_\_ SSN# \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Landlords Name: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

How long at this address \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Landlords Name \_\_\_\_\_ Phone # \_\_\_\_\_

How long at this address \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Present Employer \_\_\_\_\_ Position \_\_\_\_\_ Mo. Income \_\_\_\_\_

Phone # \_\_\_\_\_ How long at job \_\_\_\_\_ Other income/source \_\_\_\_\_

Employers Address \_\_\_\_\_ City \_\_\_\_\_

**AUTOMOBILE INFORMATION**

Auto Yr \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ State/License Plate # \_\_\_\_\_

Auto Yr \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ State/License Plate # \_\_\_\_\_

**PET INFORMATION:**

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

Do you desire to bring a pet to the property? Yes \_\_\_\_\_ No \_\_\_\_\_

How Many/Type \_\_\_\_\_

**OCCUPANTS:**

List of ALL (INCLUDING YOURSELF) occupants and ages. Occupants living in the home that are not listed in this section are a violation of our lease agreement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES: Personal References (NO FAMILY ALLOWED)  
MUST HAVE COMPLETE ADDRESS LISTED**

Name \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

*Closest living relative NOT living with you:* Name: \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

**ALL ADDRESSES MUST BE COMPLETE AND VERIFIABLE WITH THE US POSTAL SERVICE**

Have you ever been convicted of a felony? Yes/No: If Yes, Please Explain: \_\_\_\_\_

How did you find us? Please check one:  Internet,  Signs,  Rental List,  Other

Under penalty of Perjury, I/WE CERTIFY that all of the answers given herein are true and complete to the best of my knowledge. I/WE authorize investigation and verification of all statements contained in this application. I/WE authorize verification of any and all information for tenant screening as may be necessary in arriving at a tenant decision, including but not limited to, credit reports, rental history, proof of income/employment and criminal background checks. I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

I/WE understand that should I lease a property, *Wiregrass Properties*, and it's agent(s) shall have the continuing right to review my credit information, criminal information, rental application and payment history for account review purposes and for improving application review methods.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## RENTAL VERIFICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEASE DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**\*\*Applicant hereby authorizes verification of rental history\*\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your timely response to our request for rental verification information. We do try to process applications within 24 hours. Please return this information to us as soon as possible by fax at 229-247-0008 or email to [leanna@wiregrassproperties.com](mailto:leanna@wiregrassproperties.com)

Again thank you for helping us process this application expediently.

### **TO BE COMPLETED BY LANDLORD ONLY:**

1. Rent amount: \_\_\_\_\_
2. Number of late payments: \_\_\_\_\_ Disposessory Warrants: \_\_\_\_\_
3. History of returned checks: \_\_\_\_\_
4. Was proper notice to vacate given? \_\_\_\_\_
5. Was the property maintained properly? \_\_\_\_\_
6. Complaints? \_\_\_\_\_
7. Was the security deposit refunded? \_\_\_\_\_. If not, why? \_\_\_\_\_  
\_\_\_\_\_
8. Would you rent to this tenant again? \_\_\_\_\_ If not, why? \_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

## EMPLOYMENT VERIFICATION

NAME: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

COMPANY: \_\_\_\_\_

**\*\*Applicant hereby authorizes verification of employment verification\*\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your timely response to our request for employment verification information. We do try to process applications within 24-48 hours. Please return this information to us as soon as possible by fax at 229-247-0008 or email to [leanna@wiregrassproperties.com](mailto:leanna@wiregrassproperties.com)

Again thank you for helping us process this application expediently.

### TO BE COMPLETED BY EMPLOYER ONLY:

POSITION: \_\_\_\_\_

MONTHLY WAGES: \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

PHONE# \_\_\_\_\_ FAX # \_\_\_\_\_