

# Historic Home Rentals & Property Management

[www.EastBroadStreet.com](http://www.EastBroadStreet.com)

a business unit of JRAC, Inc.

P.O. Box 765, Newnan, GA 30264

Tel: (770) 683-6531

Fax: (770) 683-6530

info@jrac.com

## RESIDENTIAL RENTAL INFORMATION PACKET

This document contains information pertaining to the rental application process for properties managed by *Historic Home Rentals & Property Management* ("HHR").

### Our Philosophy

We use a consistent and rigorous selection process to ensure we build a strong Landlord-Tenant business relationship. Part of our success has been making sure each potential applicant fully understands our application process, the selection criteria, and expected financial obligations of renting one of our Historic Homes.

The outline below gives an overview of the information included in this packet. We strongly recommend each potential applicant review this information before completing our residential rental application form.

### The Application Process

#### Selection Criteria

- Income and Credit Qualification
- Past History
- Rental History
- Screenings that will be preformed

#### Funds Required

- Non-Refundable Processing Fees
- Deposits
- Lease Execution and Payments
- Utilities
- Appliances
- Pet Policy

### Important Disclosures

- Smoking Policy
- Rent History Reporting
- Lead Paint Disclosures

### Application Form Instructions

#### Application Form

**JRAC, Inc., d/b/a Historic Home Rentals & Property Management follows Fair Housing Laws, and does not discriminate based on race, creed, sex, religion, age, family status, handicap or national origin.**

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## Application Process

When you submit a residential rental application to HHR, we will apply the following process to determine your eligibility to rent one of our Historic Homes.

### Selection Criteria

The primary selection criteria we use to qualify or disqualify a potential applicant are:

- **Accuracy of Application Information** - Incomplete, misrepresented or fraudulent applications will be subject to delay or disqualification and/or additional fees may be levied prior to continuation of the screening process. Any false or misrepresented information you provide or information obtained which proves the application to be fraudulent will be a basis for immediate disapproval.
- **Income Qualification** - Renting a home is a major expense to you, and a major credit risk to us. Therefore we want to make sure you have sufficient income to cover the rental costs plus other living expenses, including other debt payments. We expect a successful applicant to have income of two- to -three (2-3) times the monthly rental amount, depending on the amount of outstanding debt. We will also consider length of employment (job stability).
- **Credit Qualification** - A minimum credit score of 600 is expected. Delinquent accounts or unpaid judgments will be considered. Unpaid judgments related to rental housing will disqualify the applicant. Bankruptcies will be considered on an individual basis.
- **Past History** - We have found that past history is a good predictor of future actions. Having an excellent past payment history, no criminal record, and great recommendations will certainly meet our expectations for past history. However, we do realize that past events may be just that-- past. Therefore, you may submit any additional documents that you feel may assist or support you for qualifying for this property.
- **Rental History** - Frequency of moves and length of residencies at previous locations will be considered. A record of frequent late rent payment, failure adhere to material terms of a lease, unpaid damage to property, frequent disturbances, or failure to respond to notices will disqualify the applicant.
- **Screenings that will be preformed** - In order to accurately consider the selection criteria described above, we perform at least these screenings: Identify Verification, Income and Employment Verification, Credit History, Criminal Record, Previous Landlords, and References.

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## Funds Required

Below is a list of the expenses you need to consider before applying to rent one of our Historic Homes:

- **Non-Refundable Processing Fees** - There is a \$25 CASH, MONEY ORDER OR CASHIER'S CHECK (TO "JRAC, Inc.") PER ADULT non-refundable processing fee for each application submitted. (No personal checks accepted.) This is used to partially cover the cost of credit checks and criminal background checks.
- **Pre-Lease Deposits** - We do not require pre-lease deposits, and we do not normally accept a deposit to "hold" a property.
- **Security Deposits** - We require a Security Deposit in the amount equal to one full month's rent. Security deposits will be returned after the termination of the lease, minus any fees, repair expenses, etc., as per the terms of the Lease Agreement.
- **Lease Execution and Payments** - Due at signing of the Lease Agreement will be the first full month's rent (30 days, not pro-rated), the Security Deposit, plus any other fees or deposits described in this document. This first payment (including fees and deposits) must be paid in CASH, MONEY ORDER OR CASHIER'S CHECK (TO "JRAC, Inc."). Thereafter, we will also accept personal checks, according to the terms of the Lease Agreement.
- **Utilities** - All utilities are the responsibility of the tenant. Remember that many utility companies require a deposit to place utilities in your name. If any utilities are in the name of landlord at the time of executing the lease, you will not be provided keys or possession of the home until we are provided with evidence that those utilities have been transferred into your name. No refund or credit will be given in the event of possession being delayed beyond the lease commencement due to failure of the tenant to have transferred the utilities. Contact information for all applicable utility companies will be provided when you execute the lease agreement, and can also be downloaded from our website.
- **Appliances** - All our Historic Homes are rented with a working stove-oven unit and refrigerator. Some homes have other applications (such as a dishwasher or microwave oven) as well. If you desire additional appliances, these can be purchased or rented at an additional cost.
- **Pet Policy** - Our general policy regarding pets is "small in-door pets only". Depending on the type and size of your pet, a Pet Security Deposit may be required, in amounts ranging from \$100 to \$500. Large pets will not be permitted in-doors. Please be specific in your rental application regarding pets so that we may accurately quote the deposit amounts. If evidence is found later that the Lease Agreement terms regarding pets has been violated, you risk losing part or all of your Security Deposits.

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## Important Disclosures

- **Smoking Policy** - All our Historic Homes are non-smoking houses. Smoking is not permitted within any of our homes. If evidence is found later that the Lease Agreement terms regarding smoking in the rental property have been violated, you risk immediate eviction as well as the loss of all of Security Deposits.
- **Rent History Reporting** - It is our policy that any adverse rent history will be reported to the three major credit bureaus and rental history databases.
- **Lead Paint Disclosures** - All of our Historic Homes are over 80 years old, and as such there exists the possibility that lead-based paint may be found on the properties. While we do not have any specific knowledge of lead-based paint in these properties, we warn you of the possible risk. To help you judge this risk yourself, you can download a copy of the EPA document "Protect Your Family from Lead in Your Home" from <http://www.epa.gov/lead/pubs/leadpdf.pdf> A copy of this pamphlet will also be provided at the signing of a Lease Agreement.

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MOVE IN DATE: \_\_\_\_\_

LEASE APPT: \_\_\_\_\_

FEES PAID: \_\_\_\_\_

## RESIDENTIAL RENTAL APPLICATION

PROPERTY: \_\_\_\_\_ RENT: \$ \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_

JRAC, Inc., d/b/a Historic Home Rentals & Property Management does not discriminate based on race, creed, sex, religion, age, family status, handicap or national origin.

### RENTAL APPLICATION INSTRUCTIONS

Please complete your application **IN FULL**. Incomplete, misrepresented or fraudulent applications will be subject to delay or disqualification and/or additional fees may be levied prior to continuation of the screening process. Any false or misrepresented information you provide or information obtained which proves the application to be fraudulent will be a basis for immediate DISAPPROVAL. When submitting your application for processing, please attach and/or provide the following:

- PROCESSING FEE:** \$25.00 CASH, MONEY ORDER OR CASHIER'S CHECK (TO "JRAC, Inc.") PER ADULT (NO PERSONAL CHECKS) In the event a co-signer is required for the guarantee, a fee of \$25.00 is required for processing the co-signer's application. *(The application fees are not refundable)*
- VALID PHOTO I.D & Social Security Card.:** A photocopy of a valid U.S. or foreign drivers license, a military ID, a Resident Alien Card, or a valid passport is required for each adult occupant. A photocopy of Social Security card(s) is required as well.
- PROOF OF INCOME:** Each applicant must submit two (2) current and consecutive paycheck stubs or two (2) Bank Statements (the activity page only) or if you are a government employee, the last Leave & Earning Statement (LES).
- BANKRUPTCY:** All bankruptcies must be discharged and only one (1) bankruptcy is acceptable within a seven (7) year period.
- MISC. DOCUMENT(S):** You may submit any additional documents that you feel may assist or support you for qualifying for this property.

The screening process is based upon the completeness and accuracy of your rental application. Spaces that are left blank, submitted incorrectly or misleading information on this application will only decrease your chances of approval.

### PLEASE PRINT CLEARLY

Last	First	M.I.	Social Security #	Birth Date	Drivers License #	State
<b>Applicant:</b> _____ - _____ / / _____ / _____						
<b>Spouse:</b> _____ - _____ / / _____ / _____						
Telephone (Home): ( ) _____ Cell: ( ) _____ Email: _____						
Applicant (Work): ( ) _____ Ext. _____ Spouse (Work) ( ) _____ Ext. _____						

### LIST ALL OTHER OCCUPANTS

Occupant's Name	Birthdate	Relationship to Applicant
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

**RESIDENTIAL HISTORY** (Beginning with the most current)

(FAILURE TO PROVIDE THE INFORMATION BELOW MAY CAUSE DISQUALIFICATION OR DELAY PROCESSING)

**CURRENT ADDRESS:** \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Landlord's Name & Telephone #: \_\_\_\_\_ ( ) \_\_\_\_\_ Rent Amount Paid \$ \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Landlord's Name & Telephone #: \_\_\_\_\_ ( ) \_\_\_\_\_ Rent Amount Paid \$ \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**PRIOR ADDRESS:** \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Landlord's Name & Telephone #: \_\_\_\_\_ ( ) \_\_\_\_\_ Rent Amount Paid \$ \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Please give complete addresses including zip codes, landlord names and phone numbers, and dates of residency for all 3 references.

**VEHICLE INFORMATION REQUESTED**

Year	Make	License Plate #	State	Color	Year	Make	License Plate #	State	Color
1) _____	_____	_____	_____	_____	3) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	4) _____	_____	_____	_____	_____

**EMPLOYMENT INFORMATION REQUESTED**

(COPY OF YOUR LAST 2 PAY STUBS OR 2 MONTHS BANK STATEMENTS SHOWING DEPOSITS MUST ACCOMPANY THIS APPLICATION)

Applicant's Employer \_\_\_\_\_ Position: \_\_\_\_\_ Telephone #( ) \_\_\_\_\_

How Long: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Other Income: \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Position: \_\_\_\_\_ Telephone #( ) \_\_\_\_\_

How Long: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Other Income: \_\_\_\_\_

Previous Employer, if less than 1 year \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

Other Income Sources: \_\_\_\_\_

**BANKING INFORMATION REQUESTED**

<u>Bank/Institutions Name</u>	<u>Telephone #:</u>	<u>Checking Account #</u>	<u>Savings Acct #</u>	<u>Account Type</u>
1) _____ ( ) _____	_____	_____	_____	[ ] Personal [ ] Business
2) _____ ( ) _____	_____	_____	_____	[ ] Personal [ ] Business

**GENERAL INFORMATION**

(SPACE FOR EXPLANATIONS OF YES ANSWERS PROVIDED AT THE END OF THIS SECTION.)

- How long do you think you will be renting from us? \_\_\_\_\_
- When would you be able to move in? \_\_\_\_\_
- Do you have Pets? (If Yes, list Indoor/Outdoor, Type, Breed, Weight & Age): \_\_\_\_\_
- Do you have Water-filled Furniture? [ ] Yes [ ] No (If Yes, describe) \_\_\_\_\_
- Why are you moving from your current address? \_\_\_\_\_
- Have you ever been delinquent in payment of your rent or any other financial obligations? [ ] Yes [ ] No
- Have you ever been convicted of a felony? [ ] Yes [ ] No
- Have you ever filed Bankruptcy? [ ] Yes [ ] No (If Yes): When/Where? \_\_\_\_\_

9. Have you ever been a defendant in any civil matter involving a Summons and Complaint for Restitution of Premises (Eviction, Unlawful Detainer Action), lawsuit or defaulted on any obligation of a Rental Agreement or Lease? [ ] Yes [ ] No
10. Have you had any recurring problems with your current apartment or landlord? [ ] Yes [ ] No
11. We will run a credit check and criminal background check. Is there anything you want to comment on? [ ] Yes [ ] No

**If you answered Yes to question(s) above, please explain. Also, if you need more space for answers above, add details below:**

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### EMERGENCY CONTACT INFORMATION

In case of emergency, contact: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

Parent(s): \_\_\_\_\_ Address: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

Doctor : \_\_\_\_\_ Address: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

Lawyer : \_\_\_\_\_ Address: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

### AUTHORIZATION

I declare under penalty of perjury under the laws of the State of Georgia that the foregoing is true and correct to the best of my knowledge. I authorize JRAC, Inc., d/b/a *Historic Home Rentals & Property Management* or their agents to: 1) Verify the above information; 2) Obtain a consumer credit report and a consumer background report through a recognized credit reporting agency; 3) Obtain and review DMV data through the authorizing state agency; and 4) Obtain any additional information necessary to complete the screening process. I understand that information will be shared with my creditors upon those creditors providing evidence of their entitlement to such information (in compliance with provisions set forth in the Federal Credit Reporting Reform Act) and that the Process Screening Fee for processing this application is not refundable and will not be applied to future rents even in the event of disapproval. It is further understood that this is an application for residential rental and does not constitute a rental or lease agreement in whole or in part. It is further understood that a \$35 service fee will be charged on all returned checks and all costs incurred to locate any of the above requested information will be paid prior to completion of the screening process.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### HOW DID YOU HEAR ABOUT US?

Newnan Times-Herald Newspaper \_\_\_\_\_ Internet \_\_\_\_\_ EastBroadStreet.com \_\_\_\_\_ Craig's List \_\_\_\_\_  
 AJC Newspaper \_\_\_\_\_ For Rent Sign \_\_\_\_\_ Other Internet Site \_\_\_\_\_ Referral from \_\_\_\_\_