



Real Estate Management Associates

127 South Hill Street · Griffin, GA 30223 · 770-228-0405

Commercial Lease Application

Address applying for: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date you want to move in: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_

Check One:  Cell or  Work

Home Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

City / State / Zip Code

How long has the business been operating? \_\_\_\_\_ Reason for moving? \_\_\_\_\_

Type/Description of Business: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

How long at this address: \_\_\_\_\_ Current rent? \_\_\_\_\_ Have you given notice?  Yes or  No

Landlords Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

(Include Area Code)

Have you ever had an Eviction filed against you?  Yes or  No If yes, when? \_\_\_\_\_

Month / Year

Have you ever been convicted of a felony?  Yes or  No If yes, when? \_\_\_\_\_

Month / Year

List 3 references, include phone number & your relationship to them (ex. Friend, Sibling, Coworker, etc.):

1: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Relationship: \_\_\_\_\_

2: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Relationship: \_\_\_\_\_

3: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name of Employer (if different from business): \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Phone No: ( \_\_\_\_\_ ) \_\_\_\_\_ How long employed? \_\_\_\_\_

**Net** Income: \_\_\_\_\_ How often are you paid? \_\_\_\_\_  
**(Net income is your income after all deductions)** **(Weekly, Bi-Weekly or Monthly)**

How many hours do you work per week: \_\_\_\_\_ **(Do not include overtime)**

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I have read, agree and affirm that all of my statements and information provided in this application are true and complete. I acknowledge that false, undisclosed, incomplete or misleading information herein may constitute grounds for rejection of this application, termination of right of occupancy of all residents and occupants under a lease and/or forfeiture of deposits and fees, and may constitute a criminal offense under the laws of this state.

I understand that this application is preliminary only and does not bind you to execute a Lease or to deliver possession of the premises to me. I authorize you to contact any references listed above and to obtain consumer reports, which may include credit, rental payment and/or eviction history and criminal background information about me and in order to verify the above information. I understand that as my prospective landlord, any co-applicants, occupants, or guarantors that may be added to this application may need to consent to and successfully pass consumer background screening reports.

By agreeing, I authorize you to obtain subsequent consumer reports, including credit reports, to ensure that I continue to satisfy the terms of my tenancy, for the collection and recovery of any financial obligations relating to my tenancy, or for any other permissible purpose. Further, if I have included information on co-applicants, other adult household members, and/or guarantors on this application, I affirm that those individuals have knowledge of their inclusion on this application and expressly authorize you to obtain subsequent consumer reports, including credit reports. I understand that you may report all positive and negative rental payment history to consumer reporting agencies who track this information for landlords, mortgage companies and other creditors.

I and all occupants or guarantors hereby release from all liability or responsibility all persons and corporations requesting or supplying such information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

**Falsifying information on the application will automatically result in a disapproval for any of our properties.**

- Along with your completed application, you will need to provide your driver's license and current proof of income / proof of business funds.
- We require that you/your business make at least 3x the cost of the monthly rent for the property you are applying for in net income each month. If a new business, you can provide a copy of 2 most recent bank statements that shows your income. If an existing business, you may provide a copy of your 2 most recent business bank statements or of the most recent business tax return.
- There is a **\$35.00 non-refundable application fee** to be paid by money order or cash, per applicant. Anyone over the age of 18 must submit their own application. Approved applicants must sign the lease as a responsible party.
- Both sides of the application must be completed and the application signed.

*Before submitting this application, please visit our office between the hours of 9am-4pm Monday-Thursday and 9am-3pm on Fridays to view the property that you are interested in. Your application will not be accepted if you have not viewed the property in-person.*

**On the following Verification of Rental History form, please only sign and print your name where highlighted. We will contact your past and current landlords for the remaining information.**



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Verification of Rental History

We are requesting verification of rental history for the individual named below, who states they are a present or former tenant.

To: \_\_\_\_\_ From: \_\_\_\_\_
Fax No./Email: \_\_\_\_\_ Fax No./Email: \_\_\_\_\_

I hereby authorize you to release the following information regarding my tenancy to RMA.
Tenant Printed Name \_\_\_\_\_
Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Rental history for: \_\_\_\_\_
Property Address: \_\_\_\_\_
Residential or commercial lease? \_\_\_\_\_
Date moved in: \_\_\_\_\_ Date moved out: \_\_\_\_\_
Monthly Rent: \_\_\_\_\_ Was rent paid on time? Yes or No Number of times late: \_\_\_\_\_
What was included in rent? \_\_\_\_\_
Did they follow the rules? Yes or No
Complaints by others (explain)? \_\_\_\_\_
Was rental unit taken care of? Yes or No
If unit was damaged, what was damaged? \_\_\_\_\_
Overall rating as a tenant (good, fair, poor, explain): \_\_\_\_\_
Would you rent to them again? Yes or No
Did they give notice of moving? Yes or No Was full security deposit returned? Yes or No
If full security deposit wasn't returned, why not? \_\_\_\_\_

Person providing information: \_\_\_\_\_ Date: \_\_\_\_\_
Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Please fax the completed form back to: (770) 228-0450 or send to the email provided above



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

Rental history for: \_\_\_\_\_

Property Address: \_\_\_\_\_

Residential or commercial lease? \_\_\_\_\_

Date moved in: \_\_\_\_\_ Date moved out: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Was rent paid on time? Yes or No Number of times late: \_\_\_\_\_

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