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: _____

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)**

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 **$50.00 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 website www.rmaga.net and schedule a tour 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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