

HOW DO I QUALIFY?

Application Fee: Per Person \$40.00/ 18 Years and Older

Applicants must have an active checking/debit card account for monthly automatic payments

All new tenants are required to enroll in monthly auto pay thru our website.

midtownpropertymgt.com

***The Following Standards Must Be Met Before Approval**

1. **The Applicant must show proof of net monthly income equaling to at least 3 times the rent of chosen apartment.**
2. **Hard copies of most recent payroll stubs required (last 3).** Under the table pay, hand written, or self-generated income amounts will not be accepted. Combined qualifying income between 2 applicants will be accepted.
3. **Applicant must be employed at least 6 months or more at current workplace.** If less, Midtown Property Management will possibly consider consecutive employment with no gaps in-between previous employer.
4. **Employment must be permanent** and not paid through a temp service, and/or any employment that cannot be verified through payroll stubs, bank statements, W-2's or tax filings (if self- employed).
5. **Applicant(s) must have good verifiable rent history.** If applicant is under the age of 24 and has no rent history, an exception may be considered.
6. **No unpaid rent or utilities owed to any previous landlord or utility company (Georgia Power, Liberty Utilities, Columbus Water Works , etc.) or any past evictions.** A past eviction will be considered if proof is shown previous landlord has been made whole and no further action.
7. **Applicant required to get utilities in his/her name at lease signing.** Must show clearance letter from applicable utility companies.

Provided all standards are met and the application has been approved, applicant must provide certified funds/ a separate money order or cashier's check for the security deposit and a separate money order or cashier's check for the 1st month's rent. Full month's rent required at lease signing. Any prorated rental amount due the following month. **After initial lease signing w/ certified funds(s) all tenants are required to sign up for monthly auto pay.**

MIDTOWN PROPERTY MANAGEMENT

4347 Armour Road
Columbus, GA 31904
Office (706) 320-0818
Fax (706) 320-0612

RENTAL/CREDIT APPLICATION

APPROVE/DECLINE (\$40.00 Application Fee) per Applicant

Date _____ Property _____

APPLICATION INFORMATION

Name _____
(First) (Middle)(Last) (Home Ph#) (Cell #)

Social Security # _____ DL# _____ DOB _____

(Present Address) (City) (State) (Zip)

(Landlord) (Phone#) (Rent Amt) (Mnths/Yrs)

(Previous Address) (City) (State) (Zip) (Mnths/Yrs)

(Employer) (Phone#) (Mnths/Yrs) (Fax#)

(Position) (Supervisor) (Phone#)

(Salary) (Please Specify: Hourly, Weekly, or Monthly)

(Other Income) (Source) (Amount)

CO-APPLICANT

Name _____
(First) (Middle) (Last) (Hm #) (Cell#)

Social Security# _____ DL# _____ DOB _____

(Present Address) (City) (State) (Zip)

(Landlord) (Phone#) (Rent Amt) (Mths/Yrs)

(Other Income) (Source) (Amount)

Have you ever:

- Filed Bankruptcy YES ___ NO ___ If yes, when? _____
- Been served an eviction notice or been asked to vacate a property you were renting?
YES ___ NO ___
- Willfully or intentionally refused to pay rent when due? YES ___ NO ___ If yes,
when? _____

IN CASE OF EMERGENCY NOTIFY: _____

PHONE # _____

OTHER INFORMATION:

Do you have any pets? YES ___ NO ___

Names of others occupants: (All persons occupying premises must be listed)

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many autos would you keep at this address? _____

Make _____	Color _____	Year _____	Tag# _____
Make _____	Color _____	Year _____	Tag# _____

How did you find out about us? _____

Have you ever broken a lease or evicted? _____

INCOMPLETE OR INACCURATE INFORMATION voids this application. Should the applicant be accepted on this information and a lease agreement is signed between Applicant(s) and Landlord, Applicant(s), shall considered in default of the lease agreement if this information is incomplete or inaccurate.

APPLICANT AUTHORIZES A VERIFICATION OF ANY INFORMATION SET FORTH ON THIS APPLICATION, INCLUDING RELEASE OF INFORMATION BY ANY BANK OR SAVINGS AND LOAN, EMPLOYER, LANDLORD, AND CREDIT BUREAU. APPLICANT WILL BE SUBJECT TO A CRIMINAL CHECK. A CREDIT CHECK WILL APPEAR ON YOUR CREDIT REPORT AS AN INQUIRY. THIS APPLICATION AND THE CONTENTS THEREOF REPRESENTED, BY ME, TO BE ACCURATE AND COMPLETE.

A NON-REFUNDABLE HOLDING FEE EQUAL TO ONE MONTHS RENT IS REQUIRED TO TAKE THE PROPERTY OFF THE MARKET. THIS FEE MUST BE PAID BY MONEY ORDER, NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED. IF THE HOLDING FEE HAS BEEN PAID AND THE APPROVED APPLICANT SUBSEQUENTLY FAILS TO COMPLETE THE MOVE-IN PROCESS, THE ENTIRE AMOUNT IS FORFEITED. OTHERWISE THE HOLDING FEE WILL BE TRANSFERRED TO PAY THE APPLICANTS SECURITY DEPOSIT.

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____