

# RENTAL APPLICATION

**APPLICANT NAME:** \_\_\_\_\_  
**PROPERTY ADDRESS:** \_\_\_\_\_

## RENTING POLICIES & PROCEDURES

Once you have selected and decided on a rental you must fill out our rental application form. There is a **\$50.00 APPLICATION FEE** (Money Order or Cashier's Check), which covers the handling of your application and cost of your credit report. If income must be combined by multiple individuals for sufficient income then each individual must fill out a rental application form and each applicant must be applying for tenancy. These **FEES ARE NOT REFUNDABLE** and are due when the application is submitted. A photo ID will be requested from each applicant (and any other adult on lease) at the time you submit this application for processing.

In order for your application to be considered you must meet the following requirements:

1. **Sufficient Income** - Three times the rental amount per month (gross). Income may be combined by multiple applicants. (Permanent employment of at least 4 months at the same job is preferred). You must supply your most recent W-2 as proof of income, along with your last 2 pay stubs.
2. **Verifiable Good Credit** - Credit references listed will be contacted, so please provide telephone numbers. Credit reports will be checked with national credit bureaus. **It is not mandatory that you have good credit, but it helps. It is more important that you are in good standing with your prior rental history / mortgage payments. Current collections are likely to result in a declined application.**
3. **Good Previous Rental History** - We will verify rental history with your two previous landlord(s). You must provide names and telephone numbers of prior landlord(s). Applications will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s).
4. **Complete Application** - This seven page application must be completed in its entirety- all seven pages including checklist on last page. Failure to complete the entire application can result in a denial of the application.

We will try to process your application within 3 business days or sooner. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of Mulich Realty, and if accepted, will later be incorporated into your lease. Please do not attach any original docs since these copies will NOT be returned to you.

We cannot guarantee any unit you have seen to be available by the time your application is processed. We cannot be held responsible for any unit that is rented after you have seen it and turned in an application. A unit is only guaranteed after your application has been approved and after we have received a Deposit To Hold (certified funds only). All rentals are on a first approved basis.

If your application is approved and your move-in date is not immediate, a Deposit To Hold will be taken in advance. The Deposit To Hold is not refundable if your application is approved and you later decide not to fulfill your lease commitment. A Deposit To Hold may be accepted with your application. In the event your application is denied, your Deposit To Hold is fully refundable. **THE SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER. Please make payable to Mulich Realty.** The security deposit is refundable at time of move-out, depending upon the condition of the unit, rent due and/or other financial obligations incurred at the time of your move-out. **A pet fee and/or deposit will be required for all pets.** Please do not omit mentioning of a pet on this application whether indoor or outdoor and later mention that you have a pet or an additional pet on the day you sign your lease. We strictly adhere to our pet policy. We have a two pet maximum per home, regardless of whether it's an indoor or outdoor pet.

After signing a lease agreement with Mulich Realty, you are liable to report to us within **48 hours** with a change of phone number(s) and/or place of employment.

## What To Expect

We thank you for your interest in our homes. If you are filling out a rental application then we assume you have visited the property in person and have found it to be to your satisfaction. We cannot accept a rental application from a prospective tenant unless the home has been visited in person by all co-habitants who will be listed on the lease.

Please look around the home thoroughly because the way you see the home now is how it will be when you move in, less any non-permanent fixtures that we sometimes add to the home for show such as floor mats, rugs, towels, air fresheners, shower curtains, flowers, and indoor trees. If there are items that you do not see in the home during your visit such as, mini-blinds, shower rods, washer/dryer, refrigerator, or curtain rods, then you will need to supply them. Any minor imperfections and cosmetic issues anywhere in or around the home such as flaws in paint, walls, ceilings, caulking, etc. that are undesirable can be touched up by the tenant. If there is something broken that does not function that was not noticed during the walk-through, such as a broken towel rack, window that won't open, garbage disposal that doesn't work, then we would be happy to fix it. Any changes in landscaping such as but not limited to undesirable shrubs or vines, leaves or pine straw are the responsibility of the tenant. The only landscaping done while the home is vacant is to mow the lawn. As with the inside of the home, how you see the yard prior to move in is how it will be at the time of move in. There is no additional work done on our part.

Concerning fireplaces: many of our homes have fireplaces, but none of our homes have a fireplace as a primary source of heat. Your HVAC is your primary source of heat and we fully support it. Fireplaces are for recreational purposes only, and if a tenant chooses to use any fireplace, then the tenant assumes responsibility for any additional care needed, such as but not limited to: chimney sweep, special security screens to prevent wood popping, or any other needed accessory for fireplaces.

Once your application is accepted and we are in receipt of your Deposit To Hold, please have all needed utilities scheduled to be turned on for your first day of possession. We will call to have all utilities moved out of our name on your first day of possession so please make sure you call all utilities at least a week in advance so that they will have plenty of time to connect service on your day of move in. We will also need all utilities on in order to do your walk thru, which is typically done the day of or the day before possession. As a courtesy, we have provided a list of important phone numbers that should include all of your utility companies. This list can be found here: <http://www.mulichrealty.com/phonenumbers.pdf> For your water, please make sure you call the correct County for your home.

We have our homes professionally cleaned and carpets steam cleaned prior to showing our homes to the public. Although we strive to be the best, it is impossible to meet everyone's standard on cleanliness. Any additional cleaning that you feel the home needs will be the responsibility of the tenant. You will not be expected to have the home in any cleaner condition than it was when you moved in.

We aim to provide you with a problem free home in a safe convenient location for a modest price. If you have any questions or concerns please feel free to call us – thank you for your interest in our homes.

Sincerely,

Mark Mulich / Mulich Realty Property Manager

Please Initial (all applicants) \_\_\_\_\_

## DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Mulich Realty and/or its principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that Mulich Realty will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Mulich Realty may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Mulich Realty accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, though not yet signed. The starting date for my occupancy of the property will be the first day the property is available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted.

Mulich Realty welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Notice of the contractual relationship between the Property Owner and Mulich Realty: Mulich Realty is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Mulich Realty property manager Mark Mulich is a licensed real estate agent in the states of Georgia and South Carolina.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**PERSONAL INFORMATION :**

Applicants Full Name:(First)\_\_\_\_\_ (Middle)\_\_\_\_\_ (Last)\_\_\_\_\_

Have you ever used another name(s) Y / N If yes, name(s)\_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Phone #: \_\_\_\_\_

E-mail Address:\_\_\_\_\_ Driver's license #: \_\_\_\_\_

List any other persons who will reside with you below **(Include age and relationship)**:  
\_\_\_\_\_  
\_\_\_\_\_

Do you have pets, indoor or outdoor? Y / N **If yes, how many, what type, age, and weight?:** \_\_\_\_\_  
\_\_\_\_\_

Do any of the people who will be residing in this unit smoke? Y / N

Do you intend to use a waterbed in your new rental? Y / N Have you ever been evicted or received notice of eviction? Y / N

If you own the following, please check: \_\_\_ Vacuum Cleaner \_\_\_ Hose and Sprinkler \_\_\_ Lawn Mower

Do you have any special needs that we need to be aware of? Y / N

If Yes, please describe: \_\_\_\_\_

Name of nearest living relative \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Who should we contact in case of emergency? \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_

**RESIDENCE HISTORY :**

Present Address \_\_\_\_\_ How long at this address? From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent/Mort. Amount: \$ \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Is your lease expired? Y / N If not, when is your lease expiration date? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long at this address? From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rent/Mort. Amount: \$ \_\_\_\_\_

Previous Landlord or Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

When is the soonest date you can move (date you are planning to take possession) ? Month \_\_\_\_\_ Day \_\_\_\_\_, Year \_\_\_\_\_

Reason for moving \_\_\_\_\_

**CRIMINAL HISTORY**

1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct whether or not resulting in a conviction?

Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT INFORMATION :**

Employed By \_\_\_\_\_

How Long? \_\_\_\_\_ Yrs \_\_\_\_\_ Mos.

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

Telephone \_\_\_\_\_

Position \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Supervisor \_\_\_\_\_

Previously Employed By \_\_\_\_\_

How long? \_\_\_\_\_ Yrs \_\_\_\_\_ Mos.

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

Telephone \_\_\_\_\_

Position \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Supervisor \_\_\_\_\_

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, etc.)

**\*Provide recent copies documenting each source of income & last 2 pay stubs or W-2 if self-employed**

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

**BANKING & CREDIT INFORMATION :**

**\*Provide most recent copy of statement for each bank account. If you attach statements, leave the next 3 lines blank.**

Bank \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Checking Acct. # \_\_\_\_\_

Bank Contact/ Loan Officer \_\_\_\_\_ Savings Acct # \_\_\_\_\_

Have you ever filed bankruptcy? Y / N When? \_\_\_\_\_ When was or will it be discharged? \_\_\_\_\_

Are there any judgements or collections against you? Y / N

If Yes, list specifics of judgments and collections: \_\_\_\_\_

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

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc.)

1) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo

2) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo

3) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo

4) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo

5) \_\_\_\_\_ \$ \_\_\_\_\_ / Mo

**AUTOMOBILE INFORMATION:**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

How many vehicles will occupy the premises (include cars, boats, motorcycles & trailers) ? \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## RENTAL HISTORY VERIFICATION FORM

\_\_\_\_\_ (applicant) has made an application for a property managed by Homes Of Augusta. It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of non-financial lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated. Please document scan as PDF and email to mark@mulichrealty.com**

Thank you,

\_\_\_\_\_  
Mulich Realty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Past Address

### RENTAL PAYMENT INFORMATION

- a. Is the applicant currently living in your community? Y / N
- b. Are you related to the applicant? Y / N
- c. Did the applicant have a lease? Y / N
- d. Date applicant moved in \_\_\_\_\_ Moved out \_\_\_\_\_
- e. What was the monthly rent? \$ \_\_\_\_\_
- f. Did the applicant have a record of paying rent promptly? Y / N
- g. If applicant paid late, how many days late? \_\_\_\_\_ How often? \_\_\_\_\_
- h. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
- i. Does the applicant still owe you money? Y / N If yes, how much? \_\_\_\_\_

### GENERAL QUESTIONS

- a. Did the applicant keep the apartment clean? Y / N
- b. Did the applicant or applicant's family or guests damage the apartment or common areas beyond ordinary wear and tear? Y / N
- c. Did the applicant pay for the damage? Y / N
- d. Did you keep any of the applicant's security deposit? Y / N  
If yes, how much and why?
- e. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y / N  
If yes, describe
- f. Did the applicant ever create any noise disturbances or disruptions? Y / N  
If yes, describe
- g. Did the applicant ever have anyone other than those named on the lease living in the apartment? Y / N
- h. Did the applicant ever have any pets in the apartment? Y / N If so, were they authorized? Y / N
- i. Did the applicant give you proper notice before moving? Y / N
- j. Did you ever give the applicant a termination notice? Y / N  
If yes, why?
- k. Would you rent to this applicant again? Y / N  
Why or why not?

### INFORMATION PROVIDED AND VERIFIED BY:

Name (please print) \_\_\_\_\_  
Signature \_\_\_\_\_

Company \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

### RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to Mulich Realty.

**\*Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DID YOU REMEMBER TO?**

**\_\_\_ Read Through the Entire Application**

**\_\_\_ Supply ALL Necessary Phone #'s and Addresses**

**\_\_\_ Complete Each Page of The Application and Sign Where Noted**

**\_\_\_ Include a Copy of Your Most Recent Bank Statement(s)**

**\_\_\_ Include Verification of Income Last 2 Pay Stubs and Income Other Than Work: i.e. Trust Fund, SSI, Student Loans**

**\_\_\_ Include A \*Legible\* Copy of Your Drivers License or Valid State Identification (for all adults on lease). Please do not use a photocopier to scan IDs. A picture with cell phone is best.**

**\_\_\_ Pay the \$50 Application Fee in Certified Funds (cash, money order, or cashier's check)**

**\_\_\_ I am aware there is a pet fee and/or deposit for pets, and pets must be preapproved prior to acquiring a pet (cash, money order, or cashier's check).**

**\_\_\_ I have read the example lease on the Mulich Realty rental page and have no objections to the lease or policies listed.**

**Thank you for your interest in our homes! Please scan and email this application to [mark@mulichrealty.com](mailto:mark@mulichrealty.com)**