



1405 Haw Creek Circle, Suite 102
 Cumming, GA 30041
 Phone (678) 825-1400 Fax (678) 825-1401
 Toll Free (877) 381-3800
www.excalhomes.com

Property Applying For: _____
 (Please include House/Unit Number)

How did you find the property? _____

Agent: _____

Desired Move In Date: _____

App./Reser. fee paid - Date: _____ Time: _____

App Fee Amount: \$ _____ Reservation: \$ _____

LEASE APPLICATION

APPLICANT				
First Name	Middle	Last Name	Social Security Number - -	Date Of Birth / /
Work Phone ()	Cell Phone ()	Home Phone ()	Reason for moving:	

E-MAIL ADDRESS _____

RESIDENTIAL HISTORY				
1. Current Address	City, State & ZIP (please include zip)	From Date / /	To Date / /	Rent /Mortgage Amount
Landlord Name/Mortgage Co.	Landlord Daytime Phone ()	Landlord Evening Phone ()	Landlord Fax Number ()	
2. Previous Address	City, State & ZIP (please include zip)	From Date / /	To Date / /	Rent /Mortgage Amount
Landlord Name/Mortgage Co.	Landlord Daytime Phone ()	Landlord Evening Phone ()	Landlord Fax Number ()	
3. Previous Address	City, State & ZIP (please include zip)	From Date / /	To Date / /	Rent /Mortgage Amount
Landlord Name/Mortgage Co.	Landlord Daytime Phone ()	Landlord Evening Phone ()	Landlord Fax Number ()	

EMPLOYMENT/INCOME HISTORY – Please provide pay stub				
1. Current Employer (or Source of Income)	Position	Gross Monthly Income	Supervisor Name / Title	
Employer Address (Including City, State & Zip)	Employer's Phone & Ext. ()	Fax Number ()	From Date / /	To Date / /
2. Previous Employer (or Source of Income)	Position	Gross Monthly Income	Supervisor Name / Title	
Employer Address (Including City, State & Zip)	Phone Number & Ext. ()	Fax Number ()	From Date / /	To Date / /
3. List any other source of income	Gross Monthly Income	(Documentation is required to verify other income)		

OTHER INFORMATION			
Vehicle Year & Make	Model	Tag Number	State
Emergency Contact	Relationship	Home phone	Work Phone
Other Occupants (List names and ages):			

Do you have a legal right to be in the United States? Yes, I am a U.S. Citizen Yes, I have valid documentation from the Bureau of Citizenship and Immigration Service No

If you answered "YES" because you are a non-U.S. citizen with valid visa documentation, please provide:
 Reason you are in the U.S. _____ Visa Type _____ Visa Exp. Date _____

Have you ever filed Bankruptcy? No Yes Date: _____ Has Bankruptcy been Discharged/Dismissed? Yes No

CONTINGENCIES OF THIS LEASE
Pets (List number, breed, age & weight):

PLEASE READ AND SIGN APPLICATION

NON-REFUNDABLE CREDIT CHECK AND PROCESSING CHARGE

Applicant submits herewith a non-refundable payment in the amount of \$_____ for credit check and processing charge. Said sum will be retained by Management to cover the costs of processing this application. Any false information will constitute grounds for rejection of application. Management is hereby expressly authorized to verify the accuracy and correctness of the statements contained herein, to communicate with applicant's employers and creditors, and to procure such other information, which Management may require to evaluate this application.

DISCLOSURE

I, the undersigned, understand that Excalibur Home Management, LLC (Management) is the Agent and representative for the owner and will be paid a fee by the owner. I also understand that this property is being leased "AS IS" in its present condition. Any stipulations, changes or modifications, which I require of the property, or the lease term, are written on the back of this application and signed by me. If any stipulations cannot be met, or an acceptable compromise agreed to by all parties, I understand that any lease option fee I paid will be returned to me. **(Initial here if stipulations are listed on the back).**

RESERVATION AGREEMENT

It is my desire to have Management take the property listed above "off the market." I agree to leave \$_____ with Management, which will be applied toward the first month's rent on a lease for a term of _____ months. Management agrees to take the property "off the market" once the application is approved. I understand that Management will continue to market the property until such time as an application has been approved. I understand that, by Georgia law, Management must present all applications received to the Owner. If I do not qualify under Management's underwriting requirements for residency, or if I change my mind about renting the property within 24 hours of being notified that my application is approved, I understand that the lease option fee will be refunded. I understand that 24 hours after my application is approved my lease option fee will be applied towards the first month's rent as of the occupancy date listed above and will not be refundable regardless of whether or not I move in to the property. It is agreed to by the parties that this Non-Refundable Option Fee is not a penalty to the Applicant, they are a good faith estimate of the Landlord's actual damages due to Applicant's inability to take possession of the property and honor the lease, the specific amount for which said damages are difficult to ascertain **I understand that this option fee is NOT the security deposit and that the security deposit will be collected after completing the "move-in" inspection (certified funds required, i.e. cashier's check, money orders & traveler's checks) I understand that there is a \$200.00 non-refundable administrative fee to offset the expenses of performing the "Move In" and "Move Out" inspections.**

I hereby authorize Excalibur Home Management, LLC ("Excalibur") to contact credit services, personal and credit references given herein, plus my employers to verify the information I have given. I also authorize Excalibur to report to credit service organizations any information relevant to my unsatisfied obligations to Excalibur after I vacate said property. I hereby authorize Excalibur to share the information on this application and related verification data to anyone Excalibur feels is a part of the qualifying process including the owner of the Property. I acknowledge this application is the property of Excalibur.

APPLICANT'S SIGNATURE DATE

FOR OFFICE USE ONLY BELOW THIS LINE

(To Be Completed By Excalibur Agent)

Photo ID _____ Driver's License # _____ State _____

Owner's Decision: Approved/Denied Date: _____

Reason Denied: _____ Applicant Notified (Date & Time): _____

Remarks:



STATEMENT OF RENTAL POLICY

EQUAL HOUSING: We do not discriminate on the basis of race, color, religion, sex, age, handicap, familial status or national origin.

TO MAKE AN APPOINTMENT: If you are serious about finding a new home you should be prepared to apply for that home once you find the right property. Our leasing agents will want you to confirm that 1) you are prepared to pay the application fee by money order, cash at the appointment or online with credit card 2) you are able to pay the Rent Reservation Payment at the appointment by money order or with credit card online (**NO CASH**) and 3) you will have the specific address(es) of your previous residence for the last 3 years, the landlords name and phone numbers, and your employment information. If you are self-employed, please be prepared to provide your last year's tax return.

AVAILABILITY: Applications for homes will be accepted on a first come, first served basis, based on the receipt of the Rent Reservation Payment by an Excalibur representative and a fully completed application form! An amount equal to one-half of a month's rent will be collected at time of application to reserve your position for the home you are applying for through the verification process. If the application is approved, this option fee payment will be applied toward the first month's rent. The option fee payment will be refunded if the applicant withdraws the application prior to being approved and up to 24 hours after approval notification, or if the application is denied.

TO APPLY: Applications are to be completed by each applicant that is 18 years of age or older. An applicant must pay a non-refundable fee for verification of information. The fee is \$50 per individual. Any omissions or falsifications may result in rejection of an application or termination of a lease. We are looking for generally positive information in the following four areas:

1. **Credit Check** - An unsatisfactory credit report, which reflects current bad debts, unpaid bills, liens or judgments without resolution or recent bankruptcy information, may disqualify an applicant. If rejected for any of these reasons, you will be informed of the name and address of the credit-reporting agency from which the information was obtained. The contents of the credit report will not be revealed, but you are encouraged to obtain a copy from the reporting agency to check for current or erroneous information. An applicant may correct the information found in the credit report and re-submit the application, if so desired. A re-submitted application will be subject to the availability of the property originally requested.
2. **Employment** - Stable employment records and income verification must be provided. Applicant should have at least one-year employment history and meet designated income requirements.
3. **Income** - Applicant should have a gross income (before taxes and deductions) of 3 times the rent amount with a reasonable debt to income ratio. Income received from sources other than a salary (i.e. alimony, child support) may be subject to verification if used as part of the total income picture. If an applicant is self-employed, written verification of two previous year's income must be provided.
4. **Residence** - Present and previous resident histories should show a record of prompt payment, notice given (if required) and nothing in default. It should be noted that an inquiry into previous resident history might include questions about pet behavior or noise complaints in addition to rent payment.

An applicant with poor credit may try to overcome having an application denied by increasing the amount of the security deposit offered or by providing a co-signer for the lease. If a co-signer is required, they must complete an application, submit the application fee and meet all income and qualifying criteria. **A co-signer will be fully responsible for the lease if the occupying resident defaults.**

TO MOVE IN: It is Excalibur Home Management's policy to collect one full month's rent at time of move-in, regardless of the actual date of occupancy. The previously mentioned reservation payment will be applied, and the remaining portion will be collected by the agent who performs the move-in. Any pro-rated rent calculated will be due for the second month of the lease term.

The required **security deposit** is generally an amount equal to one month's rent (less \$200) and is payable **in the form of certified check, cashier's check, or money orders. NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR THE SECURITY DEPOSIT!** The security deposit may be increased under certain circumstances such as **pet ownership**, marginal creditworthiness or limited resident history. **The security and pet deposits are due when the move-in inspection is performed.** There is a \$200.00 non-refundable administrative fee to help offset the costs of preparing the move-in package and conducting the "move-in" and "move-out" inspections.

Pet deposits are refundable. Resident must have the property treated for fleas and ticks by a licensed pest control operator and have all carpeting cleaned and deodorized specifically for pet odors by a professional carpet cleaning service upon termination of lease. Resident shall provide Management with copies of receipts for the pest control and carpet cleaning services prior to the Security Deposit being returned.

The rent is due by the first day of each month. We will only accept one rent check per household. There will be a late charge assessed to all payments received after the fifth (5th) of the month for 10% of the rental rate. A check used for payment, which is returned by the bank, will incur a \$35 service charge PLUS late fees, and must be replaced with a cashier's check or money order. We do offer residents the option of paying their rent automatically (Auto Debit) from their checking account.



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Applicant Checklist

Thank you for choosing Excalibur Home Management to help you and your family find your new home. We want the application process to be quick and painless for you. However, the property owner insists that we conduct a thorough background check. Below you will find a list of items that you will need to submit with your application and some tips to prevent any delays in the processing. The quicker we get this information, the faster we can provide you with an answer.

<u>Done</u>	<u>Task</u>	<u>Description</u>
_____	Application Fee	\$50 application fee for each adult that will be residing in the home over the age of 18 years old. You may pay your application fee with cash, a money order, or cashier's check in person, or you can pay by credit card on our web site (no personal checks).
_____	Proof of Income	For employees, copies of your 2 most recent paystubs. For self-employed, last year's tax return, and/or bank statements for the last 6 months. If you are relocating and are going to be working in Georgia please include a copy of the offer letter from your future employer.
_____	Notice to Vacate	Most landlords and property managers will not verify your residency unless you have given your notice to vacate. Failure to give notice could cause a delay in processing your application.
_____	Landlord Verification	We need to confirm your last 3 years of residency. Please make sure to include a current name and phone number for your landlords of the last 3 years. If you are living with family or friends then your application will be processed as having no landlord reference.

We will pull a copy of your credit report and credit score as soon as our main office receives the completed and signed application and the application fee. It just takes a few minutes. The delays we experience are normally related to the items above. If you are able to provide us the information listed above we can get you an answer much more quickly. We want your application to succeed too!

Thank you again for choosing Excalibur.