

RENTAL APPLICATION

Chestnut Hill Apartments, 246 Chestnut Hill Rd SW, Marietta, GA 30064
Office - 770 427 7520 Fax - 770-427-5608

ONE APPLICATION PER RESIDENT - APPLICANT ____ **OF** ____

CONTACT NUMBERS

Full Name: _____

Home: ____ - ____ - ____

SSN: ____ - ____ - ____ Date of Birth: _____

Work: ____ - ____ - ____

Drivers License Number: _____ DL State: _____

Cell: ____ - ____ - ____

Car Make: _____ Model: _____ Tag: _____ State: _____

Other: ____ - ____ - ____

Email: _____

CURRENT RESIDENCE

PREVIOUS RESIDENCE

Address _____

Address _____

Apt No _____

Apt No _____

City/State/Zip _____

City/State/Zip _____

Landlord Name _____

Landlord Name _____

Landlord Phone (____) ____ - ____

(____) ____ - ____

Landlord Fax (____) ____ - ____

(____) ____ - ____

How Long From: _____ To: _____ Rent: _____

From: _____ To: _____ Rent: _____

CURRENT EMPLOYMENT

PREVIOUS EMPLOYMENT

Company Name _____

Company Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Supervisor _____

Supervisor _____

Position _____

Position _____

How Long From _____ To _____

From _____ To _____

Income \$ _____ per _____

\$ _____ per _____

Phone (____) ____ - ____

(____) ____ - ____

Fax (____) ____ - ____

(____) ____ - ____

OTHER INCOME

(List any other income that you wish to have considered as part of this application)

Source: _____ Monthly amount \$ _____

BANKING

Type _____ Bank Name _____ Account Number _____

ADDITIONAL OCCUPANTS (All applicants over 17 years of age must submit a separate application)

Name	Relationship	Age (if minor)
_____	_____	_____
_____	_____	_____

EMERGENCY CONTACT

Name: _____ Relationship: _____ Phone No: (____) ____ - ____

Referred to Chestnut Hill Apartments by? _____ **Requested Move in Date?** _____

AUTHORIZATION & RELEASE

Applicant has paid the sum of \$49 of which \$49 is a nonrefundable payment for a credit check and processing of this application by the Landlord. Any incorrect or misleading information submitted is grounds for application rejection and application fee will not be refunded. The Landlord or his agent is hereby expressly authorized to verify the accuracy and correctness of these statements, to communicate with my present, former, and future employers, creditors and landlords, and to procure such other information (including credit reports, public records, and criminal reports) which the Landlord may require to evaluate this application. I understand that additional resources may be used to verify this application and I release all parties from liability for damages for issuing such information in good faith. Andrew Ziffer is a licensed Real Estate Salesperson. Applicant has read and understands the *Apartment Reservation Policy* attached with this application. **Please remember that we grade on accuracy (not perfection).**

Signature _____ Date: _____

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Please bring the following when submitting your application:

- Completed application with \$49 check or money order.
- Include current 2 years of residential history with Landlord's contact information.
- Include current 2 years of employment history with copies of 2 most recent paycheck stubs.
- Confirm the application is **COMPLETE AND ACCURATE**. *Applications are graded on honesty, not perfection.*

General Requirements

- Income
 - Gross income must be 3 times rent for single occupant (about \$400/week).
 - Gross income must be 4 times rent for double occupancy (about \$550/week)
 - Verifiable up to two current years.
- Residential History
 - Must show reliable payment history for the last 2 years.

Special Situations: Please answer the questions below:

- Did you document 2 years of current employment history? YES / NO
- Did you document 2 years of current residential history? YES / NO
- Have you left all previous landlords in good standing? YES / NO
- If you answered NO to any of the above questions, please write any special situations that should be taken into consideration.
- Have you ever been arrested for any crime? YES / NO (If YES, please explain below)

Apartment Reservation Policy: Once an application is approved for the requested move in date, it is required that a lease is signed, and executed within 3 days of application acceptance. Failure to do so may result in reallocation of the apartment to the next approved applicant. The following advance rent payments are due along with the execution of the lease to hold an apartment: 1) if move in date is less than 7 days from the approval date, advance rent payment of \$100 is required 2) if move in date is more than 7 days from the approval date, advance rent payment of \$300 is required 3) move date of 30 days or more from the approval date, an advance rent payment of one months rent is required. All advance rent payments are non-refundable and can be used for any future move in date if resident does not move in on the requested move in date.

To be completed by Chestnut Hill Office ONLY.	
ID Type:	ID Number:
Full Name:	
Address:	
Height:	Weight:
SSN Confirmed? Yes / No	PCS Submitted? Yes / No