

DIAMOND REALTY  
319 Rosedale Place, Valdosta, GA 31602  
Rental Office: 229-247-2222 Fax: 229-242-0419  
Email: [diamondrealty@bellsouth.net](mailto:diamondrealty@bellsouth.net)

Application fee are as following:  
Single \$20.00  
Married \$30.00  
Married Military \$25.00

## DIAMOND REALTY APPLICATION REQUIREMENTS

- Application(s) must present a current, valid Government issued picture ID when submitting an application, along with the application fee, for each applicant before application is processed.
- Unless applicants are married, each applicant must submit a separate application for processing.
- \$20.00 application processing fee per adult. If married, the joint application fee is \$30.00. We require an application on each adult to be residing in the property, and proof that you are at least 18 years old, the age legally required to enter a contract in the state of Georgia.
- ***ALL Application processing fees are non-refundable.***
- Diamond Realty reserves the right to process a criminal background check.
- For employment application Diamond Realty will need 3 most current pay statements for each applicant.
- For rental verification we will need your landlord's phone and fax information.
- ***Incomplete applications will not be processed.***

\*\*\*\*\*

### ***FOR DIAMOND REALTY EMPLOYEES ONLY:***

DATE:

FEES PD:

ID'S :

INCOME:

RENTAL:

CREDIT:

MAGISTRATE:

APPROVED/DENIED:

HOLDING FEE:

MOVE IN DATE:

RENT AMT:

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## RENTAL APPLICATION

Neatly complete all information below. All applicants over the age of 18 must complete and sign their own application.

**Application is hereby made to rent the premises generally described as:** \_\_\_\_\_.  
If my application is accepted I would like to move in on \_\_\_\_\_ **(Date)**.  
**Have you ever been party to an eviction?**  Yes  No

**Applicants full name** \_\_\_\_\_ **DOB** \_\_\_\_\_ **SSN#** \_\_\_\_\_

**Driver's License #** \_\_\_\_\_ **State** \_\_\_\_\_ **Exp.** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Cell #** \_\_\_\_\_ **Work #** \_\_\_\_\_

**Current Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Current Landlords Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**How long at this address** \_\_\_\_\_ **Reason for leaving** \_\_\_\_\_

**Previous Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Previous Landlords Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**How long at this address** \_\_\_\_\_ **Reason for leaving** \_\_\_\_\_

**Present Employer** \_\_\_\_\_ **Position** \_\_\_\_\_ **Mo. Income** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **How long at job** \_\_\_\_\_ **Other income/source** \_\_\_\_\_

**Employers Address** \_\_\_\_\_ **City** \_\_\_\_\_

\*\*\*\*\*  
**Spouse's full name** \_\_\_\_\_ **DOB** \_\_\_\_\_ **SSN#** \_\_\_\_\_

**Driver's License #** \_\_\_\_\_ **State** \_\_\_\_\_ **Exp.** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Cell #** \_\_\_\_\_ **Work #** \_\_\_\_\_

**Current Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Current Landlords Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**How long at this address** \_\_\_\_\_ **Reason for leaving** \_\_\_\_\_

**Previous Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Previous Landlords Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**How long at this address** \_\_\_\_\_ **Reason for leaving** \_\_\_\_\_

**Present Employer** \_\_\_\_\_ **Position** \_\_\_\_\_ **Mo. Income** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **How long at job** \_\_\_\_\_ **Other income/source** \_\_\_\_\_

**Employers Address** \_\_\_\_\_ **City** \_\_\_\_\_

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**AUTOMOBILE INFORMATION**

Auto Yr \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ State/License Plate # \_\_\_\_\_

Auto Yr \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ State/License Plate # \_\_\_\_\_

**PET INFORMATION:**

Number and type of Pets \_\_\_\_\_ [ ] No pets – If Pet, complete attached pet form  
*APPLICANT understands that if the pet is allowed a non-refundable pet fee will be applied*

**OCCUPANTS:**

List of ALL (INCLUDING YOURSELF) occupants and ages \_\_\_\_\_

**REFERENCES: Personal References (NO FAMILY ALLOWED)  
MUST HAVE COMPLETE ADDRESS LISTED**

Name \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Full Address \_\_\_\_\_

Name \_\_\_\_\_ Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Full Address \_\_\_\_\_

*Closest living relative NOT living with you:* Name: \_\_\_\_\_

Yrs. Known \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Full Address \_\_\_\_\_

***ALL ADDRESSES MUST BE COMPLETE AND VERIFIABLE WITH THE US POSTAL SERVICE***

Have you ever been convicted of a felony? Yes/No: If Yes, Please Explain: \_\_\_\_\_

I/WE CERTIFY that all of the answers given herein are true and complete to the best of my knowledge. I/WE authorize investigation and verification of all statements contained in this application. I/WE authorize verification of any and all information for tenant screening as may be necessary in arriving at a tenant decision, including but not limited to, credit reports, rental history, proof of income/employment and criminal back ground checks. I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

I/WE understand that should I lease a property, Diamond Realty, and it's agent(s) shall have the continuing right to review my credit information, criminal information, rental application and payment history for account review purposes and for improving application review methods.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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### RENTAL VERIFICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEASE DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**\*\*Applicant hereby authorizes verification of rental history\*\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your timely response to our request for rental verification information. We do try to process applications within 24 hours. Please return this information to us as soon as possible by fax at 229-242-0419. Again thank you for helping us process this application expediently.

#### TO BE COMPLETED BY LANDLORD ONLY:

1. Rent amount: \_\_\_\_\_

2. Number of late payments: \_\_\_\_\_ Disposessory Warrants: \_\_\_\_\_

3. History of returned checks: \_\_\_\_\_

4. Was proper notice to vacate given? \_\_\_\_\_

5. Was the property maintained properly? \_\_\_\_\_

6. Complaints? \_\_\_\_\_

7. Was the security deposit refunded? \_\_\_\_\_. If not, why? \_\_\_\_\_

8. Would you rent to this tenant again? \_\_\_\_\_ If not, why? \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

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## EMPLOYMENT VERIFICATION

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

COMPANY: \_\_\_\_\_

**\*\*Applicant hereby authorizes verification of employment verification\*\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your timely response to our request for employment verification information. We do try to process applications within 24 hours. Please return this information to us as soon as possible by fax at 229-242-0419. Again thank you for helping us process this application expediently.

### **TO BE COMPLETED BY EMPLOYER ONLY:**

POSITION: \_\_\_\_\_

MONTHLY WAGES: \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

PHONE# \_\_\_\_\_ FAX # \_\_\_\_\_

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## HOLDING FEE

Potential Lessor: Diamond Realty

Potential Tenant/Applicant: \_\_\_\_\_

Potential Leased Property: \_\_\_\_\_

The undersigned parties acknowledge that \$\_\_\_\_\_ has been received as a reservation deposit for the execution of a rental agreement for the above identified property to be leased on or before \_\_\_\_\_(date). Possession of the premises shall be made before this date unless otherwise agreed upon between the parties.

The parties further agree as follows:

- a.) **If the Applicant fails to sign the rental agreement and take possession on or before the designated date, the amount of the reservation deposit shall be forfeited.**
- b.) If the Landlord and Applicant execute the rental agreement and possession is transferred from Landlord to Applicant, the reservation deposit shall be applied to any monies due for either the Security Deposit or monthly rental.

**\*\*NOTE\*\* Proof of utilities must be provided to Diamond Realty prior receiving keys to the property.**

PROOF OF ELECTRICITY

\_\_\_\_\_  
Applicant Date

PROOF OF WATER

\_\_\_\_\_  
Applicant Date

PROOF OF GAS

\_\_\_\_\_  
Agent for Diamond Realty Date