

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

Application fee are as following:
Single \$30.00
Married \$35.00
Married Military \$30.00

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.
- \$30.00 application processing fee per adult. If married, the joint application fee is \$35.00, Married Military \$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 verification, Diamond Realty will need your 3 most current pay statements for each applicant. ****PLEASE NOTE WE REQUIRE A MINIMUM OF 6 MONTHS WORK HISTORY WITH SAME EMPLOYER****
- For rental verification, Diamond Realty will need your landlord's phone, email and fax information.
- ***Incomplete applications will not be processed.***
- ***PROOF OF RENTER'S INSURANCE ALONG WITH ALL REQUIRED UTILITIES, MUST BE PROVIDED PRIOR TO TAKING POSSESSION OF THE PROPERTY.***

HOLDING FEES:

_____ (Initials) I have visited the Property and had the opportunity to inspect it. I understand that I am accepting the Property "AS IS" except for any stipulations, changes or modifications that are listed as contingencies of this application. If any stipulations cannot be met, or an acceptable compromise agreed to by all parties, I understand that any fees I have paid with the submission of this Rental Application will be returned to me.

_____ (Initials) I have NOT yet visited or seen the Property in person. Nor am I relying on any information, photos, or any other representations of the Agent through whom I learned of this Property, except for information the Agent provided to me in writing. However, I understand that if my application is approved, any fees that I have paid with the submission of this Rental Application are Non-Refundable and any obligations under the lease I sign are fully enforceable. Having not viewed the Property will in no way be a reason for any refund or cancellation of the agreement.

FOR DIAMOND REALTY EMPLOYEES ONLY:

DATE: _____
FEES PD: _____
ID'S : _____
INCOME: _____
RENTAL: _____
CREDIT: _____
MAGISTRATE: _____
APPROVED/DENIED: _____
HOLDING FEE: _____ DATE: _____
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:

NO PETS WILL BE ALLOWED UNLESS APPROVED BY THE PROPERTY OWNER. IN THE EVENT A PET IS ALLOWED, A NON-REFUNDABLE PET FEE WILL BE CHARGED AND A PET EXHIBIT WILL BE MADE PART OF THE LEASE. THE FINAL DECISION REGARDING PETS IS AT THE FULL DISCRETION OF THE PROPERTY OWNER.

Do you desire to bring a pet to the property? Yes _____ No _____ How Many/Type _____

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: _____

How did you find us? Please check one: Internet, Signs, Rental List, Other

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** Renter's Insurance and 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