

MARKET SOUTH MANAGEMENT
1901 Bull Street - Savannah, GA 31401
912-238-0875 Fax 912-201-0116
info@msmsavannah.com

LEASE APPLICATION INSTRUCTIONS CHECKLIST

___ **Application Fee - \$40.00 per occupant 18 years or older**
\$60.00 for each Student with Guarantor – CASH or MONEY ORDER ONLY FOR APPLICATION FEE

___ **Tenant Application** – all blanks filled out completely and signed

___ **Employment and Income Verification for each Applicant**

- Last 2 months stubs or job offer letter from employer
- If self-employed – must have previous year's tax return

___ **Holding Fee – one half of one month's rent**

- Certified Check or money order must be submitted to Market South Management with the application. We strongly suggest using a Postal Service Money Order because it may be returned if the application is not approved. Others may not allow a return and you would need to wait 10 days after we deposit the funds before we could return your HF.
- The application is not complete until the Holding Fee is received.
- If the application is approved, the Holding Fee will be applied to the 1st month's rent. **If you cancel the application after notification of approval, then the Holding Fee is forfeited.**

___ **Rental Verification**

___ **Non-Refundable Pet Fee**

- Note that some properties do not allow pets
- \$300 per pet due at the time of lease signing – 2 pet maximum
- Vicious breeds are not allowed
- Must submit recent photo of pet(s) with application

___ **Valid Government Issued Picture ID**

___ **Guarantor Agreement & Application (if applicable)**

- Filled out completely, signed and notarized

___ **Security Deposit – (Need at move-in)**

- Equal to a minimum of 1 month's rent (could be more depending on credit and landlord verification)
- Due at time of move-in - **Certified Funds or Money Order Only**

This application will not be processed until the following items are received: (a) a completed and signed application for each occupant over 18 years of age, (b) a copy of a government issued picture ID for all applicants, preferably a driver's license, and (c) application fee (cash, money order, or certified check), and (d) holding fee of half of one month's rent (money order or certified funds only). This application is the property of Market South Management. It contains confidential information to be used in conjunction with processing an application for rental housing. All persons 18 years or older, who will occupy the property, **must** complete a separate application and sign the lease. Market South Management is the agent of the property owner, represents only the owner, and is paid by the owner. Normal processing time is 24-36 hours.

Market South Management

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LEASE APPLICATION

(All sections must be completed)

This application will **not** be processed until the following items are received: (a) a completed and signed application for each occupant 18 years or older, (b) a copy of a government issued picture ID for all applicants, preferably a driver's license, (c) an application fee of \$40.00 (cash, money order or certified check), from each applicant 18 years or older. and (4) holding fee of half of one month's rent (personal check, money order or certified funds – money orders made payable to MSM may take up to 14 days to return if application is denied) from each applicant 18 years or older. This application is the property of Market South Management (MSM). It contains confidential information to be used in conjunction with processing an application for rental housing. All persons 18 years or older, who will occupy the desired property, must complete a **separate** Application and sign the lease agreement. This application shall, under no circumstances, be considered a lease agreement between Applicant and Management or an offer to lease. No lease shall exist between Applicant and Management unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits and advance rent. MSM is the agent of the property Owner, represents only the Owner, and is paid by the Owner. Normal processing time is 24-36 hours.

Application date ____/____/20____ Desired residence _____ Unit # _____
Monthly rental rate \$ _____ Desired move-in date ____/____/20____ Current phone # _____
E-mail address(es) _____

PERSONAL INFORMATION

Full Name _____ Date of Birth ____/____/____
First Middle Last Suffix

Social Security Number _____ - _____ - _____ Drivers License Number _____ State _____

Name of Co-Applicant _____ (Co-applicant must complete separate application)

Full Name(s) of all other Occupant(s) _____

Are you or any occupant a smoker? _____ PETS - For each pet, list the name, breed, age and weight when full grown (for fish, the size of the aquarium) _____ (Attach recent photo of each pet)

List make, model, year and license number of all vehicles that will be kept at the property _____

Name of Relative/Emergency Contact (not living with you) _____ Relationship _____

Street Address _____ Unit # _____ City/ST/Zip _____

Home phone _____ Other phone _____ E-mail _____

RESIDENCE HISTORY

CURRENT ADDRESS: Street _____ Unit # _____ City/ST/Zip _____

Month/Year moved in ____/____; Reason for leaving _____

Landlord _____ Phone # _____ Mo. Pmt. \$ _____

PREVIOUS ADDRESS: Street _____ Unit # _____ City/ST/Zip _____

Month/Year moved in ____/____; out ____/____ Reason for leaving _____

Landlord _____ Phone # _____ Mo. Pmt. \$ _____

PREVIOUS ADDRESS: Street _____ Unit # _____ City/ST/Zip _____

Month/Year moved in ____/____; out ____/____ Reason for leaving _____

Landlord _____ Phone # _____ Mo. Pmt. \$ _____

EMPLOYMENT INFORMATION

Employment Status: Full-time Part-time Retired Unemployed Student Other (Explain) _____

Employer/School _____ Address _____

City/ST/Zip _____ Phone # _____ Supervisor _____

Date Employed ____/____/____ Position _____ Salary \$ _____ per _____

If there are other sources of income you would like for us to consider, please list the income, source of income, and a contact person for confirmation. You do not have to reveal alimony, child support or spouse's income unless you want us to consider it in this application.

Amount \$ _____ per _____ Source _____

BANK AND CREDIT REFERENCES

Bank Name/Branch	Contact	Phone	Type of Acct.	Acct. Number

Have you or any co-applicant ever been evicted?_____ Broken a lease?_____ Refused to pay rent?_____ Filed bankruptcy?_____ Been convicted of a felony?_____ Received deferred adjudication for a felony?_____ (You represent "NO" to any blank not answered above.) Explain in detail any "YES" answer _____

TERMS OF APPLICATION

Applicant requests the desired residence listed on the front of this application to be taken "off the rental market" upon notification of approval. Consideration of 1/2 of one month's rent must be paid with a **money order, certified funds, or personal check with the application**. Market South Management (MSM) agrees to TAKE THIS PROPERTY OFF THE MARKET FOR A MAXIMUM OF 14 DAYS AFTER THE APPLICATION IS APPROVED. This DEPOSIT SHALL BE APPLIED TO THE FIRST MONTH'S RENT. Applicant further understands that if he/she DOES NOT TAKE OCCUPANCY FOR ANY REASON AFTER BEING APPROVED, THIS **DEPOSIT SHALL BE FORFEITED**. THIS IS NOT A SECURITY DEPOSIT. The Security Deposit will be collected at time of the move-in inspection.

Applicant hereby warrants that the information supplied above is complete and accurate and that the breach of this warranty may result in the immediate termination of any Lease entered into with Applicant by Landlord.

I hereby authorize Market South Management to investigate the information supplied by me and to conduct any and all inquiries it deems necessary to verify and evaluate this application. I specifically authorize and request all present and former employers, mortgage holders, landlords, rental agents, credit grantors, banks, credit reporting agencies, and criminal reporting agencies to release any information requested in connection with the evaluation of this application. I also authorize Market South Management to share the information on this application and related verification data to anyone Market South Management feels is part of the qualifying process, including the Owner of the property.

Signature of Applicant _____ Co-applicant _____
Date _____ Date _____

MISCELLANEOUS

Please give any additional information that might help Management evaluate this application

DISPOSITION (Office Use Only)

APPROVED DENIED for: Income Credit Rental History By _____ Date ____/____/____
(Denial letter mailed on ____/____/____ by _____, copy attached)



RENTAL VERIFICATION

DATE: _____

TENANT'S NAME: _____

AUTHORIZATION: _____

I hereby authorize Market South Management to investigate the information supplied by me and all inquires it deems necessary to verify and evaluate this application. I specifically authorize and request all present and former employers, mortgage holders, landlords, rental agents, credit grantors, banks, credit reporting agencies, and criminal reporting agencies to release any information requested in connection with the evaluation of this application. I also authorize Market South Management to share the information on this application and related verification data to anyone Market South Management feels is part of the qualifying process, including the Owner of the property.

OFFICE USE ONLY:

ADDRESS: _____

CURRENT RENT: _____

DOES TENANT PAY IN A TIMELY MANNER? _____

HAS TENANT BEEN LATE WITH RENT PAYMENTS? _____

IF SO, HOW MANY TIMES IN THE LAST 12 MONTHS? _____

ANY NSF'S? _____

HAVE YOU RECEIVED ANY COMPLAINTS ABOUT TENANT? _____

IF YES, PLEASE EXPLAIN _____

DID TENANT MAINTAIN THE FOLLOWING IN AN ACCEPTABLE? HOME _____ YARD _____

WOULD YOU RENT TO TENANT AGAIN IN THE FUTURE? _____

IF NO, PLEASE EXPLAIN _____

COMPLETED BY:

NAME: _____ TITLE: _____

PLEASE RETURN VIA FAX: 912-201-0116

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