

# RBG The Anderson Company

1203 Whispering Pines Road

Albany, GA 31707

Phone: 229-888-5646 Fax: 229-888-7124

[www.rentalbanyga.com](http://www.rentalbanyga.com)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Address Applying For: \_\_\_\_\_ Rent/Deposit: \$ \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## Instructions

A non-refundable application fee of \$40.00 is required. There is a \$10.00 fee for each additional adult applying to rent. **The application fee must be paid with cash or money order only.** We screen all tenants prior to renting a unit. Applicants must complete an application, giving full disclosure of past rental history, criminal background & dispossession history. A credit report is pulled for each applicant to verify their payment history and to look for judgments for rent and/or utilities. We verify income to ensure that applicants can support the rent amount. We also check criminal backgrounds. We strive to encourage crime-free housing.

*Note: If the instructions are not followed, the application will not be processed. Please include All required information at the time you submit your application.*

- Each applicant over the age of 18 must fill out an application and provide a copy of their state issued driver's license or state issued picture I.D.
- A double security deposit is required for roommate situations. (Spouses are excluded.)
- Each applicant must provide written proof of income: 2 current pay stubs or a written, notarized letter from his/her employer detailing their income. If you are self-employed, you must provide a copy of your current tax return. SSI statement(s) as well as proof of disability, child support, etc... are required as well, if applicable. A student loan/grant is not an accepted form of income. Your debt/income ratio can not exceed 40%.
- Each applicant must provide their past 4 years rental history including: landlord name, phone number, fax number, rental amount, length of occupancy and reason for leaving. Lack of complete rental history will result in a denial of your application. If you have not rented a property in the past 4 years, then we will need you past 4 years residency history including: name of family member/friend whom you've been living with and their phone number.
- Each applicant must provide a minimum of two emergency contacts and contact information.
- It takes up to 2-3 days to process an application and it may take up to 4 days if submitted during the first of the month. We will notify you by phone as soon as your application has been completely processed. Repeat calling to check on the status of your application will not speed up the process.
- We reserve the right to increase the amount of your Security Deposit based off of your rental history, dispossession history, roommate situations, credit history, etc...
- Absolutely NO PETS are allowed without prior consent from RBG The Anderson Company. A \$300.00 non-refundable Pet Deposit is required for all approved pets. A Pet Exhibit must also be attached to your lease. No Exceptions. Strict repercussions will follow if you are found in violation of this policy.

*I declare that the statements on my application are true and correct. I hereby authorize verification of references given, criminal background check and credit check. I understand that ANY false statements will result in an immediate denial of my application. I have read and understand the instructions listed above.*

Applicant Signature: \_\_\_\_\_ Co-Applciant Signature: \_\_\_\_\_

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### Official Use Only:

Application fee paid? \_\_\_\_\_ Approved: \_\_\_\_\_ Declined (Reason): \_\_\_\_\_

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## **GHFA & Section 8 Housing Applicants**

RBG The Anderson Company Policy  
Regarding GHFA & Section 8 Housing Applications

1. GHFA/Section 8 Housing applicants looking to rent a unit with our company are required to follow regular application procedures outlined on the first page of this application.
2. Upon acceptance, GHFA/Section 8 Housing applicants must pay the full security deposit *before* their GHFA/Section 8 Housing inspection forms will be filled out.
3. Once the GHFA/Section 8 Housing applicant has paid their deposit, no other GHFA/Section 8 Housing applications will be accepted for processing unless the applicant has a long, extended period before they can be inspected. (Over 30 days)
4. Security Deposits are non-refundable unless:
  - A) GHFA/Section 8 will not approve the rental amount.
  - B) A Non-GHFA/Section 8 applicant is approved and a full Security Deposit paid *before* RBG The Anderson Company has been notified in writing of the date for the initial inspection for the GHFA/Section 8 applicant.
5. Until RBG The Anderson Company receives written notice of the initial inspection date, the property will still be available for Non-GHFA/Section 8 applicants. Once a written notice has been received, the property will be held for the GHFA/Section 8 applicant.
6. Not until will be held for more than 30 days without a scheduled inspection date.
7. Security Deposits may be forfeited based on, but not limited to the following reasons:
  - A) If you change your mind after you have been approved by GHFA/Section 8 and have an inspection date scheduled.
  - B) If you remove yourself from the GHFA/Section 8 program after an inspection date has been scheduled.
  - C) If you violate the GHFA/Section 8 program and are removed from the program and/or lose your GHFA/Section 8 funding.
8. GHFA/Section 8 applicants may NOT move into the property until the property has passed it's final inspection.
9. GHFA/Section 8 applicants will be held responsible for ALL damages caused to the property that is beyond normal wear and tear. RBG The Anderson Company will be the deciding party of what is considered "normal wear and tear." Tenants will be charged accordingly for all damages deemed beyond normal wear and tear and will be taken to Small Claims Court if charges are not paid in full within a timely manner. RBG The Anderson Company reserves the right to decide what is considered "within a timely manner."

*I declare that I have read and understand RBG The Anderson Company's policy regarding GHFA/Section 8 applications. I agree to abide by the aforementioned guidelines set forth by RBG The Anderson Company and understand the repercussions that will follow if the guidelines are not followed.*

Applicant Signature: \_\_\_\_\_ Co-Applicant Signature: \_\_\_\_\_

## Applicant Information & Residency History

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Drivers License /State ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

### Past 4 Years Residency History

*Even if you haven't rented, we still need to know where you have lived and with whom you have lived.*

Current Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord #: \_\_\_\_\_

Rent Amount: \_\_\_\_\_ How Long? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord #: \_\_\_\_\_

Rent Amount: \_\_\_\_\_ How Long? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord #: \_\_\_\_\_

Rent Amount: \_\_\_\_\_ How Long? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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## Co-Applicant Information & Residency History

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Drivers License /State ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

### Past 4 Years Residency History

*Even if you haven't rented, we still need to know where you have lived and with whom you have lived.*

Current Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord #: \_\_\_\_\_

Rent Amount: \_\_\_\_\_ How Long? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord #: \_\_\_\_\_

Rent Amount: \_\_\_\_\_ How Long? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord #: \_\_\_\_\_

Rent Amount: \_\_\_\_\_ How Long? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Applicant Employment Information

Employer: \_\_\_\_\_ How Long? \_\_\_\_\_ Net Pay: \$ \_\_\_\_\_ How often? \_\_\_\_\_

Employer: \_\_\_\_\_ How Long? \_\_\_\_\_ Net Pay: \$ \_\_\_\_\_ How often? \_\_\_\_\_

Co-Applicant Employment Information

Employer: \_\_\_\_\_ How Long? \_\_\_\_\_ Net Pay: \$ \_\_\_\_\_ How often? \_\_\_\_\_

Employer: \_\_\_\_\_ How Long? \_\_\_\_\_ Net Pay: \$ \_\_\_\_\_ How often? \_\_\_\_\_

Emergency Contact Information

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Occupant Information

*Please list the Names, Ages & Relationship to the applicant of each person who will be living at the property.*

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Dispossessory / Eviction / Criminal Background History

*Please be advised that any false or omitted information will result in an automatic denial of your application.*

Have you, or any member of your household ever been sent a dispossessory warrant for eviction from a property?

No \_\_\_\_\_ If Yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony? No \_\_\_\_\_ If Yes, please explain: \_\_\_\_\_

Are you, or any member of your household required to register as a sex offender on the sex offender registry?

NO \_\_\_\_\_ If Yes, please explain: \_\_\_\_\_

*I declare that the above statements are true and correct, and I hereby authorize verification of these statements, including, but not limited to: criminal background check, credit check & DMV history check. I understand that any false statements will result in the immediate denial of this application.*

Applicant Signature: \_\_\_\_\_ Co-Applicant Signature: \_\_\_\_\_

RBG The Anderson Company  
1203 Whispering Pines Rd.  
Albany, GA 31707  
229-888-5646 Phone 229-888-7124 Fax

### Landlord Reference

To: \_\_\_\_\_ RE: \_\_\_\_\_

Phone: \_\_\_\_\_ SSN: \_\_\_\_\_

Fax: \_\_\_\_\_ Address: \_\_\_\_\_

**The person named above has applied for a rental unit with our company and has stated that you are his/her present or previous landlord. Please complete the information requested below and fax back to 229-888-7124. By signing below, the applicant has authorized the release of his/her rental information. Your assistance is greatly appreciated.**

*I hereby authorize the landlord named above to release the information requested below. I will not hold the landlord or it's agents responsible or liable for any information released. I understand that the information includes, but is not limited to: rental payment history, reason for moving, housekeeping habits, damages to Property, date of move-out and/or disturbances.*

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

1. Applicant's dates of occupancy: From: \_\_\_\_\_ To: \_\_\_\_\_

2. Monthly rental amount: \$ \_\_\_\_\_ Any portion paid by GHFA? \_\_\_\_\_

3. How many times did applicant pay late? \_\_\_\_\_

4. Was applicant sent a dispossessory warrant? \_\_\_\_\_ If so, how many? \_\_\_\_\_

5. Did applicant have a history of disturbance to neighbors or domestic disputes? \_\_\_\_\_

6. Did applicant display housekeeping habits that would adversely affect the health or safety of others? \_\_\_\_\_

7. Did applicant damage their unit or common areas? \_\_\_\_\_

8. Did applicant give proper notice to vacate? \_\_\_\_\_

9. Did applicant leave owing money for rent or damages? \_\_\_\_\_

10. Was applicant evicted? \_\_\_\_\_

11. Did applicant engage in illegal use or drugs that interfered with the health, safety or right to peaceful enjoyment by other residents? \_\_\_\_\_

12. Did applicant abuse alcohol or have a pattern of abusive behavior that interfered with the health safety or right to peaceful enjoyment by other residents? \_\_\_\_\_

13. Would you rent to this applicant again? \_\_\_\_\_ Why or why not? \_\_\_\_\_

Printed name of verifier: \_\_\_\_\_ Position: \_\_\_\_\_

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