



Southern Management Corp.

Corporate Real Estate Services

Application Return Checklist

To ensure that your application process is finished in a timely manner, please make sure the following items are completed upon submittal.

Thank you for your cooperation!

- ❖ Application is **COMPLETELY** filled out, signed and dated.
- ❖ \$25 App Fee is included for everyone 18 and older that will be living in the home. **Must be in the form of Money Order or Check. NO CASH or CARD.**
- ❖ Copy of Driver's License.
- ❖ Copy of Most Recent Check Stub or Earnings Statement.
- ❖ ONCE APPROVED, YOUR **SECURITY DEPOSIT HAS TO BE ON A SEPARATE MONEY ORDER OR CHECK FROM YOUR 1ST MONTH'S RENT!!!**

Rental Criteria: To qualify for a rental unit, you **MUST** meet the following criteria:

- Must be at least 18 years old.
- Must have proof of income. Rent cannot exceed 30% of income.
- No **felonies or domestic battery charges** within the last 10 years.
- No more than 4 in Collections, not including Medical or Education.
 - You **cannot** owe a Leasing Company an unpaid balance.





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Rental Application			
Applicant Information		Property Applying For:	
Name: (First, Middle, Last)		Sex Offender? Yes or No	Lifetime Register? Yes or No
Date of birth:	SSN:	Phone:	
Current address:			
City:	State:	ZIP Code:	
Email Address:			
Own Rent (Please circle)	Monthly payment or rent:		How long?
Landlord:	Address:		Phone:
Make of vehicle:	Model of vehicle:	Year of vehicle:	
Color of vehicle:	License Plate:	Driver's License #:	State:
Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:		Fax:
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Monthly income:	
Emergency Contact			
Name of a person not residing with you:			Relationship:
Address:			
City:	State:	ZIP Code:	Phone:
Co-applicant Information			
Name: (First, Middle, Last)		Sex Offender? Yes or No	Lifetime Register? Yes or No
Date of birth:	SSN:	Phone:	
Current address:			
City:	State:	ZIP Code:	
Email Address:			
Own Rent (Please circle)	Monthly payment or rent:		How long?
Make of vehicle:	Model of vehicle:	Year of vehicle:	
Color of vehicle:	License Plate:	Driver's License #:	State:
Co-applicant Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:		Fax:
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Monthly income:	
Other Occupants			
Name:		Relationship:	
Name:		Relationship:	
Applicant's Signature			
Signature of Applicant:			Date:
Signature of Co-Applicant:			Date:





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Verification of Finances

I hereby authorize Southern Management Corporation to verify my past and present employee earnings, bank account, stock holdings and any other assets needed to process my rental application.

I further authorize Southern Management Corporation to order a Consumer Credit Report and verify other credit information, including past and present mortgage reference. It is understood that a photocopy of this form will also serve as authorization.

The information the rental agency obtained is only to be used in the processing of my rental application.

Criminal History/Background Investigation Waiver

I, _____, do hereby give full permission to Southern

Management Corporation to conduct a search of my criminal history and credit check.



Applicant's Signature

Date



Applicant's Signature

Date

Notice to Renters: This is a notice to you as required by the right to Financial Privacy Act of 1978 that HUD/FHA has a right of access to financial records held by financial institutions in connection with consideration or administration of assistance to you. Financial records involving your transaction will be available to HUD/FHA without further notice or authorization but will not be disclosed or released by this institution to another government agency or department without your consent except as required or permitted by law.





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Personal References

List two (2) personal references. List name, address and phone number. One relative may be listed along with relationship.

1. _____ Name	_____ Address	_____ Phone Number
2. _____ Name	_____ Address	_____ Phone Number

The Management will rely on the above information in consideration of the application and if untrue in any form, the lease may, at the option of the Management, be cancelled and security deposit forfeited. After acceptance of application security deposit will not be refunded.

Applicant hereby authorized any of the above individuals, entities or credit bureau to release information verifying the above stated details.



Applicant's Signature

Date



Applicant's Signature

Date





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Request to Release Tenant Information

(Applicant please sign this form at the bottom and leave the rest for **Office Use Only**)

Tenant Name: _____ Date: _____

Address: _____

Landlord: _____ Phone: _____

Does the tenant still reside at the address above? If not, please state the move-out dates.

Did he/she break their lease in any way? If so, please explain.

Did he/she keep the apartment clean and tidy? If no, please explain.

Did the tenant meet the rent deadlines? If not, how many times was he/she late on rent payments?

Was the tenant considerate to neighbors?

Did the tenant give notice on time? _____

If the tenant has already moved out, what condition did they leave the property in?

Do you have anything to add? _____

Landlord Signature: _____ Date: _____

I, _____ authorize my previous landlords to release my rental history to Southern Management Corporation.

Tenant Signature: _____ Date: _____

