

RENTAL POLICIES AND PROCEDURES:

The following policies have been established for all applicants for any property managed by McCreary Realty Management, Inc. Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

FAIR HOUSING:

McCreary Realty Management and the Owner are committed to compliance with all federal, state, and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination; including those that prohibit discrimination based on race, color, religion, national origin, sex, familial status, or handicap.

AGENCY DISCLOSURE:

MCCREARY REALTY MANAGEMENT, INC., whose address is 390 Roswell Street, Suite 200, Marietta, Georgia 30060, has acted as Agent for the Owner in this transaction and is being paid a fee by the owner; McCreary Realty Management, Inc. has not acted as agent in this transaction for any tenant or occupant.

APPLICANT:

- Each person 18 years of age or older must legibly & completely fill out and sign an application.
- All applicants and all persons age 18 years and older that will be occupying the property must present a government issued photo identification and one of the following:
 - (1) a United States government issued Social Security number, (2) current work visa (I-94), or (3) temporary resident alien card verifying approved entry by the United States government (I-94W).
- The application will NOT be considered with missing or false information.
- All applications submitted become the property of McCreary Realty Management.
- If a co-signer is necessary, they must also fill out and sign an application and pay a \$65.00 application fee.
- Applications must be accompanied by a processing fee to be considered.

NON-REFUNDABLE APPLICATION FEE:

- There will be a **\$65.00 Application Fee** for each applicant. Without this fee, your application is considered incomplete and will not be processed.
- The most convenient way to pay the required application fee is through our website; just click on the payment link at the conclusion of the application process.
- You may also pay the application fee by money order or cashier's checks made payable to: **McCreary Realty Management**
- These fees are NON REFUNDABLE, even if you are not accepted.

INCOME/EMPLOYMENT:

- Applicant must verify a minimum of one (1) year stable employment
- Self-employed applicants must provide the 2 most recent tax returns
- Proof of earnings from social security, child support, alimony or spousal support must be documented at time of application
- Unverifiable income will NOT be considered; Bank statements will NOT be accepted as proof of income
- All Applicants must have a combined verifiable source of income in an amount no less than three (3) times the market rental rate for the property desired
- Acceptable income verification includes one of the following: (A) last two paycheck stubs showing year-to-date earnings, (B) employment verification on company letterhead signed by a direct supervisor, or payroll or human resources department representative, or (C) two years of tax returns

OCCUPANCY:

- The maximum number of residents permitted to dwell in any property shall not exceed two (2) occupants per bedroom. Unincorporated Cobb County has an occupancy limit of no more than 2 unrelated adults per household.

RENTAL HISTORY:

- Each applicant must provide the two (2) most recent years of verifiable and satisfactory rental history. Satisfactory rental history is from an arm's length transaction(s) only and reflects prompt monthly payments, sufficient notice and the property left with no damages. (An arm's length transaction is defined as a transaction between two disinterested and unrelated parties.)
- If applicant does not have arm's length satisfactory rental history, the applicant can be accepted with an additional security deposit equal to the standard security deposit for the property for which the applicant is applying, or an acceptable guarantor, providing that all other criteria be met.
- For applicants that are homeowners, permission is granted on the application to verify payment history with the lender.
- If applicant has acceptable rental history of less than one year or is a first-time tenant, the applicant can be accepted with an additional security deposit equal to the standard security deposit for the property for which the applicant is applying, or an acceptable guarantor, providing that all other criteria be met.

CREDIT HISTORY:

- Our credit-reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial. An unsatisfactory credit report reflects past or current bad debts, late payments, unpaid bills, collection accounts, liens, judgments or bankruptcies, etc.
- Applicant supplied reports will not be accepted

LEASE GUARANTORS:

- A lease guarantor and/or additional security deposit may be required upon evaluation of the rental application.
- All lease guarantors must have a verifiable source of income in an amount no less than five (5) times the property monthly rent amount. If a lease guarantor is needed, they must meet the entire qualifying criteria as presented above.
- A lease guarantor may be accepted for lack of rental history, lack of credit, or lack of income.
- The guarantor must pay an application-processing fee, sign the lease agreement with the tenant, and must reside in the United States.

PETS:

- If you have a pet, there is an additional per pet application charge, which is administered by a third-party pet screening tool. You will find the link and instructions within the application.
- *The below listed dog breeds or mixture of breeds are not allowed under ANY circumstances:* Pit Bull, American Staffordshire Terrier, Staffordshire Bull Terrier, Chow, Doberman Pinscher, Rottweiler, Perro de Presa Canarios, or a Wolf-Hybrid

SERVICE/ASSISTANCE ANIMALS:

- If you have a service animal or emotional support animal, there is an additional per animal application, which is administered by a third-party pet screening tool. You will find the link and instructions within the application under the "Pets" section.

APPROVAL AND MOVE-IN CONDITIONS:

McCreary Realty Management will continue to advertise and consider all other applications for the subject property until the following has been provided:

- Application(s) have been received, paid, and all supporting documentation has been received.
- Within 24 hours of your Approval by Management, a Good Faith Agreement & Commitment to Lease or the Lease Package forms must have been signed
- Within 24 hours of your Approval the Good Faith Deposit has been received by Management
- Failure to comply with these requirements will result in your application being closed and the property being released to the next applicant.
- Certified Funds are required for all initial monies, including the Good Faith Deposit, Security Deposit, Pet Deposit (if any), a non-refundable administrative fee of \$200.00 to Management, and Prorated Rent and/or First Month's Rent.

VALIDITY PERIOD:

- Approved applications remain in good standing for a period of ninety (90) days from the approval date.
- If a lease is not signed and/or the applicant fails to occupy a property within the viable time period, an application must be re-submitted for verification and approval along with a new application fee.

DISCLOSURE AND AUTHORIZATION:

The undersigned declares that the information on this rental application is true and correct and understands that false statements may result in rejection of this and any future applications for housing we manage. The undersigned does further understand that all persons or firms associated with McCreary Realty Management may freely give any requested information concerning me.

I also hereby authorize McCreary Realty Management to verify my past and present employment earnings records, bank statements, previous residences and or any information given for the purposes renting and or leasing through McCreary Realty Management including but not limited to a credit check. I further understand and agree that McCreary Realty Management will rely upon this rental application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this application are true. If any facts prove to be untrue, McCreary Realty Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorneys' fees resulting there from. McCreary Realty Management welcomes all applicants and supports fair housing.

It is our policy to comply with all laws prohibiting discrimination; including those that prohibit discrimination based on race, color, religion, national origin, sex, familial status, or handicap.

INVESTIGATIONAL BACKGROUND SEARCH DISCLOSURE:

McCreary Realty Management conducts applicant screening on persons applying to live in our managed properties, such screenings may include criminal background investigations. Prior to acceptance of an applicant, we may use an independent consumer reporting agency to search public records which may contain criminal background information regarding the applicant. McCreary Realty Management will determine if the criminal background information pertains to the applicant and if the report indicates that one or more such felony and or misdemeanor records were found. We will then compare the records to our established acceptance policies to determine whether or not the applicant may be accepted. If your application is declined based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report. An applicant who is declined based on a criminal background may obtain a free copy of the report and may initiate a reinvestigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the procedures that you should follow in order to do so.

I agree to indemnify and hold harmless McCreary Realty Management, Inc., and any parties who provide information to verify this application from all liability, claims, and lawsuits with regard to the information provided, regardless of whether the information provided is negative.

By signing below, I acknowledge that I have read and understand all of the above conditions and restrictions.

ADDRESS OF PROPERTY APPLIED FOR

APPLICANT'S SIGNATURE

DATE

Fax the completed form to 770-427-3955 or e-mail as an attachment to app@McCrearyRealty.com.

McCreary Realty Management, Inc., AMO®

390 Roswell Street, Suite 200

Marietta, GA 30060

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