

*Thank You for applying with Berry Realty Company!*

Once we receive your \$45 application fee, we will be able to process your application.  
\$45.00 CASH OR BANK CHECK ONLY. No Personal Checks or Money Orders Accepted.

**PLEASE FAX BACK TO BERRY REALTY COMPANY  
AND/ OR MAIL YOUR APPLICATION FEE.**

**(404) 634-7354**

**OR**

**Stop by our office at 1513 Oak Grove Road, Decatur, GA 30033  
(on the corner of Oak Grove and Lavista Road).**

### Pre-Qualifications Needed

- Berry Realty screens prospective tenants the following ways:
  - Credit Reports
  - Rental History
  - Reference Checks
  - Employment Verification

### Application Process

- We cannot "hold" a property off the market, therefore we commit to process your application as soon as possible - dependent on the return of the employer & rental history verification.
- In order to process your application, we must have the following information and documentation:
  - Application completed in its entirety by each prospective tenants.
  - Signature(s) of all prospective tenants on their respective applications.
  - Proof of income - two most current paycheck stubs with each of your names, the company name, salaries and dates listed.
  - Names of two previous landlords, their phone numbers along with previous and current addresses.
  - A copy of your Driver's License(s).
  - \$45 non-refundable application fee in the form of certified funds / bank check or cash.

### Security Deposit and/or Pet Deposit

- Once your application is approved, the security deposit and pet deposit will be required at your lease signing.
- The security deposit MUST be in the form of a certified funds / bank check only.  
No personal checks, money orders or cash will be accepted.
- The pet deposit is \$150 per pet and is non-refundable.



# RENTAL APPLICATION

Application Date: \_\_\_\_\_ Desired Move In Date: \_\_\_\_\_ Listed Rental Amount: \$ \_\_\_\_\_

Rental Property Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you hear about Berry Realty Company? \_\_\_\_\_

PERSONAL INFORMATION

Applicant's Full Name: \_\_\_\_\_  
First Middle Last

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Status:  Single  Married  Widowed  Separated  Divorced

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

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

# of Adults who will occupy the property? \_\_\_\_\_ Anyone a Smoker?  Yes  No

Any Children?  Yes  No Names & Ages: \_\_\_\_\_

Any Pets?  Yes  No How Many/Breed/Age: \_\_\_\_\_

Have you ever Filed for Bankruptcy?  Yes  No Ever been Evicted from Tenancy?  Yes  No

Your Vehicle (Make & Model): \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

SPOUSE/ROOMMATE INFORMATION

Spouse/Roommate's Full Name: \_\_\_\_\_  
First Middle Last

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Status:  Single  Married  Widowed  Separated  Divorced

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

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Any Children?  Yes  No Names & Ages: \_\_\_\_\_

Any Pets?  Yes  No How Many/Breed/Age: \_\_\_\_\_

Your Vehicle - Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

RESIDENCE HISTORY

Are you currently a homeowner?  Yes  No Mortgage Co. & Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

- How long did you reside at the above residence? \_\_\_\_\_ Rent/Mortgage Amount? \$ \_\_\_\_\_
- Are you currently under a lease?  Yes  No Lease Expire Date: \_\_\_\_\_
- Reason for leaving: \_\_\_\_\_

Current Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

- Current Landlord's Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

- How long did you reside at the above residence: \_\_\_\_\_ Rent/Mortgage Amount? \$ \_\_\_\_\_
- Lease Expire Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Previous Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

- Previous Landlord's Address: \_\_\_\_\_



# RENTAL APPLICATION

EMPLOYMENT & FINANCIAL INFORMATION

**Applicant Employed:**  Full-Time  Part-Time  Student  Retired  Unemployed  Stay-At-Home  
 Current Employer: \_\_\_\_\_ Hire Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Monthly Salary: \$ \_\_\_\_\_ Any other income sources and amount: \_\_\_\_\_

**Spouse/RM Employed:**  Full-Time  Part-Time  Student  Retired  Unemployed  Stay-At-Home  
 Current Employer: \_\_\_\_\_ Hire Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Monthly Salary: \$ \_\_\_\_\_ Any other income sources and amount: \_\_\_\_\_

Checking Account Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
 Savings Account Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Do you receive:  Social Security  Pension  Welfare  Alimony/Child Support  
 • Explain: \_\_\_\_\_

REFERENCES & COMMENTS

**Personal References - 3 Required:**

Name	Address	Phone #	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Comments We Should Consider:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CERTIFICATION

I / We certify that the information given herein is complete, true and correct, to the best of my/our ability. I / We authorize Berry Realty Company to verify the accuracy and correctness of these statements, to communicate with my/our employer(s) and creditors, and to procure such other information which Berry Realty Company may require to evaluate this application.

THE TENANT IS AWARE AND UNDERSTANDS THAT ALL UTILITIES ARE THE SOLE RESPONSIBILITY OF THE TENANT AND THEY SHOULD PLACE THESE UTILITIES IN THEIR NAME IMMEDIATELY UPON THE DATE OF THE LEASE.

SHOULD THIS APPLICATION BE ACCEPTED, THE FOLLOWING MONIES WILL BE DUE IN SEPARATE CERTIFIED FUNDS ONLY:

- First Month's Rent in the Amount of \$ \_\_\_\_\_
- Separate Certified Funds for Security Deposit in the amount of \$ \_\_\_\_\_
- Separate Certified Funds for Non-Refundable Pet Deposit of \$ \_\_\_\_\_

I / We acknowledge that the receipt of a completed, signed and dated application along with a non-refundable \$45.00 CASH ONLY application fee gives Berry Realty Company authorization to verify credit.

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

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

*Credit Authorization Form*

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I/We, the undersigned applicant(s), do hereby authorize Berry Realty Company to verify the accuracy and correctness of my/our employment, rental history and credit worthiness. I/We grant Berry Realty Company permission to communicate with my/our employer(s), Landlord(s) and to procure such other information that Berry Realty Company may require evaluating and processing this application.

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I / We further authorize my/our Employer(s), Landlord(s) and other creditors to provide such verification to Berry Realty Company.

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Signature

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Date

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PRINT NAME

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Signature

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Date

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PRINT NAME