

Thank You for applying with Berry Realty Company!

Once we receive your \$50 application fee, we will be able to process your application.
\$50.00 CASH 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
 - Background Check

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).
 - \$50 non-refundable application fee in the form of CASH ONLY.

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 \$50.00 CASH ONLY application fee gives Berry Realty Company authorization to verify credit.

Signature Date

Signature Date

Credit Authorization Form

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

I/We further authorize my/our Employer(s), Landlord(s), Creditors and others deemed necessary to provide such verification to Berry Realty Company.

Signature

Date

PRINT NAME

Signature

Date

PRINT NAME