

# THE HERNDON COMPANY APPLICATION REQUIREMENTS

- ❖ Applications are **NOT** considered in line for a property until ALL information has been completed and received by The Herndon Company, including all applications, parent guarantees, and rental and income verification forms (including social security numbers) so the application is ready for processing. **Application and Parent Guarantee processing fees are non-refundable.**
- ❖ Applicant(s) must present a current, **valid** Government issued **picture ID** when submitting an application, along with the application fee, for each applicant before application is processed.
- ❖ **\$ 30.00** application processing fee per adult. If married, the joint application fee is **\$ 30.00**. We require an application for **EACH** adult to be residing in the property, and proof that you are at least 18 years old, the age legally required to enter a contract in the state of Georgia.
- ❖ **RENTERS INSURANCE** is required **BEFORE** giving access for Lessee to move into property.
- ❖ **Applications are processed on a first completed first processed basis according to ALL information being submitted including but not limited to complete application, application fee, photo identification, income and rental verification(s).**

## **EMPLOYMENT AND INCOME REQUIREMENTS:**

- ❖ Applicant must have verifiable current employment for a minimum of 3 months or same line of work for a minimum of 12 months (local or within commuting distance). All **MILITARY** persons **MUST** bring in a copy of their most recent L.E.S.
- ❖ If disabled or retired, applicant must provide proof of income, i.e.: Check stubs, Tax return, monthly statement, etc.
- ❖ Applicant must have an income that is 3 times greater than that of the rent amount.

For neighborhood conditions, you may view the Georgia Bureau of Investigations website at <http://services.georgia.gov/qbi/qbisor/disclaim.html> or you can contact the local police department: 229-245-5270. For school zones you may call Lowndes Co at 229-245-2257 or Valdosta City at 229-245-5640 for information.

As we cannot verify internet access to any of the properties, you will need to verify access before submitting application for property.

**For any property that was built in or before 1978, Tenant understands property has a possibility of having lead based paint, and understands Tenant will be provided with a lead based paint exhibit and pamphlet at lease signing**

A **Security Deposit** can be received only after the completed application(s) has been approved and a move-in inspection completed. **No personal checks** accepted for security deposits. **Security deposits must be in the form of ONE of the following: cashier's check or money order. CASH WILL NOT BE ACCEPTED**

I, the undersigned, understand that The Herndon Company (Broker/Management) is the Agent and representative for the owner of the Property and will be paid a fee by the owner. I also understand that this Property is being leased **'AS-IS'** in its present condition. I understand that Management prefers that I see the Property in person and conduct any inspections of the Property which I might desire, at my own expense, prior to applying for the Property.

\_\_\_\_\_ Initials I have visited the Property and had the opportunity to inspect it. I understand that I am accepting the Property "as is" except for any stipulations, changes or modifications that are listed as contingencies of this application. If any stipulations cannot be met, or an acceptable compromise agreed to by all parties, I understand that any fees I have paid with the submission of this Rental Application will be returned to me.

\_\_\_\_\_ Initials I have not yet visited or seen the Property in person. Nor am I relying on any information, photos, or any other representations of the Agent through whom I learned of this Property except for information the Agent provided to me in writing. However, I understand that if my application is approved, any fees I have paid with the submission of this Rental Application are non-refundable and any obligations under the lease I sign are fully enforceable. Having not viewed the Property will in no way be a reason for any refund or cancellation of the agreement.

Applicant Signed \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant Signed \_\_\_\_\_

Date \_\_\_\_\_

The Herndon Company  
APPLICATION FOR LEASE  
Confidential Information

Rental Property applying for: \_\_\_\_\_ Rent Amount \_\_\_\_\_ Offer \_\_\_\_\_

Un-Married roommates / Couples must complete separate applications.

APPLICANT'S Name: \_\_\_\_\_  
(FIRST, MIDDLE, LAST / MAIDEN)

SOCIAL SECURITY #: \_\_\_\_\_ D.O.B. \_\_\_\_\_

CELL / HOME NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

APPLICANT'S Name: \_\_\_\_\_  
(FIRST, MIDDLE, LAST / MAIDEN)

SOCIAL SECURITY #: \_\_\_\_\_ D.O.B. \_\_\_\_\_

CELL / HOME NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Applicant's Present Address: \_\_\_\_\_  
(Street Address / City / State / Zip Code)

Monthly Payment: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Listed in Applicant's Name?  Yes  No

Reason for Leaving? \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone #: (\_\_\_\_) \_\_\_\_\_

Applicant's Previous Address: \_\_\_\_\_  
(Street Address City State Zip Code)

Monthly Payment: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Year(s)? \_\_\_\_\_ 20\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

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

**APPLICANT'S Present Employer/Company:**

Name of Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Position/Rank Held: \_\_\_\_\_ How Long? \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

**APPLICANT'S Previous Employer/Company:**

Name of Company: \_\_\_\_\_ Phone # \_\_\_\_\_

Position/Rank Held: \_\_\_\_\_ How Long? \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

Type of Business: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**SPOUSE'S Present Employer/Company:**

Name of Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Position/Rank Held: \_\_\_\_\_ How Long? \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

**Names of ALL persons to occupy property:**

|    | NAME  | AGE   | RELATIONSHIP |
|----|-------|-------|--------------|
| 1. | _____ | _____ | _____        |
| 2. | _____ | _____ | _____        |
| 3. | _____ | _____ | _____        |
| 4. | _____ | _____ | _____        |
| 5. | _____ | _____ | _____        |
| 6. | _____ | _____ | _____        |
| 7. | _____ | _____ | _____        |

**Emergency Contacts:**

|    | NAME  | ADDRESS | PHONE | RELATIONSHIP |
|----|-------|---------|-------|--------------|
| 1. | _____ |         |       |              |
| 2. | _____ |         |       |              |
| 3. | _____ |         |       |              |

**Automobiles and other vehicles:**

|    | YEAR  | MAKE | MODEL | COLOR | TAG NUMBER | STATE |
|----|-------|------|-------|-------|------------|-------|
| 1. | _____ |      |       |       |            |       |
| 2. | _____ |      |       |       |            |       |

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?** Yes \_\_\_\_\_ or No \_\_\_\_\_  
**IF SO, WAS IT A MISDEMEANOR OR FELONY?** \_\_\_\_\_

**NO PETS WILL BE ALLOWED UNLESS APPROVED BY THE PROPERTY OWNER. IN THE EVENT A PET IS ALLOWED, A PET FEE WILL BE CHARGED AND A PET EXHIBIT WILL BE MADE PART OF THE LEASE. THE FINAL DECISION REGARDING PETS IS AT THE DISCRETION OF THE PROPERTY OWNER.**  
 Do you desire a pet lease? Yes \_\_\_\_\_ or No \_\_\_\_\_ Number of Pets: \_\_\_\_\_

Advertising - How did you select us: (Check One):  Newspaper  Phone Book  Internet  Sign  
 Other:

**CORRECT INFORMATION**

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification for above information, references, criminal records and credit records. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state. (\*D.O.B. is requested by the Credit Retrieving Service, not by The Herndon Company.)

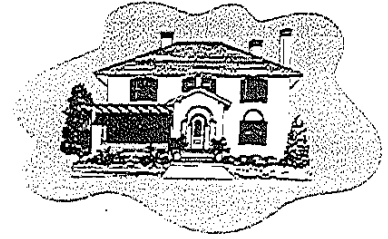
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

THE  
**HERNDON** COMPANY

REAL ESTATE

1100 N. PATTERSON STREET • P.O. BOX 1625 • VALDOSTA, GEORGIA 31603-1625  
PROPERTY MANAGEMENT 229-245-6380 • FAX 229-245-6375



**EMPLOYMENT VERIFICATION**

NAME (Applicant): \_\_\_\_\_ SS # \_\_\_\_\_

COMPANY: \_\_\_\_\_

**\*\*Applicant hereby authorizes verification of employment and rental information, references, criminal records and credit records.**

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

Thank you for providing the following employment verification. We try to complete all rental applications within 24 hours. It would be greatly appreciated if you could return this information to us as soon as possible by fax, 229-245-6375. Again, thank you for helping us process this application expediently.

**TO BE COMPLETED BY EMPLOYER (Applicant do not fill out):**

POSITION: \_\_\_\_\_ **MONTHLY WAGES** \_\_\_\_\_  
(Monthly wages needed. If hourly wages noted, please note average weekly hours \_\_\_\_\_)

EMPLOYED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SUPERVISOR/HR Personnel: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

**THE  
HERNDON COMPANY**

*REAL ESTATE*

1100 N. PATTERSON STREET • P.O. BOX 1625 • VALDOSTA, GEORGIA 31603-1625  
PROPERTY MANAGEMENT 229-245-6380 • FAX 229-245-6375



**RENTAL VERIFICATION**

NAME (Applicant): \_\_\_\_\_

Current / Previous ADDRESS for confirming rental history: \_\_\_\_\_

Street Address \_\_\_\_\_ / City \_\_\_\_\_ / State \_\_\_\_\_ / Zip Code \_\_\_\_\_

LANDLORD/COMPANY NAME: \_\_\_\_\_

LEASE DATES FROM: \_\_\_\_\_ TO \_\_\_\_\_

**\*\*Applicant hereby authorizes verification of employment and rental information, references, criminal records and credit records.**

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

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

Thank you for providing the following rental verification. We try to complete all rental applications within 24 hours. It would be greatly appreciated if you could return this information to us as soon as possible by fax, 229-245-6375. Again, thank you for helping us process this application expediently.

**TO BE COMPLETED BY LANDLORD:**

- 1) Rent amount per month? \_\_\_\_\_
- 2) Is there a history of late payments or dispossessory warrants? If yes, which one and how many? \_\_\_\_\_
- 3) Is there a history of returned checks? \_\_\_\_\_ If yes, how many and were they satisfied in a timely manner? \_\_\_\_\_
- 4) Was proper notice to vacate given? \_\_\_\_\_
- 5) Was the property properly maintained? \_\_\_\_\_
- 6) Were there any complaints in relation to the tenant or visitors to the property? Explain \_\_\_\_\_
- 7) Was the security deposit refunded? \_\_\_\_\_ If not, why? \_\_\_\_\_
- 8) Would you consider renting to this tenant again? \_\_\_\_\_ If not, why? \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

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

**PET INFORMATION FORM**

- 1) If permission is granted for Resident's pet, described below, to be kept within subject premises, such permission would be granted with the express understanding and agreement by Resident that pet when taken in and out of the premises, will be kept on a leash or caged and under full control at all times. Further, when walking pet, Resident will keep pet away from public places, lawns, and sidewalks of all residences in neighborhood or buildings in complex, whichever is applicable herein. Resident will be responsible for cleaning up pet droppings left by pet. Resident shall be responsible for all damage done to the subject premises or grounds by reason of having a pet therein or thereon. Landlord may bill Resident for damage caused by pet, which amount shall be paid no later than with the following month's rent.
- 2) Said pet will not annoy, bother, or be permitted to annoy or bother other residents of the neighborhood or complex, or the public within the area. If in the sole discretion of the Owner or his agent, said pet becomes a nuisance, bothersome, or an annoyance to the public, neighbors or other residents, or becomes a threat to public health or safety, then at the written direction of the Owner or his agent to the Resident, Resident shall, within five days thereafter, remove said pet from the premises or face legal remedies, including but not limited to, termination of the Agreement to which this agreement applies.
- 3) Resident agrees to pay a nonrefundable pet fee for the privilege of maintaining said pet on Owner's premises. Said nonrefundable pet fee is paid in addition to and not in lieu of Resident's responsibility for all damages caused by pet, above. Resident agrees that only the pet names and described below will occupy the premises. No additional or different pet is authorized under this agreement.
- 4) Resident may have no more than one dog or one cat or two birds unless express written authorization is given, at an additional pet fee.
- 5) No pet offspring are allowed. However, pet offspring shall be permitted to remain on the premises until said offspring are weaned from their mother.
- 6) Resident must provide proof of vaccination of pet, for communicable diseases prevalent in species of pet, including, but not limited to rabies.
- 7) Fish tanks may be no larger than twenty gallons.
- 8) No other animals, reptiles or insects are permitted, including but not limited to livestock or farm animals, exotic or jungle animals, pigs, skunks, ferrets, monkeys, snakes, lizards, turtles, hamsters, and gerbils.
- 9) Birds must be caged at all times.
- 10) Resident agrees to abide by all applicable laws regarding the keeping of animals or pets in the areas and locale of the premises, including, but not limited to, leash laws, licensing laws, and laws regarding vaccinations and inoculations.

PET #1:  
 Name: \_\_\_\_\_  
 Type of Pet \_\_\_\_\_  
 Breed: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Current Weight: \_\_\_\_\_  
 License # \_\_\_\_\_  
 Color/markings: \_\_\_\_\_

PET #2:  
 Name: \_\_\_\_\_  
 Type of Pet: \_\_\_\_\_  
 Breed: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Current Weight: \_\_\_\_\_  
 License #: \_\_\_\_\_  
 Color/Markings: \_\_\_\_\_

Has any of the above pet(s) ever bitten anyone or is it known to be vicious or potentially dangerous (including aggression to other domestic animals)? \_\_\_\_\_ if yes, please give a brief description. \_\_\_\_\_

**Applicant represents that all of the above statements are true and correct. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits. Applicant acknowledges that a non-refundable pet fee is required to be paid once the pet has been approved and before the pet is brought on the property.**

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

**I, (applicant's name) \_\_\_\_\_ DO NOT HAVE ANY PETS. Date \_\_\_\_\_**

**I, (co-applicant's name) \_\_\_\_\_ DO NOT HAVE ANY PETS. Date \_\_\_\_\_**