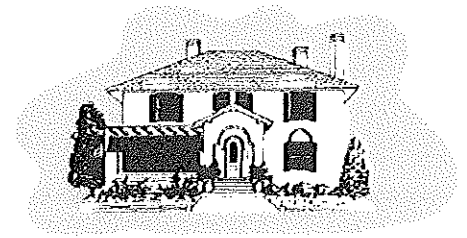


# THE HERNDON COMPANY

## REAL ESTATE

1100 N. PATTERSON STREET • P.O. BOX 1625 • VALDOSTA, GEORGIA 31603-1625  
REAL ESTATE (229) 244-1992 • WATS 1-800-647-3716 • FAX 245-6390  
PROPERTY MANAGEMENT 245-6380 • FAX 245-6375



Items needed for the Application process:

### APPLICATION:

- \$30 non-refundable fee.
- Application completely filled out. Make sure that you sign the very first page of the application and each additional places a signature is required. If you do NOT have any pets, then sign the very last line of the last page.
- We will need a COLOR COPY of each person's ID as well-this can be made at our office, a copy can be given to us or a copy scanned and emailed to us ([forrent@herndoncompany.com](mailto:forrent@herndoncompany.com))
- Employment and rental verification: It is usually quicker for the applicant to take these forms to the employer or renter and have them fax it back to us (229-245-6375). Once we receive it, we will call to verify the information. If you are unable to have an employer complete the verification form, we will need a copy of the most recent tax return or the three (3) most recent consecutive pay stubs will suffice.

### GUARANTEE FORM (only for those who have not established credit or students):

- \$30 non-refundable fee.
- COLOR COPY of the parent/guarantor ID – this can be made at our office, a copy can be given to us or a copy scanned and emailed to us ([forrent@herndoncompany.com](mailto:forrent@herndoncompany.com))
- The guarantor forms must be notarized and must have a seal or stamp. If faxing it to us and it is with a raised notary seal, lightly rub the seal with a pencil so it will show up in the fax.
- The guarantor needs to return one of the following:
  - Completed employment verification form (If the parent is self-employed, he/she cannot complete the verification form)
  - A copy of the most recent tax return
  - The three (3) most recent consecutive pay stubs



MEMBER: Valdosta Board of Realtors -Georgia Association of Real Estate Boards  
National Association of Real Estate Boards -National Institute of Farm and Land Brokers



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**GUARANTEE FOR RENT AND/OR DAMAGE TO RENTAL PREMISES**

I, the undersigned, do hereby guarantee to THE HERNDON COMPANY real Estate, management agent for the below identified unit, full and timely payment of monthly rent of property in the amount of \$\_\_\_\_\_ per month (full amount in one form, no partial payments) and for all loss, breakage, or damage to the upholstery, plumbing, heating and cooling, appliances, and appurtenances, other than that caused by normal wear and tear, and for any cleaning required at the end of tenancy of the identified unit, which costs has not been paid through the use of the Security Deposit or by Tenant. I further agree to pay any sums required within ten (10) days of receipt of invoice, as well as reasonable attorney fees and Court costs required in the collection of any sums. This guarantee and its acceptance by THE HERNDON COMPANY Real Estate in no way changes or modifies any of the terms and conditions of the rental agreement entered into for the below identified unit. I am signing as guarantor and agree to be fully and totally responsible for property, rents, and damages. I understand that should any legal issues arise, they will be handled through the Lowndes County Court System. **I further acknowledge that Renters Insurance is required before Lessee(s) receive access to move into the property as per lease.**

Please PRINT the following: Unit Address \_\_\_\_\_

Applicant Name \_\_\_\_\_ Guarantor \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Guarantor's cell phone # \_\_\_\_\_

Guarantor's Work Phone # \_\_\_\_\_ Guarantor's SS# \_\_\_\_\_ D.O.B. \_\_\_\_\_

Guarantor's complete address \_\_\_\_\_  
Street City State ZIP

Guarantor Employed By: \_\_\_\_\_

Position \_\_\_\_\_ Annual Income \_\_\_\_\_

Guarantor's email address: \_\_\_\_\_

I hereby represent that all of the information provided is true and complete, and hereby authorize verification of said information, including providing verifiable proof of income, and credit records through any agency or bureau THE HERNDON COMPANY may choose. I acknowledge that false information herein may constitute grounds for rejection of this guarantee and the application which it guarantees, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state. I further acknowledge that the guarantee may not be processed until a legible photo ID and **processing fee of \$30** for the guarantor has been submitted to THE HERNDON COMPANY, in addition to all completed application(s) with the applicant(s) ID and processing fee(s).

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

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ appeared

\_\_\_\_\_ Guarantor

Notary Public Printed Name \_\_\_\_\_ Phone # \_\_\_\_\_

(SEAL)

Notary Public Signature \_\_\_\_\_  
My Commission Expires \_\_\_\_\_



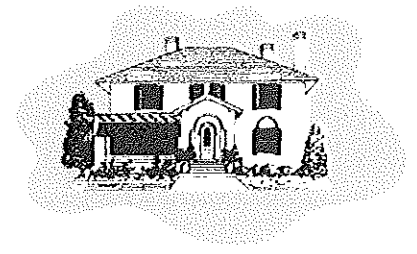
If Faxing, please lightly run a pencil or highlighter over seal so it shows the imprint. Seal Must be visible.



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**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 #: \_\_\_\_\_