



Phone: (770) 715-9818 OR (706) 255-5644/ Email: [info@hiddenkeyproperties.com](mailto:info@hiddenkeyproperties.com)  
[www.HiddenKeyProperties.com](http://www.HiddenKeyProperties.com)

Thank you for your interest in one of Hidden Key Properties, LLC rental properties. Below you will find the Application Checklist, Application, and Release Form(s) which must be completed and signed by all persons over 18 years old that will live in the home and accompanied by the correct application fee amount listed below.

Please Email Completed Documents to [info@hiddenkeyproperties.com](mailto:info@hiddenkeyproperties.com)

Your application will take a minimum of two (2) business days to process. Incomplete application packets will take longer to process.

More than one application may be submitted on this home. The first application approved on this home will have first choice; however, your approved application may be applied to another Hidden Key Properties' rental property that you may qualify for.

#### APPLICATION CHECKLIST

- Rental Application & Release form completed, signed & emailed to [info@hiddenkeyproperties.com](mailto:info@hiddenkeyproperties.com)
- Non-Refundable Application Fee: (\$50 for each person over age 18 yrs)
- Money Order/Cashier's Check mailed to Hidden Key Properties, LLC or delivered to Agent along with packet.
- Pet Exhibit completed & returned (if you have a pet)

Please mail all Money Order/Cashier's Checks to:  
Hidden Key Properties, LLC

PO Box 1504 Ellijay, GA 30540



Contact Information: [Info@hiddenkeyproperties.com](mailto:Info@hiddenkeyproperties.com) ~ Phone: (770) 715-9818 OR (706) 255-5644

---

## Rental Qualifications & Lease Information

### Application Process & Fees

- Required Rental Application online at [www.hiddenkeyproperties.com](http://www.hiddenkeyproperties.com). Email to [info@hiddenkeyproperties.com](mailto:info@hiddenkeyproperties.com)
- The correct application fee must accompany the application in order to be processed.
- The approval takes a minimum of two (2) business days.
- Anyone under the age of 18 years old, living in the home must be named in the application.
- Anyone over age 18 years old living in the home must submit a separate application & application fee.
- \$50.00 non-refundable application fee per person age 18 years and older
- All applications are processed by Hidden Key Properties, LLC.

### Lease Terms & Deposit:

- 12 month lease is customary. Homeowner has final approval on lease terms & lease length.
- Hidden Key Properties, LLC will write the lease according to the agreed terms.
- Security deposit plus the first month's rent is required at time of lease signing.
- Move-in inspection on the property must be completed on or before effect date of the lease.
- Sixty (60) day notice to renew lease is given to tenant at the end of the lease term.

### Income/Employment/Credit Requirements:

- A credit check will be completed.
- Income and Current Employment must be verifiable through employer(s), check stubs & bank statements.
- Positive landlord references and no evictions within 5 years.
- A background check will be completed.
- Previous landlord reference check if rented prior or two (2) references if not.
- A letter of explanation may be submitted to explain a negative incident and what is being (has been) done to remedy issue(s).

### Pet Policy:

- Completed Pet Exhibit must be submitted with application.
- A non-refundable deposit of \$200.00 or more is required at time of lease. (At Owner's discretion).
- Homeowner has final approval on all pets.

**RENTAL APPLICATION**  
**(One For Each Adult Applicant)**



2019 Printing

**APPLICATIONS ARE NOT ACCEPTED ON A FIRST COME, FIRST SERVED BASIS. O.C.G.A §10-6A-6 requires brokers to present ALL offers to lease to the landlord/owner. The landlord/owner reserves the right to accept the best offer based on economic considerations. These considerations include, but are not limited to, the move-in date of the applicant, the rental rate offered by the applicant, any concessions requested by the applicant, and the creditworthiness of the applicant.**

Application is hereby made to rent the premises generally described as \_\_\_\_\_ ("Property").

The multiple listing service number for this property, if known, is \_\_\_\_\_.

1. **Lease Term.** The term of the lease of the Property for which Applicant is applying shall start on \_\_\_\_\_ ("Commencement Date") and end on \_\_\_\_\_.
2. **Proposed Monthly Rent.** \_\_\_\_\_
3. **Lease Application Fee.** Applicant has paid a nonrefundable Lease Application Fee of \$\_\_\_\_\_ to process this Rental Application, determine Applicant's credit worthiness to lease the Property and conduct a background investigation of Applicant.
4. **Authorization to Do Credit and Background Check.** Applicant hereby authorizes Owner and any authorized agent of Owner ("Agent") to do whatever background and credit check on Applicant that the Owner or Agent deem appropriate. This may include among other things obtaining one or more credit reports on Applicant. Such credit report(s) may be obtained before and during the term of the Lease and after the expiration or termination of the Lease as part of any effort to collect rent, costs, fees and charges owing under such Lease. Applicant acknowledges that merely requesting such reports may lower Applicant's credit score and Applicant expressly consents to the same.
5. **Reservation Fee.** A reservation fee of \$\_\_\_\_\_ by  check,  cash or  money order is being made along with this rental application. If Applicant's application is approved and a lease is entered into between Owner and Applicant the fee shall be applied towards Applicant's rent as referenced in said lease. If Applicant's application is denied, this Reservation Fee shall be refunded to Applicant without interest. If the Applicant's application is approved, and Applicant fails to execute Owner's standard lease agreement for the Premises prior to the Commencement Date (or to pay the required rent thereunder such that the lease does not Commence), then Owner may retain the Reservation Fee as liquidated damages, it being acknowledged and agreed that the same is a reasonable pre-estimate of Owner's damages for not seeking to rent the Property to others during this time period and not a penalty.
6. **Use of Information.** The information in this application or obtained as a result of the authorization given herein by Applicant will not be sold or distributed to others. However, Owner or Agent may use such information to decide whether to lease the Property to Applicant and for all other purposes relative to any future lease agreement between the parties including the enforcement thereof.
7. **Application Does Not Create a Lease.** This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Owner or an offer to lease. No lease shall exist between Applicant and Owner unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits and advance rent.
8. **Warranty of Applicant.** Applicant hereby warrants that the information supplied above is complete and accurate and that the breach of this warranty by Applicant may result in the termination of any Lease entered into with Applicant by Owner.
9. **Commitment to Equal Housing.** Owner and Agent are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation or gender identity.
10. **Reason for Denial.** If this Application is denied, Owner or Agent shall within ten (10) days thereafter and upon the written request of applicant, state the basis for said denial to Applicant.

I, the undersigned, understand that \_\_\_\_\_ (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.

Accepted By:

Applicant's Printed Name	Signature	Date

THIS FORM IS COPYRIGHTED AND MAY ONLY BE USED IN REAL ESTATE TRANSACTIONS IN WHICH Kelly Payne IS INVOLVED AS A REAL ESTATE LICENSEE. UNAUTHORIZED USE OF THE FORM MAY RESULT IN LEGAL SANCTIONS BEING BROUGHT AGAINST THE USER AND SHOULD BE REPORTED TO THE GEORGIA ASSOCIATION OF REALTORS® AT (770) 451-1831.

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.

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.

**INFORMATION ABOUT APPLICANT.**

**A. General**

First Name: \_\_\_\_\_ Middle \_\_\_\_\_ Last Name: \_\_\_\_\_

SS #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Driver's License State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

Spouse/Significant Other Name (must fill out a separate application): \_\_\_\_\_

Names and ages of individuals under 18: \_\_\_\_\_

Pets?  YES  NO What Kind? \_\_\_\_\_ How Many? \_\_\_\_\_

Pet Weights: \_\_\_\_\_

**B. Residence History**

Current Address: \_\_\_\_\_

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

How Long? \_\_\_\_\_ Current Lease Amount: \$ \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

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

How Long? \_\_\_\_\_ Current Lease Amount: \$ \_\_\_\_\_

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

Previous Landlord Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Address of Property \_\_\_\_\_

Applicant's Initials 

--	--

**C. Employment**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Length of Time at Present Job: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Length of Time at Previous Job: \_\_\_\_\_ Income: \_\_\_\_\_

**D. Other Matters**

Do you have a legal right to be in the United States?

- Yes, I am a U.S. Citizen
- Yes, I have valid documentation from the Bureau of Citizenship and Immigration Service
- No

If you answered "YES" because you are a non-U.S. citizen with valid visa documentation, please provide:

Reason you are in the US: \_\_\_\_\_

Visa Type: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

Have you ever been asked to move out of a residence?  Yes  No

Have you ever been party to an eviction?  Yes  No

Are you a registered sex offender?  Yes  No

Do you have liquid furniture? (i.e. waterbed)  Yes  No

Do you have renter insurance?  Yes  No

Have you ever filed bankruptcy?  Yes  No

Has bankruptcy been discharged or dismissed?  Yes  No

Have you ever had any debt collection actions against you?  Yes  No

Address of Property \_\_\_\_\_

Applicant's Initials



**TENANT DISCLOSURE AND RELEASE**

In connection with my tenant application with you, I understand that consumer reports which may contain public record information may be requested from StarPoint Screening, Pensacola, Florida. These reports may include the following types of information: names and dates of previous employers, public records, credit data, bankruptcy proceedings, eviction and criminal records, etc., from federal, state and other agencies which maintain such records.

**I AUTHORIZE WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY STARPOINT TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I hereby authorize procurement of consumer report(s). If approved as a tenant, this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my contract period.

Print Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Maiden / Other Names Used \_\_\_\_\_

Current Address (Street) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_