



## QUALIFYING CRITERIA

**EQUAL AND FAIR HOUSING** – We do not discriminate on the basis of race, color, religion, sex, disability, familial status or national origin.

**AVAILABILITY** – Applicants for apartment homes will be accepted on a first come, first serve basis and are subject to the availability of the apartment floor plan requested.

**RENTAL APPLICATIONS** – Rental applications must be completed by each applicant (defined as all residents to be identified in the lease as the person or persons responsible for paying the rent). Original Government Issued photo identification is required for all occupants and a copy will be made a move-in and kept in the resident's file. For non-U.S. citizens, we accept the following INS forms: Form I-551 – Permanent Resident Card, Form I-688 – Temporary Resident Card or I-688A – Employment Authorization Card or any INS replacement of these three. It is also required that INS Form I-94 – Arrival / Departure Record be accompanied by a passport and visa from the applicant's home country. Any omissions or falsifications may result in rejection of an application or termination of a lease. All applicants must be a minimum age of eighteen (18) years of age.

**RENTAL HISTORY** – one year of verifiable history on current and / or previous addresses. Applicant must provide a lease and rental receipts if rental is or was from a private owner. An applicant may not have any unresolved debts to a current or previous landlord / mortgagor. The latter will result in automatic rejection. The following will be cause for rejection as a result of information gathered from prior landlords: repeated disturbance of neighbor's peace; reports of unsavory or illegal activity (drugs, gambling, etc.); damage beyond normal wear and tear; reports of violence or threats to neighbors or landlord; allowing persons not on lease to reside in apartment; failure to give proper notice before moving; failure to make timely and correct rental payments.

**EMPLOYMENT** – Each applicant must have verifiable current employment and 6 months to one year of employment history or a verifiable source of income. Full-time students may require a co-signer, proof of enrollment or graduation. Self-employed individuals must provide a financial statement from a CPA or previous year's tax return.

**INCOME** – Gross income per individual or married couple must be 3 times the amount of market rent. Roommates must qualify individually and are required to make 2.5 times the amount of market rent. If not verifiable by their employer, Rosemont Cityview will require a copy of the previous year's tax return filed with the IRS or the past six (6) months of paycheck stubs or bank statements. Fixed monthly obligations must not exceed 60% of income.

**ROOMMATES** – Each roommate must qualify individually at a minimum of 2.5 times the apartment's market rent. Each roommate will be responsible for the entire rental payment and each must execute the lease agreement. No partial or split payments will be accepted.

INITIAL \_\_\_\_\_

**GUARANTOR/CO-SIGNER** – A guarantor must complete an application and meet all leasing criteria and must make 4 times the apartment rental rate in monthly verifiable income. Co-signers must have current verifiable residency in the state of Georgia. Only applicants that are full-time students are eligible for a co-signer.

**CREDIT** – Each applicant’s credit report will be requested and processed. Accounts must be in good standing with creditors. All applicants must score above the established level to be approved. In the course of bankruptcy, good credit must be established since the bankruptcy.

**CRIMINAL HISTORY** – A criminal background check will be performed on all occupants age 18 and over. Applications will be rejected for any felony convictions. Additionally, any applicant convicted of any sexual crimes, weapon charges, crimes against persons or crimes related to the sale or manufacture of a controlled substance will be declined.

**OCCUPANCY** – No more than two occupants per bedroom in each floor plan. The following are the requirements: One Bedroom – Two (2) Persons Two Bedrooms – Four (4) Persons

**APPLICATION FEE** – A non-refundable \$50.00 application fee will be submitted by each applicant(s) and/or guarantor(s).

**ADMINISTRATIVE FEE** - A non refundable \$150.00 administrative fee will be submitted by applicant.

**SECURITY DEPOSIT** – A security deposit of \$150.00 minimum will be submitted along with the rental application(s) to reserve an available apartment home. Deposit will be based on the approval process and could be more than \$150.00. Applicant(s) have 72 hours to cancel their application(s) in writing and receive a full refund of their good faith deposit as set forth above. Application(s) may take longer than 72 hours to verify based on the information provided by the applicant(s). Therefore an applicant(s) 72 hour written cancellation policy is not contingent upon the applicant(s) application being approved. If an applicant(s) application is denied, based on an applicant(s) not meeting Glen Lake’s leasing criteria, Glen Lake will refund, in full, the \$150.00 good faith deposit within 30 days from the date of denial. Once the application has been approved \$0.00 of the good faith deposit is applied toward the apartment’s security deposit, and \$150.00 is applied toward the apartment’s non-refundable administrative fee. The security deposit of \$150.00 is refundable, providing all provisions of the lease agreement are met upon date of move-out. Resident agrees to pay a **\$200.00** deposit to install a satellite dish. This must be paid before installation can occur.

**Application, Administrative fees and Security Deposits MUST be paid separate and with certified funds ONLY**

**PETS** – Pets are prohibited, except within the restrictions of the community and with the management’s written approval. For each pet a Pet Application must be completed. There is a non-refundable pet fee of \$250.00 for one pet and \$350.00 for two pets. Limit two pets per apartment. Pets must be licensed through the City of Marietta. All pet owners must follow leash law. The maximum pet weight limit is 45lbs at maturity. Breed restrictions include any mix of Akita, Doberman, Pit Bulls, Bull Terrier, Chow, Husky, Rottweiler, Mastiff, Presa Canario, Great Dane, German Sheppard, or Wolf Hybrids. This is not an all inclusive list. No dogs mixed with any dog or itself having previous or current aggressive behaviors or incidents. Pets must be covered by Renter’s insurance policy and provide verification.

INITIAL \_\_\_\_\_



**AUTHORIZATION CHECK CREDIT / CRIMINAL BACKGROUND  
AFFIDAVIT**

I, \_\_\_\_\_, the undersigned (applicant), freely and voluntarily authorize verification of any and all information set forth on documentation relating to this application, including release of any other information relating to this application, including release of information by any creditor or employer. In addition, I voluntarily consent to a criminal background investigation and release of any information pertaining to arrest or conviction and hereby authorize Glen Lake to obtain my consumer credit file from any source necessary.

The applicant understands and hereby acknowledges that the information referred to above, or certain portions thereof, may be protected from disclosure without this signed authorization by federal and state laws.

Applicant represents that the information set forth on this document or any other document related to this application is true and complete. The applicant understands that this is an official document governed by state and federal laws.

I / We have read and agree to the above criteria from which my / our application(s) will be approved.

---

Applicant Signature

Date

---

Applicant Signature

Date

---

Applicant Signature

Date

---

Management Signature

Date



The following *convictions* reported on the criminal background checklist will result in automatic denial of your application:

- Any Felony Convictions (time limit 10 years from the disposition date)
- Any Terrorism-related Convictions (time limit 10 years from the disposition date)
- Any Prostitution-related Convictions (time limit 10 years from the disposition date)
- Any Sex-related Convictions (no time limit)
- Any Misdemeanor Crimes against person (time limit 10 years from the disposition date)
- Any of the above-related charges resulting in “Adjudication Withheld” and / or “Deferred Adjudication” – Felonies only.
- Active Status on probation or parole resulting from ANY of the Above.
- Any of the above-related charges and / or warrants showing as pending and / or awaiting a disposition.

Management makes every reasonable effort to attempt to verify each applicant’s criminal background history with information provided by applicant. Management cannot guarantee all background checks will disclose all potential criminal history. Therefore, management may not be held liable for information not discovered during investigation.

_____	_____
Applicant Signature	Date
_____	_____
Applicant Signature	Date
_____	_____
Applicant Signature	Date
_____	_____
Management Signature	Date



# EOS – Pet Application

\_\_\_\_\_ Check here if you DO NOT have a pet.

Pet's Name \_\_\_\_\_

Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Type of Pet \_\_\_\_\_ Breed: \_\_\_\_\_

Color/Defining markings: \_\_\_\_\_

I (we), \_\_\_\_\_ applying for or currently residing with Glen Lake affirm that my pet described above has never shown any aggressive behavior(s) nor caused harm to any person or animal. I accept full responsibility for my pet's actions and behavior. \_\_\_\_\_ Initial

I (we), also understand in applying for or currently residing with Glen Lake understand that I must furnish Proof of Renter's insurance that also covers my pet and any possible liabilities of a Pet. I also understand that Glen Lake must be listed as an interested party.

\_\_\_\_\_ Initial

My pet is not one of the restricted breeds: \_\_\_\_\_ initial

My pet is not mixed with any of the restricted breeds: \_\_\_\_\_ initial

I (we) will pay Non-refundable pet fees as Marked below:

Non-refundable Pet Fee of \$250 for one pet: \_\_\_\_\_

Non-refundable Pet Fee of \$350 for two pets: \_\_\_\_\_

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

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

\_\_\_\_\_  
Management Signature/Date

---

**EOS REAL ESTATE MANAGEMENT GROUP, LLC**  
**RESIDENT RENTAL VERIFICATION**

Date \_\_\_\_\_

To \_\_\_\_\_

Company \_\_\_\_\_

Fax \_\_\_\_\_

Phone # \_\_\_\_\_

This document is in reference to:

\_\_\_\_\_

They have applied for an apartment with Glen Lake Apartments. Please fill in the following information below. Thank you for your assistance in this matter.

Length of Occupancy      From \_\_\_\_\_      To \_\_\_\_\_

Amount of Monthly Rent: \_\_\_\_\_

**Rental History**

Rent Paid on Time	Yes	___	No	___
Times Paid Late	_____			
Notice to Vacate	Yes	___	No	___
Would you Re-Rent	Yes	___	No	___
Pets	Yes	___	No	___

**Further Comments**

\_\_\_\_\_

Name of Person Providing Information      Title      Date

Your cooperation is greatly appreciated. If you have any questions, please call us at (770)392-0826.

\_\_\_\_\_  
Property Representative

FAX # \_\_\_\_\_

Please release the above information needed for approval of my rental application.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE