

Qualification Acknowledgment

It is the corporate policy of Ceebraid Signal, as agent for Glen Lake Apartments, to offer apartments for rental to the general public without regard to race, color, national origin, religion, sex, familial status, or handicap. All employees of Ceebraid Signal shall read, understand, and agree to fully comply with this policy. Failure to comply with this policy is grounds for immediate termination of employment and such failure will be considered to be an individual action outside the scope of the employee's employment with Ceebraid Signal. In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify residents of our community. Please note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by Glen Lake Apartments that all residents and occupants currently residing at Glen Lake have met these requirements. There may be residents or occupants that have resided at Glen Lake prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various resident credit reporting services used. **Please review this information before filling out an application and paying the application-processing fee and administration fee, which are non-refundable. Falsification of information will result in denial of residency.**

Identification:

All applicants must present a **valid driver's license** or other **government issued photo identification** and one of the following: (1) a United States government issued Social Security number, (2) current work visa (I-94), or (3) temporary resident alien card verifying approved entry by the United States government (I-94W). **Identification:** 4) tax id accompanied by a co-signer

Income/Employment:

All applicants must have a **verifiable income source and a monthly gross income no less than 3.0 times the rental rate** or produce current bank statements reflecting a minimum balance exceeding 3 times the amount of the entire lease term.

Acceptable income verification may include any of the following: (1) **last two paycheck stubs showing year-to-date earnings**, (2) employment **verification on company letterhead signed by a direct supervisor**, or payroll or human resources department representative, or (3) last year's **tax returns**.

Self-employed applicants may be required to provide the previous year's tax return. Proof of retirement benefits, disability income or full-time student status is required. International applicants must present current United States bank statements reflecting a balance at least 3.0 times the amount of the entire lease term.

Rental History:

Applicant must have at least one (1) year of verifiable and satisfactory rental history. Satisfactory rental history reflects prompt monthly payments, sufficient notice, and apartment left with no damages. For applicants who are homeowners, permission must be granted to verify payment history with an additional security deposit equal to the standard security deposit for the apartment for which the applicant is applying. (Provided all other required criteria are met).

Credit History:

An applicant can be denied as a result of an unsatisfactory credit report. An unsatisfactory credit report reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies.

Criminal Background:

An applicant may automatically be denied in the event of a felony conviction, received adjudication for a felony offense(s) or charges, or been convicted of a misdemeanor involving sexual misconduct, a controlled substance or a physical crime against a person or another person's property. An applicant may automatically be denied should the applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies include the FBI or other state and local law enforcement agencies.

Applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property is arrested, convicted or given deferred adjudication for a felony offense involving actual or potential physical harm to a person, or involving possession, manufacture, or delivery of a controlled substance.

Lease Guarantors and Co-Signers:

Co-signers are permitted. A lease guarantor and/or additional security deposit may be required upon evaluation of the rental application. Lease guarantors may be accepted for income qualification purposes only and must reside in the USA. Guarantor must qualify based not only on the proposed rent amount of the applicant's apartment, but the combination of the proposed rent plus their own housing obligation.

Evaluation:

Glen Lake evaluates the above information with a scoring method that weighs the indicators of future rent payment performance.

Validity Period:

Approved applications remain in good standing for a period of ninety (90) days from the approval date. If the lease is not signed and/or the applicant fails to occupy an apartment within the viable time period, the application must be re-submitted for verification and approval. A new application fee must be paid.

Occupancy Guidelines-

No more than two (2) people may occupy a one-bedroom apartment
No more than four (4) people may occupy a two-bedroom apartment
No more than six (6) people may occupy a three-bedroom apartment
(The only exception to occupancy guidelines is a person 6 months old or under)

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing at Glen Lake Apartments have not been convicted of a felony or are subject to deferred adjudication for a felony. There may be residents or occupants that have resided at Glen Lake prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available through third-party sources.

To secure an apartment, an application fee, administration fee are due at the time of your application. The application fee and administration fee are non-refundable.

Applicant

Ceebraid Representative

Applicant

Date

Date: _____
Leasing Consultant: _____

Apt #: _____	Apt. Type: _____
Market Rent: _____	Concession: _____
Special Price: _____	Lease Dates: _____

***EACH CO-RESIDENT MUST SUBMIT SEPARATE APPLICATION**

Application for Residency

How did you hear about us? _____

Phone Number: _____

E-mail Address: _____

Applicant's Name: _____ **SS#** _____ **DOB** _____
First Middle Last

Spouse's Name: _____ **SS#** _____ **DOB** _____
First Middle Last

OTHER OCCUPANTS:

Name: _____ **Age:** _____ **Relation:** _____ **Name** _____ **Age** _____ **Relation** _____

Present Address: _____
Street Apt. # City State Zip

Dates: From/To: _____ **Reason For Moving:** _____

Monthly Payment: \$ _____ **Landlord/ Apt Community:** _____ **Landlord #:** _____

Home Mortgage Co. & Loan Number# _____

Previous Address: _____
Street Apt. # City State Zip

Dates: From/To: _____ **Reason For Moving:** _____

Monthly Payment: \$ _____ **Landlord/ Apt Community:** _____ **Landlord #:** _____

Have you ever been Evicted from any leased Premises? _____ **If Yes, Explain** _____

Present Employer: _____ **Position:** _____ **Phone:** _____

Business Address: _____
Street City State Zip

Supervisor: _____ **Employed Since:** _____

Previous Employer: _____ **Position:** _____ **Phone:** _____

Business Address: _____
Street City State Zip

Spouse's Employer: _____ **Position:** _____ **Phone:** _____

Business Address: _____
Street City State Zip

Supervisor: _____ **Employed Since:** _____

VEHICLE: Year & Make: _____ **Color:** _____ **License # & State:** _____ **Registered To:** _____

VEHICLE: Year & Make: _____ **Color:** _____ **License # & State:** _____ **Registered To:** _____

Additional Vehicles / Motorcycle: _____

Do you Own Any Pets: _____ **If so, How Many:** _____ **Kind:** _____ **Weight:** _____ **Color:** _____

EMERGENCY CONTACT: Name: _____ **Relationship:** _____ **Phone Number:** _____

Name: _____ **Relationship:** _____ **Phone Number:** _____

Total Anticipated Income From Date of Move-in Through The Next 12 Months:

Annual Salary (Including Fees, Tips, Commission, & Bonuses); \$ _____

Spouse's Annual Salary: \$ _____

Additional Annual Income (Child Support, Parental Support, Etc.): \$ _____

Income from Assets: \$ _____

Total Anticipated Income: \$ _____

***You must Furnish Us with a Notarized Statement of This Income**

****If Self Employed, We Must Be Furnished With A Notarized Statement From Your CPA, Or Attorney, Reflecting The Amount Of Income You Expect To Receive.**

WELCOME to YOUR NEW HOME at GLEN LAKE

We are so excited you'll be joining our community!

Applicant Name _____ **Phone** _____
Address: _____ **E-mail** _____

Appointment to Sign Lease: (date) _____

The undersigned (prospective customer) has hereby given a

Application fee of \$ _____

Administration fee of \$ _____

Security Deposit of \$ _____

This is a non-refundable payment for a credit check & processing charge of this application. Such sum is not a rental payment, or security deposit. This amount will be retained by Management to cover the cost of processing application furnished by the applicant; any false information will constitute grounds for rejection of application.

Market Value \$ _____

Special today \$ _____

Apartment # _____

Please be advised that you are being quoted **“Special Discounted Rates”**.

You must move in by _____ **(date)**

To receive the rates quoted above. If not, your unit & rates are subject to change.

DEPOSIT

A security deposit is due before within 72 hours of application and is based on the approval of credit, criminal and income. **If you, the prospective customer, are declined residency for any reason whatsoever, deposit is fully refundable (excluding application fee). In the event you, the prospective customer, do not occupy an apartment with Glen Lake within 90 days, deposit is NON-REFUNDABLE and we also require a half month payment of market value.**

I fully understand the above statements and agree to abide by them.

Date: _____

Applicant

Property Representative



INFORMATION FOR OUR FUTURE RESIDENTS

We are looking forward to moving you into your new home. Help us make your moving experience go as smoothly as possible.

INFORMATION WE NEED FROM YOU BEFORE APPROVAL.

- Identification+
- Signed Application
- **Income/Employment:** verifiable income source & a monthly gross income
 - Last 2 paycheck stubs showing year to date earnings
 - Employment verification on company letterhead signed by a direct supervisor
 - Self-employed applicants- previous year tax return or bank statements for last 6 months.
- **Rental History:**
 - 1 year verifiable & satisfactory rental history.
 - Home owners- permission must be granted verify payment history with an additional security deposit equal to the standard security deposit for the apartment for which the applicant is applying.
- **Application Fee & Administration Fee**
- **Deposit**

MOVE IN DAY! We can't wait to give you your keys! But first we need a few things first.

- **Payment: CASHIERS CHECK, MONEY ORDER, or CREDIT CARD(3% fee).**
 - Prorated RENT for the month
 - \$25 water set up fee
 - Security deposit (if applicable)
 - Pet fee or Satellite Fee (if applicable)
- **Numbers for gas & electric**
 - **Electric Service: Georgia Power (888) 660-5890**
 - **Gas Service: GA Natural Gas (877) 850-6200**
 - **Cable Service: Comcast (Mike) (404) 610-6500**
 - **Phone Service: Bellsouth (404) 780-2355**

Just a reminder...

We are getting this apartment ready just for you!! In the unfortunate event that you are unable to move in on the agreed upon date, you understand that Management will assess damages against the deposit for the amount of rental lost, or any expenses incurred due to you cancellation. You agreed to pay, as liquidated damages, a sum equal to 50% one month's rent for the apartment you agree to occupy.

MOVE IN: MONDAY-FRIDAY ONLY!

Schedule a Walk through with Maintenance!!

1:00-4:00 Monday- Friday

Phone: 770-392-0826

www.glenlakeATL.com

Fax: 770-393-9850

PLEASE FILL OUT AND RETURN OR CALL WITH INFORMATION BEFORE MOVE IN!!

* Keys will not be given until File is Complete!

Conformation Numbers For:

_____ Georgia Natural Gas

_____ Georgia Power