



Thank you for your interest in one of Platinum Property Mgmt's rental properties.

In this packet you will find the Checklist, Application, Release form & credit card Authorization. All persons over 18 yrs old must complete an application & be screened. The correct application fee must accompany the application before it can be processed.

Your application will take a minimum of 2-3 business days to process. Please be aware the property may have more than one application submitted.

Approval is based on applicant qualifications, not time of receipt. If your application is approved but another application is accepted on this property, your application can be applied to another Platinum Property Management rental home that you qualify for.

For any questions regarding applications, leases and status updates contact: Pete Schlemmer in the lease dept: 678.710-8056 ext 303

APPLICATION CHECKLIST

- ____ Application complete (1 app per married couple, separate app's for singles) & each sign a release form
- ____ Application Fee: (\$85 for a married couple and/or \$55 for each unmarried person over 18)
- ____ Credit Card Authorization Completed and Signed, (-or-)
- ____ Money Order mailed to Platinum Property Management Services or delivered by Agent
- ____ Pet Form Completed & faxed (if you have a pet)
- ____ Fax completed application packet w/ credit card auth & faxed to our confidential efax: 678-317-9136

What is the Realtor's name that walked you through and showed you this home

Realtor's Name: _____

Or, did you view this home on your own time by accessing the lockbox? YES ____ NO ____

If so, please tell us the Realtor's name that gave you the lockbox code to the home?

Realtor's Name: _____ Cell phone #: _____

Application and Lease Policies and Procedures

- Multiple applications may be accepted on all properties
- Applications and contingencies that are agreed upon to process the application are in no way to be considered to be a binding agreement to lease property. Only when the lease is signed by all parties will it be considered binding.
- All rent deposits collected will become the security deposit immediately following the completion of the move-in inspection
- Approval is based on applicant qualifications, not time of receipt
- If another application is approved, remaining applications can be transferred to other inventoried homes at the discretion of Platinum Properties
- There will be no refund of the application fee for any reason once received and any all contingencies have been agreed to.
- Processing will take 2-4 business days to complete
- Home will remain active for rent until lease and rent deposit is completed and returned to Platinum Properties
- Any incomplete applications will not be processed. It is the responsibility of the applicant to insure the information they provide is complete.
- Platinum Property Management has been hired by landlord to manage, coordinate, and enforce the lease on their behalf
- Platinum Properties will review/approve applicants as agent for owner
- Platinum Properties will complete the lease
- If applicable, co-op realtor commissions will be disbursed on the second week of the month following receipt of the first full month rental payment
- Platinum Properties will be responsible for completing the move in and move out inspections
- It is the sole responsibility of the applicant and their agent to follow up to insure the application is complete and in process

Platinum Property Management Services
1360 Union Hill Road, Building 4, Suite G
Alpharetta, Georgia, 30004
678-710-8056

All information is believed to be correct but not warranted. Equal Housing Opportunity

Rental Qualifications & Lease Information

Application Process & Fees:

- The required Rental Application is online at www.platinumrentalproperty.com.
- Fax application & forms to our confidential e-fax: 678-317-9136
- The correct application fee must accompany the application to be processed.
- The approval takes a minimum of 2 business days.
- Anyone under 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:
- \$55.00 ~ anyone over 18 years old also living in the home.
- \$85.00 ~ per married couple.
- Any contingency must be listed on the credit card page under 'contingencies' or a contingency will not be considered
- All applications are processed by Delta Services.

Lease Terms & Deposit:

- 12 month lease is customary. Homeowner has final approval on lease & lease length.
- Platinum Property Management will write the lease according to the agreed terms.
- Security deposit plus the first month's rent or pro-rated 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.
- 60 Day notice to renew lease is given to tenant at the end of the lease term.

Income/Employment/Credit Requirements:

- Applicant(s) net income should be three times the property rental rate.
- 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 search for criminal & sexual offense convictions.
- A letter of explanation may be submitted to explain a negative incident and what is being done to correct it.

Pet Policy:

- Completed Pet Form must be submitted with application
- A minimum non-refundable deposit of \$250.00 is required at time of lease.
- Homeowner has final approval on all pets.



Subject to change without notice. ~ Due to our many unique properties, some properties may declare unique standards

~Rental Application~

Management Co: Platinum Property Management Services ~ Phone:678-710-8056 Fax: 678-317-9136

Property Address:

Move in date:

Applicant Information

Name: (First Middle and Last please)

Date of Birth:

Social Security Number

Phone:

Cell Phone:

Email Address:

Current address:

City State Zip

Current Landlord Name

Landlord Phone

Addl Phone

Own Rent (Please circle)

Monthly payment or rent:

How long?

Previous address:

City, State Zip

City:

State:

ZIP Code:

Owned Rented (Please circle)

Monthly payment or rent:

How long?

Employment Information

Current employer:

Employer address:

How long?

Phone:

E-mail:

Fax:

City:

State:

ZIP Code:

Position:

Hourly Salary (Please circle)

Annual income:

Emergency Contact

Name of a person not residing with you:

Address:

City:

State:

ZIP Code:

Phone:

Relationship:

Spouse Information, if Married

Name: (first middle and last please)

Date of birth:

SSN:

Phone:

Cell Phone

Current address:

City:

State:

ZIP Code:

Own Rent (Please circle)

Monthly payment or rent:

How long?

Previous address:

City:

State:

ZIP Code:

Owned Rented (Please circle)

Monthly payment or rent:

How long?

Spouse Employment Information

Current employer:

Employer address:

How long?

Phone:

E-mail:

Fax:

City:

State:

ZIP Code:

Position:

Hourly Salary (Please circle)

Annual income:

Banking Information

Name of Bank

Account Number / Checking or Savings

Phone:

RENTAL QUESTIONS:

Will any occupant living in the unit be smoking? Yes _____ No _____

Has an eviction ever been filed against you or someone you were living with at any time? Yes _____ No _____
If yes, by whom, when and for what reason:

Have you or anyone that will be occupying the rental unit ever been charged or convicted of a crime involving violence to persons, crimes against property or a felony? Yes _____ No _____
If yes, please state when and describe:

Do you have any pets? If yes, please indicate the type and weight:

Have you or anyone that will be occupying in the rental unit ever been charged with, convicted of or pleaded no contest to a felony or misdemeanor involving sexual misconduct? Yes _____ No _____
If yes, please state when and where:

I, the undersigned, hereby acknowledge that I have read and understand this application, and all information that has been submitted, including the information listed on this application is true and correct. I understand that all information and materials are being relied upon during the application process and are a pre-condition to approval by Platinum Property Mgmt. Any false statements or omissions are grounds for immediate application rejection, or future termination of any lease signed pursuant to this application.

I (we) hereby submit \$ _____ as an application fee for verifying the information contained in this application. It is understood that the Application Fee is Non Refundable and that Platinum Property Mgmt, may retain the Application Fee and this application weather or not this application is approved. I hereby authorize Delta Services Inc. to verify and process the information contained in this rental application.

Title VIII of the Civil Rights Act of 1996 makes discrimination based on race, color, religion, sex, handicap, familial status or national origin illegal in connection with the rental of most housing. The Federal agency, which administers compliance with this law concerning this company, is the Department of Housing and Urban Development.

Equal Credit Opportunity Act

The Federal Equal Credit Opportunity acts prohibit creditors from discriminating against credit applicants on the bases of sex or martial status. The Federal agency, which administers compliance with this law concerning this company, is Equal Credit Opportunity, Federal Trade Commission, and Washington DC 20580.

PLEASE LIST BELOW ALL NAMES AND AGES OF OCCUPANTS IN THE RENTAL UNIT THAT ARE NOT NAMED ON THIS RENTAL APPLICATION

Signature of applicant:	Date:
Signature of co-applicant:	Date:

**** Rental Application fee of \$ _____ is non refundable.**

FOR OFFICE USE ONLY

Application Fee Paid Yes _____ No _____ Check/Cash _____

Leasing Agent:
Requested Move In date: _____ / _____ / _____

Monthly rent amount quoted \$
Lease Terms: (ie: one year, month to month)
Security Deposit \$

APPROVED

APPROVED WITH CONDITIONS

DENIED

Credit Card Authorization Form

Rental Property Address: _____

_____ (Initial)	\$55.00	Application fee for one applicant
_____ (Initial)	\$85.00	Application fee for a married couple
_____ (Initial)	\$110.00	Application fee for 2 unmarried applicants
_____ (Initial)	\$ _____	Other amount _____

Credit Card Information:

Type: Visa ___ MasterCard ___ Discover ___ Debit ___ (AMEX not accepted)

Name on Card: _____

Account Number: _____

Expiration Date: _____ 3 digit code on Back of card _____

Billing Zip Code: _____

I understand that, Platinum Property Management Services, LLC will charge my credit/debit card for the amount that I have listed & initialed above and that the application fee is non-refundable.

By signing and authorizing this credit card, I/We hereby understand that this property is being leased "AS-IS" in the present condition, except for those contingencies listed herein. If any contingency cannot be met, or an acceptable compromise agreed to by all parties, I understand that my credit card will not be charged and my application will not be processed.

Any Contingencies to this application are as follows:

Signature of Card Holder _____

Date _____

~RELEASE FORMS PAGE~

APPLICANT~YOU MUST SIGN THIS RELEASE FORM

I _____ authorize Delta Services,
(Applicant's Name)

Inc. to obtain and investigate any and all information pertaining to but not limited to: rental references, employment verification, Consumer Credit Report, State & County Benefits received, bank account information and criminal history records for residency purposes at the address/property of: **Platinum Property Management Services**

I understand I have a right to make a written request within 30 days to receive the information obtained and provided to the above mentioned Landlord or Management Company, if my application is denied based on information obtained in the investigation process. To request your tenant screening report a written and signed request must be submitted to: Delta Services Inc @ 6009 Wayzata Boulevard, Suite 228 Minneapolis MN 55416, along with a self addressed stamped envelope.

I further understand that all statements on all applications are true and correct. I understand that if any statement is not true, the Management may choose to terminate the lease. I also understand and authorize Delta Services Inc., to obtain a consumer credit report as part of the application screening process

Applicant's Signature: _____

Print Name: _____

Date: ____/____/____

SPOUSE~ YOU MUST SIGN THIS RELEASE FORM

I _____ authorize Delta Services,
(Spouse's Name)

Inc. to obtain and investigate any and all information pertaining to but not limited to: rental references, employment verification, Consumer Credit Report, State & County Benefits received, bank account information and criminal history records for residency purposes at the address/property of: **Platinum Property Management Services**

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Spouse's Signature: _____

Print Name: _____

Date: ____/____/____

**PET FORM
EXHIBIT " _____ "**

This Exhibit is attached to and made a part of that certain Agreement dated _____, by and between ***Platinum Property Management Services LLC*** (hereinafter called Owner, and including authorized agent for Owner, if any), and _____ (Resident), for the premises located at:

OWNER AND RESIDENT AGREE AS FOLLOWS:

1. Permission is hereby given for Resident's pet, described below, to be kept within subject premises. Such permission is being given 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. Resident shall be responsible for all damage 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 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 Owner or his agent to the Resident, Resident shall, within 5 (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 Exhibit applies.
3. Resident agrees to pay **\$250.00** as a nonrefundable pet deposit for the privilege of maintaining said pet on Owner's premises. Said nonrefundable pet deposit 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 named 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 cat or two birds.
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, where same is required by law, for communicable diseases prevalent in species of pet, including, but not limited to, rabies.
7. Dogs may be no larger than _____ inches tall (full-grown) and must weigh no more than _____ pounds at maturity.
8. Fish tanks may be no larger than twenty gallons.
9. 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
10. Birds must be caged at all times.
11. 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.
12. Type of Pet: _____ Breed: _____ Name: _____
Age: _____ Weight: _____ Color/Markings: _____ License #: _____

Owner/Owner's Agent Resident

Owner/Owner's Agent Resident