

Sandalwood Apartments Inc.
RENTAL POLICY

It is Sandalwood’s residential policy to offer equal housing for all people regardless of race, color, religion, sex, national origin, handicap status, or any other state or locally protected classifications.

Applicants for apartment homes will be accepted on a first come, first serve basis and are subject to the availability of our units. “Available” apartments are those for which we have notice that an existing resident intends to vacate on or about a certain date or are vacate at the time of interest. Circumstances not under our control may delay the date of a unit move-in, which management may have believed would be ready for a new resident. Apartment availability can vary within several hours or days.

To be considered for residency, all adults (anyone over the age of 18) must fully complete a rental application to be processed by CsS Services Inc. Any omissions, errors, or falsifications may result in denial of an application or terminate the right to occupy an apartment. Roommates must apply and qualify separately. A couple who is legally married under the law of the state of Georgia may complete a joint application or apply for credit separately.

All applicants are subject to approval through an outside Application Processing Agency. Approval/Denial is based on a point system and the items listed below:

- Income: Gross Household income must equal \$1800 per month.
- Resident History: Verification of good payment history of current and previous rental, no evictions.
- Credit Score: Applicant must have a Beacon credit score of 500 or higher. Scores between the ranges of 500 – 599 will require a security deposit.
- Criminal Background: We conduct a complete criminal history check through CsS Services. Applicants with any felony conviction are not accepted.
- Pets: Pets are under 20 lbs are accepted with a \$250 **non refundable** deposit. Only one pet is permitted per unit/with pet agreement and fees paid. Pet rules are strictly enforced.
- Occupancy: Maximum is 4 persons. Lease holder must be a minimum of 21 years old.
- Vehicles 2 vehicles per unit. Vehicles must be registered with Sandalwood Management.
- Boats, jet skis, recreational vehicles, and oversized trucks are not permitted in our community.

The consumption of alcoholic beverages of any kind outside of the apartment units anywhere on our complex is not allowed.

If you do not understand any of the information above, please feel free to ask us any questions.

Applicant

date

Applicant

date

Representative

date

Sandalwood Apartments, Inc. Move-In Date: _____

115 White Park Place
 Dallas, GA 30132
 (678) 363-3052 Office (678) 363-3584 Fax

Rental Application

A \$45.00 non-refundable application fee is required for investigation. Each additional person is \$11.00.
 Instructions: A separate application must be filled out by each applicant (even if married). Completely fill out each blank and sign where indicated.

PERSONAL

APPLICANT _____

MARITAL STATUS: Single Married since (date) _____ Divorced since (date) _____ Former Spouse _____
 BIRTH DATE: _____ SS# _____ DRIVERS LICENSE State Issued by _____ # _____

ADDRESSES

Present Address _____ City/State/Zip _____ Since _____ Rent/ Month _____ Present Phone (____) _____
 Present Landlord _____ Address _____ City/State/Zip _____ Phone (____) _____
 Is present rent up to date? Yes No Have you given notice? Yes No Have you been asked to leave? Yes No

Previous Address _____ City/State/Zip _____ Since _____ Rent/ Month _____ Present Phone (____) _____
 Previous Landlord _____ Address _____ City/State/Zip _____ Phone (____) _____
 Was rent up to date? Yes No Had you given notice? Yes No Had you been asked to leave? Yes No

Next Previous Address _____ City/State/Zip _____ Since _____ Rent/ Month _____ Present Phone (____) _____
 Next Previous Landlord _____ Address _____ City/State/Zip _____ Phone (____) _____
 Was rent up to date? Yes No Have you given notice? Yes No Have you been asked to leave? Yes No

OCCUPANTS

Number to occupy _____ including yourself

NAME	RELATIONSHIP	BIRTH DATE

PETS: Yes No If yes, give details (number, type & size) : _____

CARS

Make/Model/color #1 _____ State _____ License Plate #1 _____ Lien Holder #1 _____
 Make/Model/color #2 _____ State _____ License Plate #2 _____ Lien Holder #2 _____

EMPLOYMENT

EMPLOYER _____ Since _____ EMPLOYER _____ PREVIOUS Since _____
 Street/City _____ Street/City _____
 What do you do? _____ What did you do? _____
 Supervisor _____ Wrk Hrs. _____ Phone (____) _____ Supervisor _____ Wrk Hrs. _____ Phone (____) _____

INCOME

Current Income \$ _____ Weekly/Biweekly/Monthly/Yearly Source _____
Current Income \$ _____ Weekly/Biweekly/Monthly/Yearly Source _____
Current Income \$ _____ Weekly/Biweekly/Monthly/Yearly Source _____
Bank/Credit Union _____ Acct.# _____ Bank/Credit Union _____ Acct.# _____

REFERENCE

Relative _____ Relation _____ Non-Relative
Address _____ Phone (____) _____ Reference _____ Phone (____) _____
Address _____ Phone (____) _____
Non-Relative
Reference _____ Phone (____) _____ Emergency
Contact _____ Phone (____) _____

CREDIT ACCOUNTS

Current (open) include Credit Card(s)
CREDITORS NAME ADDRESS ACCOUNT # PAYMENT CURRENT
\$ _____ Yes No
\$ _____ Yes No
\$ _____ Yes No
\$ _____ Yes No

Explain any "YES" answers on back with names and details.

Has any signer ever been sued for bills? Yes No Has any signer ever been sued for eviction? Yes No
Has any signer ever been bankrupt? Yes No Has any signer ever been guilty of a felony? Yes No
Has any signer ever broken a lease? Yes No Is the total move-in amount available now (rent and deposit)? Yes No
Name in which utilities are now billed and account number _____ # _____

Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to investigate applicant.

All the information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME

Requested Move-In Date: _____

X _____
APPLICANT DATE

DO NOT WRITE BELOW THIS LINE
THIS SECTION TO BE COMPLETED BY INTERVIEWER
Credit Report: (Favorable/Unfavorable) By: _____
Other Comments: _____
Deposit: _____ Option _____ Monthly Rent _____
Unit Applied For: _____
Terms of Lease _____ Months _____
Move-in Date _____ Lease Expires _____ Num. Keys _____
Total Number of Occupants _____
Separate Pet Deposit _____
Utilities to be paid by tenants Gas Electric Water

If you have a question about the interpretation or legality of this form please consult an attorney or other qualified person.

Sandalwood Apartments, Inc.

115 White Park Place
Dallas, Georgia 30132
Telephone: (678) 363-3052
Fax: (678) 363-3584

CRIMINAL BACKGROUND CHECK

I hereby authorize Sandalwood Apartment, Inc. to receive or disclose any criminal history, record, and credit application information which may be in the files of CsS Services Inc. or Sandalwood Apartments, Inc from or to, any local, state, criminal justice agency.

FULL NAME: _____
(PLEASE PRINT)

PRESENT STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PREVIOUS STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

DRIVER'S LICENSE # _____ STATE _____

DOB: _____ - _____ - _____ SEX: _____

APPLICANT SIGNATURE

DATE