

APPLICATION & SECURITY DESPOSIT INSTRUCTIONS

(Please read carefully & follow exactly to avoid delays in your application)

Application Instructions:

- Complete the attached **Rental Application** in full.
- Supply **Pay Stubs** for the last 30 days of employment for each applicant.
- Have your current landlord complete the attached **Rental History Verification Form** in full (if you own your current residence this form is not applicable).
- Submit an application fee of **\$50.00 dollars** (only one application fee is required but the landlord has the right to request an application fee for secondary applicants). Application fee **MUST** be in certified tender, cash or paid via Credit Card over the phone. Payments should be paid to: **My Rent Source, LLC**. You may also direct deposit your application at any Wells Fargo Banking Institution by filing out a deposit slip, referencing your property address and depositing into Account # **8073774229**, **My Rent Source, LLC** (make sure to reference your property address).



Security Deposit/Pro-Rated Rent Instructions:

- Once approved you will have 48 hours to surrender your security deposit. The subject property will not be removed from the market until your security deposit has been received.
- Security Deposit **MUST** be in certified tender, cash, or paid via Credit Card over the phone. Made payable to: **My Rent Source, LLC**. **NOTE: Your security deposit must be a separate check and not combined with your rent or pro-rated days amount.**
- First month's rent or Pro-Rated Days and Pet Deposit (if applicable) will not be due until the day you take possession of the property. These funds must be in certified tender, cash or paid via Credit Card over the phone. Payments should be paid to: **My Rent Source, LLC**. You may also direct deposit your funds at any Wells Fargo Banking Institution by filing out a deposit slip, referencing your property address and depositing into Account # **8073774229**, **My Rent Source, LLC** (make sure to reference your property address).

Delivery Instructions:

- All documents including application, application fee, security deposit, first month's rent, etc, can be dropped off at: 710 Newnan Crossing Bypass, Newnan, GA 30263. If dropping off after business hours please use the black drop box at the rear of our office building. If mailing, please mail to: **My Rent Source, LLC, PO Box 72839, Newnan, GA 30271.**

RENTAL HISTORY VERIFICATION
(Upon completion please fax to: 678.278.3603)

Tenant Name(s): _____

Who is/are tenant(s) at: _____

Rental dates are FROM: _____ To: _____

Number of Late Rent Payments (Over 30 days) during this period: _____

Number of Dispossessory Filings on the tenant(s): _____

Amount Tenant pays per month: _____

Status of tenants in regards to caring for the property (Please circle):

Poor Good Very Good

Would you recommend this tenant to another landlord? (Please circle):

No Neutral Yes

Has there been any reason to call the authorities on the conduct of the tenant(s):

Verification made by (please print): _____

Phone Number: _____

Company Name: _____

Position of the individual completing verification: _____

Signature: _____ Date: _____

*** To be completed by previous/current landlord ONLY ***

Credit Card Authorization Form

I, _____ Authorize **My Rent Source, LLC** to charge my credit card for services rendered (*Not to exceed the amount shown below*). Please provide an email address to receive a copy of your receipt: _____.

NOTE: A \$5.00 dollar convenience fee will be charged for all Rental Applications and a \$15.00 dollar convenience fee for all other Credit Card transactions.

AMOUNT \$ _____ USD, plus \$5.00 or \$15.00

CREDIT CARD TYPE _____

CREDIT CARD # _____

CARD CV2 # _____

ISSUED DATE _____

EXPIRATION DATE _____

BILLING ADDRESS _____

BILLING ZIP CODE _____

NAME ON CARD _____

(As it appears on card)

Signature

Date

For processing, please Mail, Fax or Email this form to:

My Rent Source, LLC
PO Box 72839
Newnan, GA 30271
info@myrentsource.com
(404) 419-6459 - office
(678) 278-3603 - fax

NOTES:

