

# COOPER BROWN REAL ESTATE

1170 PEACHTREE STREET NE #1200, ATLANTA, GEORGIA, 30309

## PROPERTY RENTAL REQUIREMENTS & APPLICATION PROCEDURES

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THANK YOU FOR REQUESTING A RENTAL APPLICATION FROM COOPER BROWN REAL ESTATE. BELOW ARE TIPS FOR COMPLETING THE RENTAL APPLICATION AND SUBMITTING IT TO COOPER BROWN REAL ESTATE. INCOMPLETE APPLICATIONS MAY BE REJECTED.

- ❖ We do not accept applications from Section 8 recipients or owners of aggressive breed dogs.
- ❖ All Applicants must have no rental judgments or evictions within the past 5 years.
- ❖ **All applications must be accompanied by:**
  - 1) An application fee of \$75 (non-refundable fee) per adult leasing the property;
  - 2) A Reservation Fee in an amount equal to one month's rent;  
**Applications received without these two checks will not be processed.**
  - 3) Copy of a valid/current state issued photo identification;
  - 4) Proof of valid taxable income (two current pay stubs).
- ❖ Each tenant/roommate/spouse/cosigner must complete a rental application and submit an application fee.
- ❖ All rentals require a minimum of one (1) year Lease. All Leases end on the last day of the month.
- ❖ Please allow 2 to 3 business days to process your rental application. Please note the Reservation Fee will be used for the Security Deposit if approved, or returned to you if your application is not approved. Your Reservation Fee will be deposited into the Cooper Brown Real Estate Trust Account on the day you receive notice from us your application has been approved and will be non-refundable at that point.
- ❖ When filling in the application, please complete **Section I – Property To Be Rented** – include the address of the property you want to rent and the date you want your Lease to start. You must fill in your Lease start date.
- ❖ Complete all of **Section II – Applicant Information** including names and numbers of current and past landlords and employers for the past two (2) years.
- ❖ Please read **Section III – Lease Information & Reservation Fee/Security Deposit Agreement** on Page 3 of the Rental Application – fill in any blanks and sign.
- ❖ All properties are non-smoking unless further approval is received from the owner of the unit.
- ❖ If the Property Owner allows pets, tenant(s) with pets will be required to submit a Pet Deposit – typically a \$500.00 deposit per pet (of which \$300 is non-refundable). Pet deposits are due prior to the Lease start date.
- ❖ Some buildings have type, age, and weight restrictions on pets. Please contact Cooper Brown Real Estate to verify pet restrictions.
- ❖ Some buildings require a move-in fee and/or deposit. Please contact Cooper Brown Real Estate to verify moving instructions and applicable fees.
- ❖ As soon as the application(s) and checks are received by Cooper Brown Real Estate, at your request a Lease will be available for your review. Any questions or concerns with the Lease need to be addressed with CBRE prior to application approval.
- ❖ Tenant(s) are responsible for one full month's rent before move-in regardless of the Lease start date (the second month's rent is prorated based on the number of days a unit is occupied in the first month).

**IF YOU DO NOT MEET THE ABOVE CRITERIA, WE RECOMMEND YOU DO NOT APPLY TO RENT OUR PROPERTY OR PAY THE NON-REFUNDABLE APPLICATION FEE.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COOPER BROWN REAL ESTATE RENTAL APPLICATION**

P.O. BOX 15055, ATLANTA, GEORGIA, 30333 • OFFICE: 404-575-1975 • FAX: 404-885-5710 • COOPERBROWN@MINDSPRING.COM

**SECTION I – PROPERTY TO BE RENTED:**

Property Address:	
Rental Price:	Lease Start Date:

**SECTION II – APPLICANT INFORMATION:**

Full Name of All Occupants	SSN	Birth Date	Relationship to Applicant
<b>Applicant:</b>			
Spouse/Roommate:			
Other residents and/or children:			
	N/A for children		
Describe Pets (Breed, Weight, Age, Name):			

**ADDITIONAL APPLICANT INFORMATION**

Cell Phone:	Email Address:
Driver's License Number:	State:

**RESIDENCE HISTORY**

<b>Current Address:</b>	City:	St:	Zip:
Current Phone:	Length of Time at Present Address - Years:	Months:	
Current Landlord/Mortgage Holder:	Phone:		
Monthly Rent/Payment: \$	Reason for Moving:		
<b>Previous Address:</b>	City:	St:	Zip:
Length of Time at Previous Address - Years:	Months:		
Previous Landlord/Mortgage Holder:	Phone:		
Monthly Rent/Payment: \$	Reason for Moving:		

**INCOME & EMPLOYMENT VERIFICATION**

<b>APPLICANT'S CURRENT EMPLOYER:</b>			
Company Name:	How long? Years:	Months:	
Employer's Address:	City:	St:	Zip:
Applicant's Office Phone:	Position Held:	Monthly Salary: \$	
Supervisor's Name:	Supervisor's Phone:		
<b>EXPLANATION OF ADDITIONAL INCOME:</b>			
<b>APPLICANT'S PREVIOUS EMPLOYER:</b>			
Company Name:	How long? Years:	Months:	
Employer's Address:	City:	St:	Zip:
Position Held:	Monthly Salary:\$		
Previous Supervisor's Name:	Previous Supervisor's Phone:		

**REFERENCES**

Reference 1- Name:	Relationship:	Phone:
Reference 2- Name:	Relationship:	Phone:

**EMERGENCY CONTACT INFORMATION (OTHER THAN CO-APPLICANTS)**

Name of Person to Contact in Case of Emergency:	Emergency Contact Daytime Phone:
Relationship:	Emergency Contact Evening Phone:

**OTHER INFORMATION - VEHICLE INFORMATION INCLUDING CARS, BOATS, MOTORCYCLES, ETC.**

Make & Model:	Year:	Color:	Tag No:	State:
Make & Model:	Year:	Color:	Tag No:	State:

**SECTION III – LEASE INFORMATION & RESERVATION AGREEMENT:**

Applicant's Name: \_\_\_\_\_

**APPLICANT AGREES TO PAY A NON-REFUNDABLE APPLICATION FEE OF \$75.00.**

A \$75.00 per adult, non-refundable, application fee is charged to process the rental application.

**RESERVATION / SECURITY DEPOSIT AGREEMENT**

The undersigned hereby authorizes Cooper Brown Real Estate (hereinafter referred to as "CBRE") or its agents to contact credit services and business/personal references in order to verify the information stated in this application. I/We also authorize CBRE or its agents to report unsatisfied obligations to the proper authorities should it become necessary. I/We also authorize CBRE or its agents to share the information contained in this application and related verification data with anyone involved in the qualifying process including the owner of the property.

It is my/our desire to have Cooper Brown Real Estate take the property listed on the front of this application "off the market" so I/we may rent it. It is understood my/our Reservation Fee equal to one month's rent provided to Cooper Brown Real Estate will be returned to me if I do not qualify under the Cooper Brown Real Estate's standard underwriting requirements for residency. If my/our rental application is approved and I/we choose not to follow through and rent the property, my/our Reservation Fee is forfeited and hereby acknowledged as liquidated damages for non-performance and will not be returned to me/us (the applicant(s)) as compensation for holding the property "off the market". If my/our application is approved and I/we begin my/our Lease on the agreed upon date, Cooper Brown Real Estate will apply my/our reservation fee towards the required Security Deposit. My/Our first month's rent will be collected prior to or at time of the Lease start date.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant – Print Name: \_\_\_\_\_