



## Leasing Policies

### To be considered for leasing a property, you must accomplish and/or complete & sign:

- All persons over the age of 18 must complete an application & be listed as an equally responsible party to the lease if approved. Only married couples may use the same application. Persons engaged to be married will be required to file individually.
- Pay the **non-refundable** application fee(s) of \$40.00 per person or married couple over the age of 18.
  - Application fee must be paid by cash, money order or certified check prior to processing the application or requesting the credit & background checks. Money orders & certified checks are made payable to ERA Kings Bay Realty.
- Provide a copy of a valid state or federal government issued identification card, for each application.
  - Driver's license, Military ID, Passport, State issued ID, Student ID . . .
- You must have sufficient verifiable income to afford the rental amount on the property you have applied for.
  - Target income qualification is generally an amount equal to at least 3 times the rental amount. Incomes from all residents on the lease may be combined to establish qualification. This is NOT a rule, some exceptions may be considered.
- Credit & background history is verified thru private sources utilizing data derived from & reported by the top 3 national credit bureaus (Transunion, Equifax & Experian). Also, information obtained from public information sources such as municipal court reporting systems, police arrest or conviction records . . . Personal references that were provided by you may also be checked.
- Rental history is checked & verified using information obtained from your current & previous rental or property management agencies or individuals.
- The number of occupants for any house may not exceed 2 persons per bedroom.
- Not all properties will accept pets. If you have pets, please verify with us that the property you are applying for will accept your specific type & number of pets. There is generally a maximum of 2 pets per household as well as size & weight limitations, some exceptions will be considered. Attack or dangerous breed dogs are prohibited. If you have any questions about your animal please ask us prior to paying for your credit & background check(s). **PET FEES ARE NON-REFUNDABLE & ARE ESTABLISHED AT \$150. FOR THE FIRST PET & \$50. FOR EACH ADDITIONAL PET.** Owners of certified service animals will be exempt from the pet fees after providing proof of medical necessity.

If your application is approved, to remove the property from the market & secure it, you must remit a Reservation Deposit equal to 1 month's rent & complete the Lease Agreement within 48 hours. Reservation Deposits are paid by cash, money order or certified check, made payable to ERA Kings Bay Realty. The Reservation Deposit is NON-REFUNDABLE, should you later decide not to take possession of the property as per an approved rental application. After the lease contract has been completed, signed & executed, any further default of the lease will be in accordance with the lease contract itself. The Reservation Deposit will be converted to the Security Deposit for your property after you complete & return the Move-In Inspection Report. The Move In Inspection Report MUST BE returned to our office within 3 business days.

Applications are processed as they are received. The application process usually takes approximately 48 hours, some may take longer while awaiting return of information such as rental history. All applications must be completed in their entirety, each blank must be filled in or marked as 'N/A' if the item is non-applicable. ERA Kings Bay Realty reserves the right to reject or deny incomplete or falsified applications including the omission of phone numbers, names, addresses or signatures.

If the property you are applying for is in an area governed by a Home Owners Association, you will be expected to comply with all the rules & regulations contained within the covenants & restrictions for that neighborhood. A copy of the Covenants & Restrictions may be obtained by request from the ERA Rental Department.

First Month's rent will be paid by cash, money order or certified check, made payable to ERA Kings Bay Realty. First Month's rent will be paid before the move-in date & prior to receiving the keys to the property.

**If you have any questions please contact the ERA Rental Department**

**912.729.4549 – Office**

**912.729.4415 – Fax**

[ERARent@ERAKingsBayRentals.com](mailto:ERARent@ERAKingsBayRentals.com)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ERA Kings Bay Realty welcomes all applications for housing & supports all Fair Housing Laws. We do NOT discriminate or refuse to lease to any person based on sex, religion, marital status, race, creed, age, familial status, physical handicap, color or national origin.



**KINGS BAY REALTY**  
 Serving: Camden, Charlton & Glynn Counties

Property Address: \_\_\_\_\_

Showing Agent's Name: \_\_\_\_\_

Showing Agents Phone #: \_\_\_\_\_

## CREDIT CHECK AUTHORIZATION FORM

Applicant(s) must complete **ALL Information** & sign below or the credit application cannot be processed.

**Application Fee: \$40.00 per Married Couple or per occupant over the age of 18**

**Applicant Name:** \_\_\_\_\_

- **Phone Numbers:** Home/Work: \_\_\_\_\_ Cell: \_\_\_\_\_
- **Email Address(s):** \_\_\_\_\_
- **Social Security #:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Spouse's Name (If Joint Report):** \_\_\_\_\_

- **Phone Numbers:** Home/Work: \_\_\_\_\_ Cell: \_\_\_\_\_
- **Email Address(s):** \_\_\_\_\_
- **Social Security #:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I hereby authorize ERA Kings Bay Realty to order my credit report from the National Credit Reporting Agencies for the purpose of completing my application for Real Estate Rental.**

**Application Fee: \$40.00 per Married Couple or per occupant over the age of 18**

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

**Spouse's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# APPLICATION FOR RENT

NOTICE: ALL SECTIONS MUST BE COMPLETED

**Application Fee: \$40.00 per Married Couple or per occupant over the age of 18**

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1. **Current Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Owner/Manager Phone#: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**At Current Address Less than 3 years? Complete sections 2**

2. **Previous Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Owner/Manager Phone#: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**At Previous Address Less than 3 years? Complete sections 3**

1. **Previous Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Owner/Manager Phone#: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PROPOSED OCCUPANTS IN ADDITION TO YOURSELF(S)**

- 1. Name: \_\_\_\_\_ Age: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Age: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Age: \_\_\_\_\_
- 4. Name: \_\_\_\_\_ Age: \_\_\_\_\_
- 5. Name: \_\_\_\_\_ Age: \_\_\_\_\_

**PET FEES: \$150.00 FOR 1<sup>ST</sup> PET & \$50.00 FOR EACH ADDITIONAL PET**

Do you or Will you have Pets? \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

**OCCUPATION:**

Name of Employer or Command & Your Rank/Rate: \_\_\_\_\_

Length of Time with this employer: \_\_\_\_\_ Immediate Supervisor- Rank/Rate: \_\_\_\_\_

Employer Phone #: \_\_\_\_\_ Supervisors Phone #: \_\_\_\_\_

Current Income: \_\_\_\_\_ Week Month Year

Name of Employer or Command & Your Rank/Rate: \_\_\_\_\_

Length of Time with this employer: \_\_\_\_\_ Immediate Supervisor- Rank/Rate: \_\_\_\_\_

Employer Phone #: \_\_\_\_\_ Supervisors Phone #: \_\_\_\_\_

Current Income: \_\_\_\_\_ Week Month Year

**BANK ACCOUNT INFORMATION**

**Applicant:**

• Name: \_\_\_\_\_ Branch or Address: \_\_\_\_\_

• Checking Account #: \_\_\_\_\_ Saving Account #: \_\_\_\_\_

**Spouse's:**

Name: \_\_\_\_\_ Branch or Address: \_\_\_\_\_

• Checking Account #: \_\_\_\_\_ Saving Account #: \_\_\_\_\_

Have you ever filed for Bankruptcy? \_\_\_\_\_ When: \_\_\_\_\_

Addition Information: \_\_\_\_\_

Have you ever been Evicted or asked to Move? \_\_\_\_\_ When: \_\_\_\_\_

Addition Information: \_\_\_\_\_

Have you ever been sued or had a Judgment(s) placed against you for causing damages to property or failure to Pay Rent? \_\_\_\_\_ When: \_\_\_\_\_

Addition Information: \_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE NOTIFY:**

1<sup>st</sup> Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2<sup>nd</sup> Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PERSONAL REFERENCES:**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Years Known: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Years Known: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Years Known: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**NEXT OF KIN OR NEAREST RELATIVE NOT LIVING IN THE HOUSE WITH YOU:**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Desired Move In Date:** \_\_\_\_\_

Applicant(s) represents that all of the statements are true & correct. Applicant(s) hereby authorized verification of all of the above items including, but not limited to, the obtaining of a credit report. Applicant(s) agrees to furnish additional credit references upon request. Applicant(s) understands that the owner or owner's agent may terminate any agreement entered into in reliance of any misstatement made above by the applicant.

The undersigned makes application to rent housing accommodations, the rent for which is \$ \_\_\_\_\_ per month. Upon approval of this application **reservation deposit is considered non-refundable** should tenant not take occupancy of rental unit on the desired move in date, unless property was not available & ready. Should property not be ready, owner or owner's agent has 3 days to make the property available. After the 3<sup>rd</sup> day the reservation deposit may be returned to the proposed tenant at their request.

The reservation deposit will be converted to the security deposit for the property after the move in inspection report has been **completed by the tenant & returned to ERA**. Applicant(s) agrees to sign a lease agreement & to pay all sums due, including required deposits, **before occupancy**.

**Application Fee: \$40.00 per Married Couple or per occupant over the age of 18**

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

**Spouse's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_