



OAK TERRACE

1639 E. Park Avenue • Valdosta, Georgia 31602
229.242.1999 • fax 229.242.0030

Thank you for considering Oak Terrace Apartments
as a place to call home!

You need to know a few things before you apply!!

Our Requirements

- Must be 18 to rent
- You must pass a credit check, rental verification & background check
- All occupants 18+ are required to pass a background check
- Meet our Income requirements

Here's a checklist to make sure you have everything you need to complete your application!

- Valid government issued ID (military and/or state DL) for all occupants 18+
- Proof of Income
 - This can include paystubs (minimum of 2), recent SSI award letters, child support statements, bank statements, etc.
- Completed and signed application for applicant
- Completed and signed application for 18+ occupants (for background purposes ONLY)
- Applications are \$35 per applicant and an additional \$20 for each additional background check for other occupants.

Size	Price
1 bedroom	\$515
2 bedroom 1 bath	\$615 & up
Security Deposit \$300	
Pet Fee \$300	

Ask about our military discounts!!

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Applicant Information

Name:

DOB:

SSN:

CELL:

Email:

Current Address:

(Circle One) Own / Rent

How long at this address?

Monthly Payment:

Present Landlord:

Landlord Phone:

ID: Military Driver's License (State Issued:___) ID Card

ID Number:

Spouse/Co-Applicant Information

Name:

DOB:

SSN:

CELL:

Email:

Current Address: (if same as spouse leave blank)

(Circle One) Own / Rent

How long at this address?

Monthly Payment:

Present Landlord:

Landlord Phone:

ID: Military Driver's License (State Issued:___) ID Card

ID Number:

Employment & Income Information

Current Employer(Applicant):

Phone:

Employer Address:

Dates: From:

To:

Position:

Supervisor:

Hours/week:

Rate:

Avg. Monthly Income:

Current Employer(Co-Applicant):

Phone:

Employer Address:

Dates: From:

To:

Position:

Supervisor:

Hours/week:

Rate:

Avg. Monthly Income:

Please list any other **VERIFIABLE** sources of income below.

Source:

Amount:

How Often? Weekly / Biweekly / Monthly / Yearly

Source:

Amount:

How Often? Weekly / Biweekly / Monthly / Yearly

Combined Annual Income:

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Resident Information

Who all will be residing in the apartment with you?

Name:	Age:	Relationship:	Occupation:
Name:	Age:	Relationship:	Occupation:
Name:	Age:	Relationship:	Occupation:

Proposed Pet(s) A picture of the pet & proper veterinary papers must be provided to management. A nonrefundable pet fee of \$300 must be paid prior to move-in. Management must approve the pet in writing.

Name:	Age:	Breed:	Weight:	Color:
Name:	Age:	Breed:	Weight:	Color:

Emergency Contact(s) Not residing with you

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

ALLOWED ACCESS (PLEASE INITIAL IN THE SPACE PROVIDED) _____ In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact can remove your property from your unit or the common areas.

Vehicle Information:

Make:	Model:	Year:	Color:	Tag:	State:
Make:	Model:	Year:	Color:	Tag:	State:
Make:	Model:	Year:	Color:	Tag:	State:

Criminal Background: Have you or your spouse/co-applicant ever been:

-Convicted of a felony? If yes, please explain.

Applicant: No Yes (explain)

Spouse/Co-Applicant: No Yes (explain)

Rental History: Have you or your spouse/co-applicant ever been:

-Been evicted or asked to move out?	Declared bankruptcy?
-Broken a rental agreement or lease?	Been sued for damage to rental property?
-Been sued for non-payment of rent?	

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Other Information

What size apartment would you prefer?

Did anyone refer you? If yes, then who?

How did you hear about us? (mark all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Drive By | <input type="checkbox"/> Phonebook | <input type="checkbox"/> Search Engine |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Apartment publication |
| <input type="checkbox"/> Apartmentfinder.com | <input type="checkbox"/> Apartments.com | <input type="checkbox"/> Other |

Authorization for Background Check and Other Correct Information

Applicant authorizes Oak Terrace Apartments and its' staff to contact past and present landlords, employers, creditors, credit bureaus, law enforcement agencies and any other sources deemed necessary to investigate applicant. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state. Any person or firm is authorized to release information about the undersigned upon presentation of this form or a copy of this form at any time. Applicant agrees to the terms of the "Security Deposit Agreement" below.

Security Deposit Agreement

Applicant has provided a Security Deposit as well as an Application Fee in consideration for owner's taking the dwelling unit off the market while considering approval of this application. If applicant is approved but fails to enter into the contemplated lease within three (3) days after notice of such approval, the security deposit shall be forfeited to owner. In addition, the security deposit will be refunded if applicant is not approved. Keys will be furnished only after contemplated lease and other rental documents have been properly executed by all obligated owner or owner's agent to execute a lease or deliver possession of the proposed premises. The contemplated lease is the rental agreement and any written addendums that will be signed at a later date.

X

Application Signature

Date

X

Co-application Signature

Date

For Office Use Only	
Approval:	YES NO
Reason :	
Unit Number:	
Move In Date:	
Other Info:	

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RENTAL VERIFICATION FORM

Applicant Only		
Applicant Name:		Phone:
Current Landlord:	Phone:	Fax:
I hereby authorize the release of information below, regarding my residency at the following address:		
Applicant Signature:		Date:

Landlord Only

Please verify the following information and return at your earliest convenience.

1. Length of Occupancy:	From:	To:
2. Monthly Rental Amount:	Was Rent Paid on time:	
If not, number of times late:	Is there a balance due? How much?	
3. Has applicant given notice?	If not, what is the required notice?	
4. Was the premises left clean?	Did resident damage premises?	
If not, please explain:		
5. Has there been any complaints or disturbances reported on applicant?		
If yes, please explain:		
6. Have any dispossessionary warrants been filed against applicant?	If yes, how many?	
If yes, please explain:		
7. Would you rent to this applicant again?		

Information supplied by: _____
Title: _____
Phone: _____
Signature: _____

Please fax this form back to (229) 242-0030.

Thank you for your assistance.
Sincerely,

Property Manager