

**!Daley Real Estate – Property Management Division**

*Michelle M Tucker – Property Manager, Realtor ®*

5710 Ogeechee Road Suite 160 – Savannah, GA 31419

912-247-7886 Fax 912-235-5583

[info@daleyrentals.com](mailto:info@daleyrentals.com)

**LEASE APPLICATION INSTRUCTION CHECKLIST**

\_\_\_\_\_ **Application Fee** Non-refundable: \$40.00(\$20.00 each additional occupant over 18)

- **CASH or MONEY ORDER ONLY FOR APPLICATION FEE**

\_\_\_\_\_ **Holding Reservation Fee (\$150.00 for 7 days, more than 7 days call PM)**

- Certified Check or Money Order for the holding fee must be turned in w/application
- Payment will be deposited at the time of notification of approval
- Payment will be applied to 1<sup>st</sup> month's rent; or forfeited if tenant changes mind after notification of approval

\_\_\_\_\_ **Tenant Application** – all blanks filled out completely and signed

\_\_\_\_\_ **Employment & Income Verification for each Applicant**

- Last 2 months pay stubs or job offer letter from employer
- Self employed – must have 2 years tax returns

\_\_\_\_\_ **Non-Refundable Pet Fee**

- Note that some properties do not allow pets
- \$300 = 1<sup>st</sup> pet; \$200 = 2<sup>nd</sup> pet (2 pet maximum) due at the time of lease signing
- Vicious breeds are not allowed
- Must submit digital picture of pet w/application & vaccinations records

\_\_\_\_\_ **Valid Government Issued Photo ID**

\_\_\_\_\_ **Security Deposit – (Need at move-in)**

- Equal to a minimum of 1 month's rent (could be more depending on credit & landlord verification)
- Due at time of move-in : **Certified Funds or Money Order Only**

This application will not be processed until the following items are received: (a) completed & signed application for each occupant over 18 years of age, (b) copy of a government issued picture ID for all applicants, (c) application fee (cash, money order or certified check) and (d) holding fee of \$150 or per Property Manager (money order or certified funds). This application is the property of !Daley Real Estate. It contains confidential information to be used in conjunction with processing an application for rental housing. All persons 18 years or older, who will occupy the property, **must** complete a separate application and sign the lease. !Daley Real Estate is the agent of the property owner, represents only the owner, and is paid by the owner. Normal processing time is 24-48 business hours.

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First Name	Last Name	Middle Initial	Date of birth
_____	_____	_____	____/____/____
Driver License #	Exp Date	State Issued	Social Security Number
_____	____/____/____	_____	____-____-____

Former Name (maiden or married)	Email Address	Mobile
_____	_____	_____

Spouse Name	Last Name	Middle Initial	Date of birth
_____	_____	_____	____/____/____
Driver License #	Exp Date	State Issued	Social Security Number
_____	____/____/____	_____	____-____-____

Former Name (maiden or married)	Email Address	Mobile
_____	_____	_____

### *CURRENT ADDRESS:*

Street Address	Apt. #	CITY	STATE	ZIP	Monthly Payment
_____	_____	_____	_____	_____	_____
Date	Landlord/Apartment Name			Phone Number	
____/____/____	_____			____-____-____	

### *Previous ADDRESS:*

Street Address	Apt. #	CITY	STATE	ZIP	Monthly Payment
_____	_____	_____	_____	_____	_____
Date	Landlord/Apartment Name			Phone Number	
____/____/____	_____			____-____-____	

### **Pets: Y or N**

Breed	Weight	Age	Name	Color
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been evicted? \_\_\_\_\_ Have you ever been sued for property damage? \_\_\_\_\_  
Have you ever been sued for rent? \_\_\_\_\_ Have you ever broken a lease? \_\_\_\_\_  
Have you ever been convicted, plead guilty, no contest, received probation, deferred adjudication, court-ordered supervision, or pre-trial for a felony, sexual related crime, or misdemeanor assault against another person? \_\_\_\_\_

If yes explain \_\_\_\_\_

### **Vehicle Information:** List all vehicles that will be parked on property cars, trucks, motorcycles, boats

Year	Make/Model	Color	License #	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Do you have any recreational vehicles, boats, motorcycles? \_\_\_\_\_ Specify: \_\_\_\_\_

### **Emergency Contact Information** (person over 18 not living with you. Family member preferred)

