



P.O. Box 2255 Marietta, GA 30061

www.squareproperties.com

**LEASE APPLICATION**

PLEASE PRINT. APPLICATION MUST BE COMPLETED IN FULL.

(If applicant is accepted as a tenant, this is to become part of the lease agreement.)

Date: \_\_\_\_\_ How did you hear about this property? \_\_\_\_\_

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

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

Monthly Rental \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Application Fee \$ \_\_\_\_\_

Term of Lease: From \_\_\_\_\_ To \_\_\_\_\_

Applicant Full Name (Print) \_\_\_\_\_

Social Sec. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_

Primary Contact# \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Name (Print) \_\_\_\_\_ (If Self Employed Only!)

Tax I.D # \_\_\_\_\_ (If Self Employed Only!)

Drivers Lic. #/State \_\_\_\_\_ / \_\_\_\_\_

Vehicle - Year/Make/Model: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Lic. Plate#/State \_\_\_\_\_ / \_\_\_\_\_

(Please Check One)

Sex:  M  F Marital Status:  Single  Married  Divorce  Separated

(If Married) Spouse's Name: \_\_\_\_\_

Social Sec. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_

**RESIDENCE INFORMATION**

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

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

Phone: \_\_\_\_\_ How Long Did You Live Here? \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Rent: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ How Long Did You Live Here? \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Rent: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ How Long Did You Live Here? \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Rent: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

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**EMPLOYMENT INFORMATION**

Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

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**BANK & CREDIT INFORMATION**

Bank Reference: \_\_\_\_\_ Acct# \_\_\_\_\_

Address or Branch: \_\_\_\_\_ How Long? \_\_\_\_\_

Other Income (*Source & Amount*) \_\_\_\_\_

Current Monthly Obligations (*Credit, Bank Notes, Car Payments, loans, etc.*)

<u>Owed To</u>	<u>Acct. #</u>	<u>State</u>	<u>Balance</u>	<u>Monthly Pymnts.</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

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**CHARACTER REFERENCES** (Please provide two.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long? \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ How Long? \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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**EMERGENCY CONTACTS** (Please provide two.)

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

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

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

Email: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

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**OCCUPANCY**

How many people will occupy the property? \_\_\_\_\_

Please list the first and last names with ages of all occupants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be ANY pets\* on the premises?  YES  NO

Please list the species, size, color, name, and county tag information for each applicable pet: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*There may be a fee associated with possessing pets on property. This fee changes from property to property. Please ask for the particular fees concerning the property you are applying for.

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**LEGAL HISTORY**

Do you have current pending charges and/or have ever been convicted of ANY criminal offense?  YES  NO

If so, please provide details and dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had any litigation filed against you such as; evictions, judgments, bankruptcies, foreclosures, etc?  YES  NO If so, please give details and dates of occurrences below: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**HOUSING VOUCHER INFORMATION** *(Disregard if this does not pertain to you)*

Do you receive Public Housing Authority Voucher (Section 8)?  YES  NO

Voucher Amt (Per Month): \_\_\_\_\_ Voucher Expiration: \_\_\_\_\_

Tenant Contribution Amount: \_\_\_\_\_ Bedrooms Approved: \_\_\_\_\_

Which housing authority sponsors your voucher? \_\_\_\_\_

Case Worker Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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**PLEASE READ THE BELOW INFORMATION CAREFULLY!**

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**DISCLOSURE AND LIABILITY RELEASE** (By signing below you agree to all terms)

A sum of **\$50.00 PER APPLICANT** is due before processing will begin. Each Applicant must complete a separate Lease Application. Payment is **non-refundable** and will be used to cover the expenses associated with the following; credit check, employment verification, criminal history report, residential verification, and processing charge. Signature of this application authorizes property owner and/or Square Properties to obtain information requested from credit reporting agencies, bank institutions, credit unions, law enforcement agencies, landlords, employers and other similar persons as requested for processing application. Any false information will constitute grounds for rejection of this application. Applicant will not hold property owner, Square Properties Inc., or affiliates responsible for any damages resulting from this application. Applicant agrees that upon accepted application an Earnest Money payment is due immediately to hold the property. The Earnest Money will act as the Security Deposit once possession has been taken.

Applicant Name (Print) \_\_\_\_\_  
(Print)

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

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**THE BELOW SECTION TO BE COMPLETED BY SQUARE PROPERTIES ONLY!**

**Application Received By...**

Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print / Signature)

Fee Payment Method: \_\_\_\_\_

If Paypal, Email Address to Invoice: \_\_\_\_\_

**AGENTS: ONLY USE THE FOLLOWING RECEIPT PAGE IF PAYMENT WAS GIVEN ALONG WITH APPLICATION! RECEIVING AGENT IS FULLY RESPONSIBLE FOR FUNDS ONCE OBTAINED.**

Receipt Given?  YES  NO

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**- PROSPECTIVE TENANT DRIVER'S LICENSE VERIFICATION -**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

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

Prospective Tenants,

Thank you for applying for a Square Properties managed home. Please be patient. Processing usually takes 2-3 business days. This depends on many variables out of our control. All questions pertaining to your application are answered through our processing department only. You may reach our processing department through the below contact details. Thank you and have a wonderful day!

Best Regards,

*The Square Team*

**RECEIPT APPLICABLE IF:** applicant has turned in a completed valid application and paid in full with cash, money order, or certified funds.

Amount Paid: \$ _____	Payment Date: _____
Method of Payment: _____	
Payment Received By: _____ (Print/Sign)	



P.O. Box 2255  
Marietta, GA 30061

Tel 404.250.4488 Fax 404.250.4499 Email: Square@SquareProperties.com

**OUR PROCESSING DEPARTMENT IS OPEN MONDAY – FRIDAY, 9AM – 5PM.**