

WEGO Property Management

Dear Prospective Tenant:

We appreciate your interest in renting a home through WEGO Property Management. This letter provides general information on the application process. More information is available on our website, www.wegomanagement.com under Tenant Info.

Please be sure to fill out all information on the application, including contact telephone numbers for employers and landlords. Most applicants can be processed within 24 hours, unless there is a delay in receiving information from your employer or landlord.

Please include a \$50 application fee per applicant.

A second check equal to one month's rent should also be submitted with the application. It will be applied to the first full month's rent. Certified funds or money order required.

The security deposit must be in certified funds and is not due until we complete the move-in inspection. This is completed during normal business hours prior to or the day of the lease start date. If the lease starts on a weekend, please make arrangements to attend the move-in inspection on a prior day. Only one tenant must be present at the move-in inspection. There is a \$200 administration fee deducted from the deposit.

Please review page three of the application regarding the reservation agreement. Tender of funds with the application does not take the property off the market. The property is removed from the market once we have an approved application, received funds equal to the first month's rent and the lease has been signed by all parties.

If, upon completing the credit check and verification of other information, your application is approved, you will be asked to sign a lease within three days of acceptance. If any party is out of town during this time we will fax documents to you and request you fax back all documents and return originals by Overnight delivery.

If we can assist you in any way, please do not hesitate to call us, 800-537-WEGO

Sincerely,

John Durham

Qualifying Broker

Tenant Signature _____ Date: _____

APPLICATION

DATE: _____

Rental Address _____ City _____ Zip _____ County _____

Applying for a _____ month lease at \$ _____ per month beginning _____

(One Applicant per roommate)	Full Name	Social Security Number	Birth Date	Relationship to Applicant
Applicant				
Spouse				
Child				
Child				
Child				

Persons not listed are NOT authorized to live in property. Unauthorized applicants are considered a lease violation.

If more than one applicant, who should manager call to discuss application _____ Ph: _____

Do you have a pet of any type? Yes _____ No _____

No pets are allowed unless first approved by WEGO Property Management, and/or Owner. If a pet is approved, a written and signed pet agreement will be required. A non-refundable pet fee in the amount of \$300 per pet is required and must be paid prior to occupancy. Your application may be denied, or you may be required to have insurance and pay additional deposit if you have a Pit Bull, Doberman, German Shepherd, Rottweiler, Chow or mixed-breed dog of these or other breeds of concern to insurance providers. Unauthorized pets will be a lease violation.

Type of pet: _____ Breed _____ Sex M or F _____ Name _____ Weight _____
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Residency History

Present Address _____ City _____ State _____ Zip _____.

Home Phone _____ Work Phone _____ Cell Phone _____

Yrs. At Present Address _____ Own () Rent () Mo. Payment \$ _____

Landlord/Mortgage Holder _____ Landlord/Mortgage Holder phone _____

Reason for moving _____

Previous Address _____ City _____ State _____ Zip _____

Landlord/Mortgage _____ Phone _____ Own () Rent ()

Yrs. at Address _____ Mo. Payment \$ _____ Reason for moving _____

Employment and Income

Applicant's Employer _____ How Long? _____

Position _____ (Gross) Salary per month \$ _____

Supervisor Name _____ Supervisor Phone # _____

Employer's Address _____

Additional verifiable income: _____

Spouse Employer _____ How Long? _____

Position _____ (Gross) Salary per month \$ _____

Supervisor Name _____ Supervisor Phone # _____

Employer's Address _____

Additional verifiable income: _____

Applicant driver's license number and state of issue _____

Spouse driver's license number and state of issue _____

In case of Emergency contact (must be Relative) _____

Relationship _____ Telephone _____

Address _____ City _____ State _____ Zip _____

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Contingencies of this lease

Applicant understands no verbal agreements have been made. All contingency requests must be noted above. Only contingency requests specified above will be considered and negotiated with the property owner. This property is being leased "As Is" in its present condition.

Additional information: (Y or N)

- Are there, or have there ever been, any judgments, law suits, or bill collection proceedings against you or any person occupying the property? _____
- Are you or any person intending to occupy the property, now, or ever been, a defendant in any suit or legal action? _____
- Have you ever been foreclosed on, declared, been discharged from or taken personal or business bankruptcy? _____
- Have you ever abandoned a rental property, vacated with a balance due or been asked to move because of an alleged lease violation of any kind? _____
- Have you or any person who will be occupying the property ever been evicted for violating your lease or non-payment of rent? _____
- Is any previous Apt. Community or Landlord trying to collect money from you or any person who will be occupying the property? _____
- Have you or any person who will be occupying the property ever been convicted, charged, arrested, indicted, plead guilty or no contest, or received deferred adjudication or probation to (A) Any Felony? Or (B) Any misdemeanor involving a sexual offense, stalking, illegal use or possession of weapons, assault, battery, theft, fraud, bad checks, criminal damage to property, trespass, vandalism, illegal possession or sale of drugs? _____

If Yes, Please explain:

Applicant agrees to pay a non-refundable application fee of \$50 per applicant (One application per married couple, one application per roommate). Check should be payable to WEGO Property Management. Whether application is approved or denied, said sum will be retained by WEGO Property Management to cover the costs of processing this application.

Reservation Agreement [\(See also, Good Faith Agreement Pg 7\)](#)

It is my desire to have WEGO Property Management take the property listed on the front of this application "off the market" For consideration of \$ _____ "Rental Fee" (equal to one month's rent) paid toward the first month's rent. Management agrees to take this property off the market once the application is approved and executed.

If I do not qualify under Management's standard underwriting requirements for residency, I understand this rental fee will be refunded. If I qualify for this property, this Rental Fee shall be applied to rent. I agree to sign lease agreement within three days of lease approval. I understand this rental fee shall be forfeited as liquidated damages if I fail to sign lease within three days of being approved by phone. I understand if I do not take occupancy after being approved by phone, this rental fee shall be forfeited as

WEGO Property Management

Tenant Document Checklist

PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR COMPLETED APPLICATION.

1. ____ Copy of 2 Months most recent bank statements

2. ____ Copy of 2 most recent paystubs.

3. ____ Documentation for any other verifiable income (Self-Employment, Child-Support, Alimony, SSI etc.)

4. ____ Copy of Georgia Driver's License

5. ____ Complete Application + \$50. App fee per qualifying tenant

6. ____ Reservation Fee

Please let us know how you found the home you're applying for.

188 West Campground Rd
McDonough, Ga. 30253

GOOD FAITH AGREEMENT

Property Address: _____

Move-In Date: _____

Good Faith Deposit \$ _____

Monthly Rent: \$ _____

Term of Lease: _____ (minimum 1 year)

Applicant Name(s): _____

Applicant understands and agrees that the Good Faith Deposit equal to first month's rent will be returned if applicant is not approved as a tenant. Applicant will have 24 hours after submitting a Good Faith Deposit to withdraw the application and receive a full refund of the Good Faith Deposit. Application fees, however, are nonrefundable.

If Applicant does not withdraw the application within the time specified above and applicant is approved for occupancy, the applicant agrees to sign Landlord's Lease (a copy of which is available at www.wegomanagement.com on the renters link page, under the link "Tenant Application") and take possession of the property. If the Applicant does not withdraw the application by written notice within the time specified above and is approved for occupancy but fails or refuses to sign a Lease and take possession of the property on or before the move-in date (above), the Good Faith Deposit shall be retained by Landlord as liquidated damages.

Applicant acknowledges that the Good Faith Deposit is not a security deposit. Upon signing a Lease, the Good Faith Deposit will be applied toward the rent specified in the Lease. In the event Applicant defaults under the terms of this Application, Applicant acknowledges that Landlord shall keep the Good Faith Deposit as liquidated damages which are compensation for holding the property off the market. Applicant agrees that the amount of lost rent in holding the property off the market is unknown and that this provision is intended as a good faith estimate of Landlord's damages in the event of Applicant's default.

Applicant Date

Landlord or Landlords Agent

Applicant

Phone: (678) 578-5980 -- Fax: (770) 389-0867 -- Info@wegomanagement.com -- www.wegomanagement.com