



Fundamental R/E Network, Inc.

Property Management Department

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www.FundamentalRealEstateNetwork.com

Instructions For Tenant Applicants

Fundamental Real Estate Network of Georgia, Inc. D/B/A Fundamental Real Estate Network, Inc. is a full service real estate brokerage licensed to transact real estate business in the States of Florida and Georgia. We act as a **“Special Agent”** for and we are **“Employed by the Property Owners”** under an exclusive leasing and listing agreement. Each property will be rented to the best qualified applicant. Each property will be leased to those potential tenants that meets the requirements based on their credit, rental history qualifications and the Owner’s final determination.

No property shall be ‘Held.’ A lease is made upon a rental property. And an **“Agreement”** (meeting of the minds) has been signed by all parties to the agreement, then and until that time the property will continue to be marketed and available to any qualified Applicant.

Please Note:

In order to make a rental offer, **Fundamental R/E Network, Inc.** requires the following:

1. **A fully completed application.** It must include the current date, a move-in date, the property location, every field completed and the Applicant’s signature. **Every adult (over the age of 18) that will be residing in the rental property, must also complete an application with the exception to adult children under the age of 21 that is a full time student. Please attach a copy of the college or university Identification and proof of admissions.**
2. **Security Deposit.** Only Cashier’s check or Money Order will be accepted and payable to **Fundamental R/E Network, Inc. (NO CASH, PERSONAL or SMALL BUSINESS CHECKS WILL BE ACCEPTED.)**
 - ***Georgia**, this deposit must be **Equal to the amount** of the first month rent.
 - ***Florida**, applicant must submit **First, Last Months and One (1) additional Month as Security.**

These funds will be retained and deposited into an established escrow account in the state where the property is located and is refundable after 30 days of the termination of the lease provided the property is returned in satisfactory physical conditions. (Exclude Normal Wear and Tear.)
3. A **\$65.00** application processing fee per adult applicant in the form of Money Order, Cashiers Check and payable to **Fundamental R/E Network, Inc. (NO CASH, PERSONAL/BUSINESS CHECKS WILL BE ACCEPTED.) Fees are Non Refundable.**
4. The two (2) most recent pay stubs from your employer.
5. The two (2) most recent bank account statements.
6. Two (2) photocopy of applicant (s) photo I.D. (e.g. Driver’s License, Passport...etc.)

All properties are rented on an **“As Is”** basis with the existing exceptions to normal wear and tear listed on the move-in/move-out inspection forms. We encourage our applicants that once a lease agreement has been reached that the applicant, should keep “before” photos of the premises with their records. Applicant **MUST** point out any items of concerns prior to move in.

It is understood, that upon the processing of the application and an agreement has been signed between Applicant (s) and Lessor as to the terms of the lease, the application fees of **\$65.00 (per adult)** becomes **Non Refundable**. Furthermore, it is also understood that upon the approval of the rental application and execution of the Rental Agreement, the Security Deposits will be held through the term of your occupancy. If the rental application is not approved, any Security Deposit will be returned to the applicant (s)

By signing below, Applicant (s) acknowledges that he/she has read, understood and will comply with the above mentioned instructions.

X _____ / _____ Date: _____
Applicant

X _____ Date: _____
Fundamental R/E Network Property Manager or Broker

Privacy Statement: Your rights of privacy, it is our top priority. We will not sell or share your information to any other entity or third party. However, your credit and tenant history information will be shared with the property owner only in order to reach an approval of your tenancy application. All your information will be safe and properly secured during your lease agreements and for the preceding 5 years after your move out for legal requirements mandated by applicable State’s Real Estate Licensing Laws and substantive regulations of the applicable State’s Real Estate Commission.

