

**APPLICATION
FOR
ASTRIN PROPERTY MANAGEMENT, LLC**



ALL APPLICATION FEE'S ARE NONREFUNDABLE



**IF PRE-APPROVED FOR A PROPERTY, APPLICANT
WILL HAVE 24 HOURS TO PAY A HOLDING FEE. IF
HOLDING FEE IS NOT RECEIVED IN THAT TIME, IT WILL
RESULT IN LOSS OF PROPERTY**



HOLDING FEE & RENT MONIES:

**BEFORE YOU PURCHASE ANY MONEY ORDERS,
PLEASE FIND OUT THE AMOUNT OF MONEY NEEDED
& TO WHOM THEY SHOULD BE MADE OUT TO. IF NOT
MADE OUT CORRECTLY, THIS COULD CAUSE A
DELAY.**

The Holding Fee is to HOLD said property for you until the move in date. If for any reason you change your mind and do not move in, the Holding Money becomes NON-REFUNDABLE under ALL circumstances and forfeit to Astrin Property Management, LLC unless a 1 year lease is satisfied, with no damage to the property

**Please provide a copy of Drivers License, 2 Current Paystubs
and 2 Current Bank Statements, 1099 if self-employed for 2
years and business bank statement. If this is not received at
the time your Application is turned in, it will delay your
Application process.**

PAT ASTRIN
Application for Occupancy
Equal Housing Opportunity

OFFICE – 770-679-1770

Application Fee: \$ _____

Agent's Name: _____

Date Application Fee Paid: _____

Agent's Company: _____

The undersigned hereby makes an application to rent/lease the property located at:

Anticipated move date of _____ at a monthly rent of \$ _____ and security deposit of \$ _____.

PLEASE TELL US ABOUT YOURSELF

Full Name _____ Date of Birth _____
Social Security # _____ Driver's License Number _____ State _____
Home Phone () _____ Mobile Phone () _____
Email Address: _____ Other Phone () _____

Co-Applicant Name _____ Date of Birth _____
Social Security # _____ Driver's License Number _____ State _____
Home Phone () _____ Mobile Phone () _____
Email Address: _____ Other Phone () _____

Does anyone smoke? _____ Inside or Outside

List All Pets _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address _____ Apt# _____ City _____ State _____ Zip _____
How long at this address _____ Why are you leaving _____
Rent \$ _____ Owner/Agent _____ Phone () _____

Previous Address _____ Rent \$ _____
How long did you stay _____
Owner/Agent _____ Phone () _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____
Have you ever had a dispossession filed against you? Yes _____ No _____
Have you ever been evicted from a rental residence? Yes _____ No _____
Have you had two or more late rental payments in the past year? Yes _____ No _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION

Applicant Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed
Employer Name & Address _____
Dates employed _____ Employed as _____
Supervisor Name _____ Phone () _____
Salary \$ _____ per _____

Co-Applicant Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed
Employer Name & Address _____
Dates employed _____ Employed as _____
Supervisor Name _____ Phone () _____
Salary \$ _____ per _____

PLEASE LIST YOUR REFERENCES

Banking Accounts:

Name _____ Address & City _____ Acct # _____

Name _____ Address & City _____ Acct # _____

Personal Reference:

Name _____ Address _____

Phone _____ Relationship _____

VEHICLE INFORMATION:

Vehicle Information:

Make / Model _____ Year _____ VIN# _____

License Plate State _____ Car Payment Amount: \$ _____

Make / Model _____ Year _____ VIN# _____

License Plate State _____ Car Payment Amount: \$ _____

ADDITIONAL INFORMATION:

NUMBER OF ADULTS (Anyone Living in the Home 18 and older) _____

NUMBER OF CHILDREN _____ Ages and Names of Children _____

Does anyone in the household have a criminal record? _____

If so, what for and when: _____

Emergency Contact: _____ Relationship: _____

Phone Number: _____ Other Contact Information: _____

Please give any additional information that might help owner/management evaluate this application?

The above information, to the best of my knowledge, is true and correct; if not true, I/we waive the right to rent. **If, for any reason the applicant changes his/her mind, and/or if the rented property, for any reason, is not taken possession of, all monies received on any property becomes forfeit to Astrin Property Management, LLC as an administrative fee and is non-refundable under ALL circumstances unless satisfied by a 1 year lease if no damage to the property. The Holding Fee submitted was to hold said property for you until move in date, if you do not move in for whatever reason, the Holding money is NON REFUNDABLE under ALL circumstances and forfeit to Astrin Property Management, LLC, unless satisfied by a 1 year lease, if no damage to the property**

Sign below if you agree to these terms.

Please sign: X _____ Date _____
Applicant

Please sign: X _____ Date _____
Co-Applicant

ALL INCOME NEEDS TO BE REPORTED, INCLUDING ALIMONY, CHILD SUPPORT OR SPOUSES ANNUAL INCOME AND ADDED ON THE APPLICANT EXPENSE WORKSHEET AS OTHER INCOME.

Applicant Expense Worksheet

Name: _____ Date: _____

I am paid: _____ every week _____ bi-weekly _____ twice/month _____ once/month

Income

Take home pay **AFTER** all deductions \$ _____

Other Income: (child support, social security, disability, pension) \$ _____

Total Income per Month \$ _____

Expenses

Per Month

RENT on our Property \$ _____

Current Utilities:

 Gas \$ _____

 Electricity \$ _____

 Water/Sewer/Garbage \$ _____

 Cable \$ _____

 Internet \$ _____

 Cell Phones \$ _____

Vehicle Notes (car, truck, motorcycle, camper, boat) \$ _____

\$ _____

Auto Insurance \$ _____

Credit Cards: _____ \$ _____

_____ \$ _____

Student Loans \$ _____

Gasoline \$ _____

Food \$ _____

Add'l Expenses \$ _____

Other: _____ \$ _____

Total Expenses: \$ _____

Remaining Available Funds (Total Income – Total Expenses): \$ _____

**Authorization
Release of Information**

I agree to permit an investigation of my credit, tenant history, banking, and employment history for the sole purpose of renting/leasing a residential property with this owner/manager.

Applicant Signature	Date
X Co-Applicant Signature	Date

Please complete the ENTIRE application.

Failure to complete the entire application will result in delaying the processing of the application, as well as delaying the ability for you to rent/lease a property.

- Application fee is a MINIMUM of \$75.00
- **(APPLICATION WILL NOT BE PROCESSED IF FEE HAS NOT BEEN PAID)**
- No cash, Personal or Business Checks, will be accepted. ONLY MONEY ORDERS!

When you have completed the application please drop it off at our office:

ASTRIN PROPERTY MANAGEMENT, LLC

3565 HWY 20 SE #D

Conyers, GA 30094

770-679-1770

Monday – Friday 9am to 4pm

I-20 East Exit 82, go right about 5 miles to Conference Center at Honey Creek

If there is a problem verifying information on an application, applicant will be notified and have 24 hours to get corrected information to Astrin Property Management, LLC. Failure to do so shall result in: (1) loss of property for lease. (2) Loss of all monies.

Holding Money is to hold said property until move in date. If for any reason you change your mind and do not move in, the Holding Money is NON REFUNDABLE under ALL circumstances and forfeit to Astrin Property Management, LLC, unless a 1 year lease is satisfied, with no damage

Sign below if you agree to these terms.

Please sign: X _____
Applicant Date

Please sign: X _____
Co-Applicant Date