

ALL APPLICANTS:

YOU WILL NEED THE FOLLOWING FOR AN APPLICATION TO BE PROCESSED:

1. EACH PERSON 21 YEARS OR OLDER THAT WILL BE IN THE HOUSEHOLD MUST COMPLETE AN APPLICATION AND BE INCLUDED ON THE LEASE.
2. ALL FORMS TO BE COMPLETED AND SIGNED.
  - a. "APPLICATION FOR RENTAL OF PROPERTY"
    - i. ALL LINES MUST BE FILLED OUT, IF IT DOES NOT APPLY TO YOU, PUT N/A.
  - b. "POLICY AND PROCEDURES"
    - i. READ FORM AND SIGN AND DATE
  - c. RENTAL AND EMPLOYMENT VERIFICATION
    - i. JUST SIGN AT THE BOTTOM OF EACH SHEET. THIS GIVES US AUTHORIZATION TO SEND TO YOUR PREVIOUS AND CURRENT LANDLORDS AND EMPLOYERS.
3. PROOF OF ALL INCOME FOR EACH NAME GOING ON LEASE (PLEASE REMEMBER THAT INCOME IS VERY IMPORTANT WHEN QUALIFYING AN APPLICANT. PLEASE PROVIDE VERIFICATION OF ALL INCOME AVAILABLE)
  - a. PROVIDE AT LEAST 3 CHECK STUBS FROM YOUR JOB ON TOP OF ALL OTHER INCOME THAT YOU RECEIVE.
  - b. IF SELF EMPLOYED, PLEASE PROVIDE 2 YEARS OF TAX RETURNS
4. APPLICATION FEE OF \$40 FOR THE FIRST APPLICANT AND \$20 FOR EACH ADDITIONAL APPLICANT MUST BE PAID IN CERTIFIED FUNDS BEFORE APPLICATION CAN BE PROCESSED
5. ALL EMPLOYERS AND REFERENCES MUST BE ACCOMPANIED BY A VALID AND CURRENT CONTACT NUMBER.
6. HOUSING APPLICANTS ONLY – WE WILL NEED A COPY OF YOUR HOUSING PAPERWORK. ONCE COMPLETED BY PLATINUM PROPERTIES IT WILL BE YOUR RESPONSIBILITY TO PICK UP AND RETURN TO THE HOUSING AUTHORITY

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT OUR BROKER RODNEY NILES AT 334-408-6042  
OR BY EMAIL AT [platinumpropertiesphoenixcity@gmail.com](mailto:platinumpropertiesphoenixcity@gmail.com)

## FAQ FOR POTENTIAL TENANTS

**Is there an application fee?** *Yes. \$40 for first applicant and \$20 for each additional applicant.*

**Will they lower the price?** *Occasionally - But very rarely. Prices are set with Owner before marketing the property.*

**Can I apply for the property before touring it?** *Yes. But you must indicate on your application that you have not toured the property, because changing your mind is not a reason for deposit to be returned.*

**Can I get my fees back if I change my mind at the tour?** *No. Application fees are non-refundable.*

**Why can't I tour multiple properties during my tour appointment?** *Tours are scheduled as an open tour of the property. You may see the property on the date and time it is open. Multi-property tours can only be scheduled if time allows.*

**Can you tell me if I'll qualify before I pay the fee?** *No. There are too many factors involved. Once the application is processed you will receive an e-mail with the result.*

**If my application is declined, will I get my application fee returned?** *No. The application fee is paid out to cover the costs of processing the application, so they are non-refundable.*

**If my application is declined, can I re-use it for another property so I don't have to pay another fee?** *No. Once the application is processed and declined, a new application will have to be processed for a new property.*

**Do you accept pets?** *Pets are only accepted with Owner permission. Each property is different as to the number, type, and size of pets allowed, if any. Pets are usually approved or declined through the application process.*

**What is the pet fee?** *Fees are based on number of pets, type, and size. These fees are quoted by the Owner during the application process.*

**Is there a pet fee if my pet stays outside?** *Yes. Pet fees not only cover inside damage, but also damage done to lawns, landscaping, exterior doors, exterior siding, fences, etc.*

**How much is the deposit?** *In most cases the deposit is equal to the monthly rent amount.*

**Can I move in today if I bring the deposit and rent?** *No. We don't own the houses. So, we have to process the application, get paperwork signed, and prep the house for move-in. The tenant also has responsibilities they have to honor before move-in. So it is impossible to move in the same day.*

**Can I transfer my deposit to another property if I change my mind before move-in?** *No. When you pay your deposit, the property is pulled from advertising. If you change your mind, we turn the deposit over to the Owner to compensate for the cost of lost advertising time and loss of potential tenants due to the delay.*

**Can I set the day my payment is due?** *Yes - But only on rare occasions. It can be due on the 1<sup>st</sup> or 15<sup>th</sup>. 99% of the time it will be due on the 1<sup>st</sup>, unless there is a good reason for the change.*

**Who is responsible for lawn maintenance?** *Tenants are responsible for lawn and landscaping maintenance.*

**Who is responsible for pest control?** *Tenants are responsible for pest control including insects and rodents.*

**Do you have properties on the Housing Program?** *Yes. Typically all of our properties will pass the Section 8 inspection, but not all Owners are on the program. Also, you must shop within the value of your voucher. Rents are set and cannot be lowered.*

**Will I have full use of attic space and storage sheds?** *Not always. If the Owner is not allowing use of storage space, it will be disclosed in the property listing.*

**Can I install a pool, swing set, or trampoline?** *Usually these items are not allowed because the presence of these items will void an insurance policy on rental homes.*

**Can I have a security system installed?** *Yes. But any damage or alternations done during installation will be the tenant's responsibility and will come out of the deposit.*

**Can I have a satellite installed?** *Satellite dishes CANNOT be attached the roof or any other part of the dwelling. They have to be mounted on a separate poll that does not touch the home.*

**Can I paint the walls?** *Interior wall scan only be painted with owner's consent and colors must be approved y the owner.*

**Can I install a fence?** *Any fencing installation must be approved by owner before installation and will be installed at the tenant's expense. The fence will be considered an improvement to the property and will remain on the property after the tenant leaves.*

**Can I install a storage shed?** *Sheds, workshops, etc. can only be installed with owner's consent and will be installed at the tenant's expense. The fence will be considered an improvement to the property and will remain on the property after the tenant leaves or tenant will have to remove the building and restore the property to its original condition at the tenant's expense.*

**Will maintenance replace bulbs?** *Replacement of spent bulbs and air filters are the tenant's responsibility. Upon move-out, all bulbs and filters must be replaced and property restored to original condition.*

**Can I pay online?** *Yes, however, there will be a fee of 3.5% added to your total for this service.*

**APPLICATION FOR RENTAL OF PROPERTY**

Address of Property: \_\_\_\_\_ Rent Amount: \_\_\_\_\_ Desired Move-In date: \_\_\_\_\_

**GENERAL INFORMATION**

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Drivers License or ID #: \_\_\_\_\_ State: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

Name of Spouse/Significant Other (must fill out a separate application): \_\_\_\_\_

Names & ages of individuals under 18: \_\_\_\_\_

Pets? YES  NO  What Kind? \_\_\_\_\_ How Many? \_\_\_\_\_

Pet Breed(s): \_\_\_\_\_ Pet Weight(s) \_\_\_\_\_

**RESIDENCE HISTORY**

Current address: \_\_\_\_\_ Current Rent: \_\_\_\_\_

How long? \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previous address: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

How long? \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**EMPLOYMENT**

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How long at present job? \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Start – End date? \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**PERSONAL REFERENCES**

1. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**OTHER**

Have you ever been asked to move out of a residence? YES  NO

Have you ever been party to an eviction? YES  NO

Have you ever filed bankruptcy? YES  NO

Are you a registered sex offender? YES  NO

Do you have renter insurance? YES  NO

I have visited the Property and had the opportunity to inspect it.

I have not yet visited or seen the Property in person, nor am I relying on any information, photos, or any other representations. I understand that if my application is approved, any fees I have paid with the submission of this Rental Application are non-refundable and any obligations under the lease I sign are fully enforceable. Having not viewed the Property will in no way be reason for any refund or cancellation of the agreement.

**Applicant hereby warrants that the information supplied above is complete and accurate and that the breach of this warranty by Applicant may result in the termination of any Lease entered into with Applicant and Owner.**

**Permission is given to check the references listed in this application.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

Rental Policy and Procedures  
For  
Platinum Properties, LLC and all its Affiliates

**\*\*\*Acceptance or Denial of your application will be sent to you via Email\*\*\***

Our general guidelines are listed below. Each Application is processed on an individual basis and there could be special exceptions that may be granted but are only granted after application has been thru the approval process.

1. Each person 21 years of age or older residing in one of our properties must complete an application and submit the required **non-refundable** application fee. Application fee is \$40 for first applicant and \$20 for every additional applicant.
2. **All Leases must be a term of no less than TWELVE months.** Longer leases could be available upon request.
3. **Occupancy Guidelines:** One and half people per bedroom. Example: 3-bedroom married couple 3 additional people total of 5 people. Single Parent 3-bedroom 3 additional people total of 4 people. Management reserves the right to make exceptions in certain cases.
4. **Employment History:** We must be able to verify 2 years of continuous employment with current employer. If current employment has been held less than 24 months, final acceptance may be made by property manager. Self-employed or retired applicants must provide a copy of two years of tax returns. Applicants with disability or child support payments may submit a copy of acceptance letter, court order, or proof of deposit. Rent cannot exceed 30% of your Gross income.
5. **Rental History:** We must be able to verify 12 months of current rental history from within the last 18 months. Rental verification and authorization form must be signed by applicant.
6. **Pets:** The acceptance of pets is the decision of the property owner. This is to include number of pets and breeds. If accepted there will be a **NON-REFUNDABLE PET FEE** (to be determined by owner) due at lease signing and must be paid in certified funds or cash.
7. **Timing and Fees:** a) We will not process the Application until all Application Fees have been paid in full. We strive to get applicants approved as soon as possible, but it can take as long as 5 business days. The processing time normally depends on how long it takes for us to make contact with rental reference(s) and employment verifications. b) This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Property Manager. No lease shall exist between Applicant and Platinum Properties, LLC and all its Affiliates until the parties enter into a formal Lease Agreement and Applicant pays all require fees, deposits and advance rent. **Once your application is approved you must bring in the amount of the full security deposit payable in cash or certified funds to secure the unit. Units are not held and pulled from being advertised until security deposit is paid in full. Security deposit is NON-REFUNDABLE after 24 hours of securing property. No Exceptions! Deposits will hold property up to 30-Days, after which deposit will be forfeited to property owner.** At time of deposit applicant can schedule time to sign lease agreement. ALL FEES AND RENT PAYMENT are due at lease signing. And must be paid in cash or certified funds. Property Manager will schedule a Move-in Inspection with tenant at Lease signing.
8. **Move-in Date:** Move-in should be within 30 days from receipt of deposit, if unit is not considered move-in ready, a later date could otherwise be accepted by property owner, but Deposit will hold unit for a maximum of 30 days. **The utilities must be turned on, in the Tenants name, before move-in inspection. Tenant must provide proof that service has been established prior to move-in date. If, for whatever reason, the Tenant chooses not to rent property after walk-through, the Lease will be voided, and Tenant will forfeit Security Deposit to property owner.**

Platinum Properties, LLC and all its Affiliates are fully committed to equal housing opportunity and does not discriminate on the basis of race, color, religion, sex, familial status, disability, or national origin.

Accepted by:

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

By signing, you acknowledge that you have read and understand the rental policy and procedures.

Platinum Properties, LLC and all its Affiliates  
3800 Lakewood Drive  
Phenix City, AL 36867

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR RENTAL OR LEASE REFERENCE WITH AUTHORIZATION**

A current or former tenant of yours has submitted an application for a rental or lease property managed by our company currently. As part of the approval process, we are in need of a verification of rental information. Please complete and return this form as soon as possible so that we may complete processing the application. Thank you for your time and assistance.

Date of Request: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Please verify the following information:

Dates of Rental: From: \_\_\_\_\_ To: \_\_\_\_\_

Current Lease (Expiration Date: \_\_\_\_\_ ) or  Month to Month

Amount Paid per Month: \_\_\_\_\_

Did/Do they pay as agreed: \_\_\_\_\_

If the resident was late with payments, how many times were they late? \_\_\_\_\_

If the resident was late with payments, how late were they? \_\_\_\_\_ (i.e. 30 days, 60 days, etc.)

Did resident maintain desirable living conditions? \_\_\_\_\_

Does the resident currently have pets? \_\_\_\_\_

Did resident cause any damage to the unit that would cause tenant to not receive damage deposit? \_\_\_\_\_

Did you receive any complaints in reference to unit or resident? \_\_\_\_\_

Would you rent to this person again? \_\_\_\_\_

Signature of person completing this form: \_\_\_\_\_

Title with the company: \_\_\_\_\_

PLEASE FAX BACK A.S.A.P. TO: Rodney Niles  
Fax: 334-291-8106 Phone: 334-408-6042  
E-mail: [platinumpropertiesphenixcity@gmail.com](mailto:platinumpropertiesphenixcity@gmail.com)

**AUTHORIZATION TO VERIFY RENTAL HISTORY**

By signing below, you confirm that you understand and agree to the following:

1. You authorize managing agent to request and obtain past and present landlord references and current employment verification as required to process your application.
2. The information we obtain will only be used to process your application for rental or lease and you do authorize us to share this information with property owners.
3. A copy of this form will serve as authorization.

Please sign here:

\_\_\_\_\_ Date: \_\_\_\_\_

Platinum Properties, LLC and all its Affiliates  
3800 Lakewood Drive  
Phenix City, AL 36867

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*REQUEST FOR EMPLOYMENT WITH AUTHORIZATION*

*As part of the approval process, we are in need of a verification of employment. Please complete and return this form as soon as possible so that we may complete processing the application. Thank you for your time and assistance.*

*Date of Request:* \_\_\_\_\_  
*Name of Applicant:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Please verify the following information:*

*Dates of Employment:*      *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Amount Paid per Month/Hour:* \_\_\_\_\_ *Full or Part Time?:* \_\_\_\_\_

*Possibility of continued employment?* \_\_\_\_\_

*Signature of person completing this form:* \_\_\_\_\_

*Title with the company:* \_\_\_\_\_

*PLEASE FAX BACK A.S.A.P. TO:* Rodney Niles  
Fax: 334-291-8106 Phone: 334-408-6042  
Email: [platinumpropertiesphenixcity@gmail.com](mailto:platinumpropertiesphenixcity@gmail.com)

---

*AUTHORIZATION TO VERIFY INCOME*

*By signing below, you confirm that you understand and agree to the following:*

- 4. You authorize managing agent to request and obtain past and present landlord references and current employment verification as required to process your application.*
- 5. The information we obtain will only be used to process your application for rental or lease and you do authorize us to share this information with property owners.*
- 6. A copy of this form will serve as authorization.*

*Please sign here:*  
\_\_\_\_\_

Platinum Properties, LLC and all its Affiliates  
3800 Lakewood Drive  
Phenix City, AL 36867

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*REQUEST FOR EMPLOYMENT WITH AUTHORIZATION*

*As part of the approval process, we are in need of a verification of employment. Please complete and return this form as soon as possible so that we may complete processing the application. Thank you for your time and assistance.*

*Date of Request:* \_\_\_\_\_  
*Name of Applicant:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Please verify the following information:*

*Dates of Employment:*      *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Amount Paid per Month/Hour:* \_\_\_\_\_ *Full or Part Time?:* \_\_\_\_\_

*Possibility of continued employment?* \_\_\_\_\_

*Signature of person completing this form:* \_\_\_\_\_

*Title with the company:* \_\_\_\_\_

*PLEASE FAX BACK A.S.A.P. TO:* Rodney Niles  
Fax: 334-291-8106 Phone: 334-408-6042  
Email: [platinumpropertiesphenixcity@gmail.com](mailto:platinumpropertiesphenixcity@gmail.com)

---

*AUTHORIZATION TO VERIFY INCOME*

*By signing below, you confirm that you understand and agree to the following:*

- 1. You authorize managing agent to request and obtain past and present landlord references and current employment verification as required to process your application.*
- 2. The information we obtain will only be used to process your application for rental or lease and you do authorize us to share this information with property owners.*
- 3. A copy of this form will serve as authorization.*

*Please sign here:*  
\_\_\_\_\_