

Barbara Segner & Assoc., Inc.
(770) 477-0335
Serving Clayton, Henry and Fayette Counties

Pre-leasing information and procedures:

This information presents a guideline to our application and approval process. It is not intended to cover all our rental policies and procedures. The exact terms in our Rental agreement shall control.

NOTE: If a refrigerator is present at the property it is provided for the convenience of the resident. The owner will not repair or maintain.

Reservation Deposit: A reservation deposit equal to one month's rent will be required when you sign your lease. This must be in certified funds or money order. This will be converted to your security deposit at move-in. If you do not take occupancy after you are approved and sign your lease, your reservation deposit will not be returned and it will be used as full settlement of liquidated damages.

Insurance: Residents must purchase and maintain comprehensive liability, fire and casualty insurance against all perils, generally called tenant insurance. All residents must provide this insurance policy verification at lease signing.

Number of residents: The maximum occupancy allowed in a residence is two persons per bedroom. Following these guidelines, no more than eight persons may occupy a four- bedroom house.

Pet Policy: If pets are allowed, a minimum pet deposit of \$100 per allowed pet is required. No potentially vicious breeds are allowed.

Payment Policy: Rent is due in advance at our office on the first day of the month. Any rents received after the 1st day of the month will be considered late. If the 1st falls on a weekend, holiday, or postal holiday, then it may be paid on the next business day at our office and will be considered as paid on time. Any rent paid and accepted after the due date must include a late fee as stipulated in the lease. A demand for possession and a dispossessory warrant may be made and filed after the 10th day of the month. Any rent and payment received after a warrant is filed, must include our warrant-filing fee and any late fees.

Availability and application procedure: Applications are accepted on a first-come, first served basis. Application processing will begin only after the receipt of a signed, completed application from all residents accompanied by the proper fees and documentation. It is the applicant's responsibility to supply all names, phone numbers, and addresses of employers, past landlords, whether apartment communities, or individuals for the previous two years. An application fee is required. This fee is non-fundable. Residents age eighteen or older require separate application forms unless they are a dependent child still residing with parents.

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Income: To expedite processing of application, applicants should include copies of each applicant's last two pay stubs. Self-employed individuals must provide other proof of income, such as bank statements and income tax returns. Among our criteria for approval are, gross monthly income equal to at least three times the monthly rent, good credit history, and good residential rental history.

Credit History: An application will be considered high risk if the credit report shows collection accounts, judgments, or bankruptcy filings. Usually, no applicant in current bankruptcy will be considered. No evidence of credit can be a ground for denial. Management will not supply a copy of the credit report to the applicant. If the applicant is not approved, the applicant may request from the credit-reporting agency a free copy of the report from the agency.

Rental History: Proper notice must have been given to the current landlord before we will request a rental history. An acceptable history of payments must be proven and there may be no serious lease violations or evictions. Rental history from any relative or close friend of the applicant will be of very little benefit to the applicant. We are an equal housing opportunity provider and do not discriminate on the basis of any prohibited class, which specifically includes race, color, religion, sex, handicap, family status or natural origin.

Thank you for considering our residence as your next home. We welcome your application. Let us know how we can assist you. Please feel free to ask us any questions or provide any additional information that may make your application process run smoothly and efficiently.

Randy Segner RMP, Broker
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