
OLIVER ADAMS REAL ESTATE BROKERAGE SERVICES

APPLICATION COMPLETION CRITERIA

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

CELL: _____ **EMAIL:** _____

SIGNATURE: _____ **DATE:** _____

In order for me to complete your application, I need the following information ASAP:

1. _____ Application Criteria Form Acknowledged!
2. _____ Complete application with certified funds \$50.00 single or \$75 Married couple.
3. _____ Application 3 Business Days Approval Form.
4. _____ Credit Verification, we use **Equifax Credit Bureau**.
5. _____ Background Investigations will be conducted on all adults 18 years and older.
6. _____ Income must equal a minimum of **3 times** of the required Rental amount.
7. _____ Applicant must prove **12 Months** of stable employment (**History**).
8. **Employer Verification** form with company letterhead. HR Department or Higher supervisor. **Add Fax# here:** _____
9. _____ **Income statements**, Copy of past two **(2) months**.
10. _____ **Bank statements**, Copy of Past Two **(2) months**.
11. _____ Applicant must prove
12. **Rental Verification** required from previous landlords. **Fax, Address, Phone #'s.**
Add information here: _____
13. _____ Copy of current Drivers License.
14. _____ Risk Fee explained, Is there a **high, medium, or low risk?** (Please circle)
15. _____ If there is an Agent Representing the Applicant we must have a Brokerage Commission Form on file at the time of application submission. **Add name and phone# here:** _____
16. _____ Applications not completed before the three (3) business days will be denied.

Failure to provide all requested documents within thee business days will result in immediate disapproval.
Property Manager reserves the right to make decisions based on data findings.

Office # 770-506-3093 fax # 678-270-3600 Email Admin@oliveradams.com