

## HEIRS REALTY APPLICATION PROCESS

1. AGAIN, YOU MUST CALL (404-281-6041) OR EMAIL FOR THE APPLICATION. APPLICATION IS NOT ON THIS WEBSITE. EITHER PRINT OUT THE PDF APPLICATION (COMPLETE IT IN ITS ENTIRETY, SIGN IT, PLACE YOUR EMAIL ON THE APPLICATION) AND SUBMIT IT ALONG WITH A COPY OF YOUR DRIVER'S LICENSE AND SOCIAL SECURITY CARD. EMAIL ALL TO: [heirsrealtypropertymanagement@gmail.com](mailto:heirsrealtypropertymanagement@gmail.com) OR FAX ALL TO: ATTENTION CAROL REYNOLDS, BROKER, HEIRS REALTY & PROPERTY MANAGEMENT LLC, 1-800-625-4923. WE WILL NEED A SEPARATE APPLICATION COMPLETED AND TURNED IN FOR EACH PERSON OVER THE AGE OF 18 RESIDING IN THE HOME.

APPLICATIONS ARE NOT ACCEPTED ON A 1<sup>ST</sup> COME, 1<sup>ST</sup> SERVED BASIS. O.C.G.A. 10-6A-6 REQUIRES BROKERS TO PRESENT ALL OFFERS TO LEASE TO THE LANDLORD/OWNER. THE LANDLORD/OWNER RESERVES THE RIGHT TO ACCEPT THE BEST OFFER BASED ON ECONOMIC CONSIDERATIONS. THESE CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO, THE MOVE-IN DATE OF THE APPLICANT, THE RENTAL RATE OFFERED BY THE APPLICANT, ANY CONCESSIONS REQUESTED BY THE APPLICANT, AND THE CREDITWORTHINESS OF THE APPLICANT.

2. YOU WILL RECEIVE A CALL AND AN EMAIL FROM OUR OFFICE THAT YOUR APPLICATION HAS BEEN RECEIVED AND THAT THE FEW DOCUMENTS MENTIONED IN THE GENERAL INFORMATION GUIDE WILL BE NEEDED TO FURTHER PROCESS YOUR APPLICATION. ONCE ALL DOCUMENT REQUIREMENTS ARE SATISFIED AND THE NON-REFUNDABLE APPLICATION FEE HAS BEEN PAID, YOUR APPLICATION WILL BE PROCESSED THROUGH A THIRD-PARTY TENANT SCREENING COMPANY. THEY WILL DO A CRIMINAL BACKGROUND CHECK, CREDIT CHECK AND EMPLOYMENT AND RENTAL HISTORY VERIFICATION.

3. YOU HAVE TWO OPTIONS TO PAY THE NON-REFUNDABLE APPLICATION FEE: PAY USING ZELLE TO: email: [heirsrealtypropertymanagement@gmail.com](mailto:heirsrealtypropertymanagement@gmail.com) or phone # 404-281-6041 or by postal money order. ABSOLUTELY NO CASH OR CREDIT CARD AND DEBIT CARD PAYMENTS.

4. YOU WILL BE NOTIFIED VIA EMAIL IF YOUR APPLICATION HAS BEEN APPROVED. IF APPROVED, YOU WILL HAVE 48 HOURS TO PAY YOUR RESERVATION FEE TOWARDS RENTING THE PROPERTY. FAILURE TO PAY YOUR RESERVATION FEE WILL RESULT IN OUR COMPANY MOVING FORWARD WITH ANOTHER APPLICATION.

END OF PROCESS.