

Carole Paul Realty, Inc.  
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## Lease Application Instructional Checklist

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_ **Application Fee Non-Refundable:** \$35 per Applicant

\*\$35.00 each additional applicant 18 years & older

\*Application fee paid via online ACH only ( Bank Account & Routing Numbers required)

<https://carolepaulrealty.managebuilding.com>

\* Note: credit cards are NOT accepted

\_\_\_\_\_ **Tenant Application- all blanks must be filled out completely and signed**

\*Applicants who don't have a SS #, see page 3 of the Leasing Application FAQs.

\_\_\_\_\_ **Employment & Income Verification for Each Applicant**

\*Provide last 2 pay stubs or job offer letter from employer verifying income

\*Self employed- must have 2 years tax returns (1st page only)

\_\_\_\_\_ **Non-Refundable Pet Fee**

\*\$400 due at Move In Evaluation (2 pet max unless otherwise approved by homeowner)

\*Any **BULL** breed requires insurance approval as it is stipulated in some homeowners insurance policies.

\*Must submit digital picture of pet and current year Rabies vaccination record with application ([Faxed or emailed to mindy.springer@carolepaulrealty.com](mailto:Faxed%20or%20emailed%20to%20mindy.springer@carolepaulrealty.com))

\_\_\_\_\_ [Valid United States Government Issued Photo ID \(Email to mindy.springer@carolepaulrealty.com or provided in office \)](mailto:mindy.springer@carolepaulrealty.com)

\_\_\_\_\_ **To Secure a Rental Property**

1. A completed application and the above listed documents must be submitted for all occupants 18 years and older that will be living in the home.

2. Reservation Agreement is completed and signed when first full months rent is paid in the form of certified funds or money orders. Then, the home is removed from the rental market.

**Please note:** Rental Property is removed from the rental market on a first come, first serve basis as there may be multiple approved applications on an available property.

Reservation fee in the amount of 1st full month's rent must be provided via money order or certified funds payable to Carole Paul Realty Inc.

Reservation fee will be applied as 1st full month's rent OR forfeited if Tenant changes their mind after 24 hours.

Lease Agreement must be signed within **14 business days** of the property being removed from the rental market

If you are an out-of-town prospective Tenant, the Rent Reservation Agreement can be signed digitally, and we will allow an online Rent Reservation Fee to be paid via EFT/ACH. Both must be received in order to remove the property from the rental market

\*The required Security Deposit in the form of certified funds or money orders is due upon receiving keys to the property either at move-in OR other agreed to time prior to move-in.