



478-742-8777

Our rental process is as simple as 1-2-3

1. APPLY

- Applications may be submitted online through the following link:
<https://willinghamrealty.quickleasepro.com/>
- If unable to submit an application online, you can apply at our office:
842 Mulberry St. Downtown Macon.
- **Cost:** \$50.00 Application fee (PER APPLICANT)
- **Must provide proof of income.** (Application may not be approved if proof of income is not provided.)
- **All persons over the age of 18 that will be residing at the property must submit an application.**

2. SIGN YOUR LEASE

- Sign your lease as quickly as possible once you are approved. We will rent to the first approved applicant who comes in, signs a lease, and pays the security deposit without regard to when they viewed the property, applied, or were approved.
- Pay the security deposit with Money Order or Cashier's Check
- Choose your move-in date

3. MOVE IN

- Pay the 1st months' rent with Money Order or Cashier's Check
- Pick up your keys

• **WELCOME HOME!**

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WILLINGHAM LOAN & REALTY CO.

Residential Rental Application

Each adult applying for tenancy or other occupancy status must complete a separate application

Property Address		Rent Amount	Security Deposit	Estimated Move-In Date
		\$	\$	
Personal Information				
Full Name of Applicant: First Middle Last		Birth Date	Social Security #	Drivers License # State
Other Names You've used in the Past	Email	Home Phone	Cell Phone / Work Phone	
		()	()	
List Names of All Other Applicants/Proposed Occupants & Age of Each			Birth Date	Relationship
Animals: Number, Type, Breed, & Weight				
Will any applicant or proposed applicant use liquid-filled furniture? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of liquid-filled furniture:				
Nearest Relative or Emergency Contact		Relative or Emergency Contact – Phone # and Address		Relationship
Name:				
Rental History	Current Residence	Previous Residence	Prior Residence	
Street Address				
City, State & Zip				
Last Rent Amount Paid				
Date Last Rent Paid				
Manager/ Property Owner Name				
Manager/Property Owner Phone	()	()	()	
Dates of Residency	From_____To_____	From_____To_____	From_____To_____	
Do any prospective occupants smoke tobacco or any other product?				
Why is applicant seeking to move from current address?				
Has any owner/agent listed above complained about any prospective occupant's behavior or issued any notice to terminate or notice due to breach of contract? If yes, please explain:				
Employment & Income	Current Employment	Previous Employment	Prior Employment	
Employed By				
Address				
Employer's Phone	()	()	()	
Occupation				
Name of Supervisor				
Supervisor's Phone				
Gross Income	\$_____Per week/month	\$_____Per week/month	\$_____Per week/month	
Dates of Employment	From_____to_____	From_____to_____	From_____to_____	
Other Lawful Income	Source:	Amount \$_____	Per week/month	

Residential Rental Application (continued)

Credit	Bank/Institution Name/Account #	Balance On Deposit or Owed		
Savings Account				
Checking Account				
Credit Cards		Mo. Payment Amount \$		
		Mo. Payment Amount \$		
Auto Loan		Mo. Payment Amount \$		
Other Loans		Mo. Payment Amount \$		
Vehicle Make	Model	Color	Year	License Plate
References				
Name				
Street Address				
City, State, Zip				
Phone Number	()	()	()	()
Length of Acquaintance				
Has applicant filed for bankruptcy within the last 11 years?				
Has applicant ever been evicted or been asked to terminate tenancy by an Owner/Manager? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:				
Has applicant been a party to a lawsuit in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:				
Has applicant been convicted of a crime against a person or real property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:				

Authorization to Access Criminal Background Report & Credit Report

Applicant certifies under penalty of perjury that the foregoing is true and correct. Applicant authorizes Willingham Loan & Realty Company to verify any of this information and to obtain a credit report and criminal history report. Applicant acknowledges and agrees that misstatements or misrepresentations of the foregoing information is a non-curable breach of any rental agreement that may be entered into with Owner/Agent. Applicant understands that any discrepancy or lack of information may result in the rejection of this application.

I understand that the application fee that I am paying upon the signing of this application is NOT REFUNDABLE regardless of whether this application is approved or not. Approval or disapproval of this application is at the sole discretion of Willingham Loan & Realty Co. If this application is accepted and the property is rented to me, I authorize Willingham Loan & Realty Company to release keys to the property to any legal adult listed on this application as residing with me. Applicants with approved applications are urged to ACT SWIFTLY to avoid disappointment. Viewing property and/or making an application or approval of application for rental does not establish any priority in renting. Willingham Loan & Realty Co. will continue to offer property to all applicants and will approve multiple applications until an applicant with an approved application actually pays the rent and security deposit and signs a lease. I authorize Willingham Loan & Realty Co to send me emails or text messages. This permission is not exclusive to issues regarding this application. We will contact you either by phone or email once your application has been processed.

Applicant Signature: _____

Date: _____

THIS SECTION FOR OFFICE USE ONLY

Owner: _____

TOTAL GROSS INCOME \$ _____

RENTAL AMOUNT _____ = _____ X

Standard Security Deposit Amount: \$ _____

Non-refundable Pet Fee \$ _____

Fair Isaac Score: _____

Collections: _____

Med./Edu.: _____

Paid as Agreed: _____

App. Taken By/Time/Date: ____/____/____:____/____

Approved /Declined By/Time/Date: ____/____/____:____/____

Applicant Notified By/Time/Date: ____/____/____:____/____

Reason: income credit background other

DNR list: Yes / No History

Prior WLR tenant history: _____

Eviction search results: _____

Income verification attached? _____

Landlord verification received? _____

Credit Report by: _____

Income & Credit must be approvable before running Background check.

Denial Letter sent by: _____ Date: _____

MOVE-IN / MOVE-OUT INSPECTION FORM

Property Address: _____

Tenant(s): _____

Move-In Inspection: To be completed by the tenant at the time of possession of the Property
Please list any significant conditions that you would like to have recorded as preexisting when you sign your rental contract.

Exterior: _____

Living/Dining Areas: _____

Kitchen/Appliances: _____

Hallway/Stairs: _____

Bedrooms: _____

Bathrooms: _____

Other: _____

Tenant Signature _____

Date _____

Move-Out Inspection: To be completed by Willingham Loan & Realty Co at the time the property is vacated

Exterior: _____

Living/Dining Areas: _____

Kitchen/Appliances: _____

Hallway/Stairs: _____

Bedrooms: _____

Bathrooms: _____

Other: _____

Agent _____

Date _____

Willingham Loan & Realty Co
842 Mulberry St.
Macon, GA 31201
478-742-8777 Phone
478-742-8780 Fax

VERIFICATION OF RENTAL HISTORY

TO: _____

We are requesting verification of rental history for the individual named below, who states they are a present or former tenant.

Please complete the information
and email to dispatch.wlr@gmail.com

Thank you for your cooperation.

Cordially,

I HEREBY AUTHORIZE YOU TO RELEASE INFORMATION
REGARDING MY TENANCY TO THE INQUIRING LANDLORD

TENANT SIGNATURE

DATE

Rental history of _____

Date moved in _____ Moved out _____ Monthly rent \$ _____

Was rent paid on time? _____ Number of times late? _____

What was included in rent? _____

Number of persons in family? _____ Did they follow the rules? _____

Complaints by others (explain)? _____

Care of rental unit: _____

Any damage? _____ Any pets? _____

Overall rating as a tenant (good, fair, poor, explain) _____

Would you rent to them again? _____

Did they give notice to move? _____ If former tenant, did you return full security deposit? _____

If not, why? _____

Person providing information: _____

Title: _____ Phone: _____