

Riverwood Properties, LLC
 PO Box 724506
 Atlanta, Georgia 31139
 770-955-7676

LEASING APPLICATION

(EACH CO-APPLICANT MUST SUBMIT A SEPARATE APPLICATION UNLESS THE CO-APPLICANT IS A SPOUSE)

LOCATION					
Name of Center	Square Footage			Name of Leasing Agent	
APPLICANT INFORMATION					
First Name	M.I.	Last Name	Other Last Name Used	Social Security #	
Date of Birth	Home #	Work #	Cell #		
Best Time to Call	E-Mail Address			Fax #	
SPOUSE INFORMATION					
First Name	M.I.	Last Name	Other Last Name Used	Social Security #	DOB
5 YEAR RESIDENT HISTORY (must be consecutive)					
Current Address:		Street		City, State	Zip
				Move-In Date	
Previous Address:		Street		City, State	Zip
				Move-In Date	
Previous Address:		Street		City, State	Zip
				Move-In Date	
Previous Address:		Street		City, State	Zip
				Move-In Date	
<p>If you have additional places of residency or own more than 1 home, please record the applicable information on the back of this application.</p>					
					_____ / Initials
CONFIDENTIAL					

PAGE 2 – LEASING APPLICATION

PERTINENT INFORMATION

Do you and your spouse, if applicable, have a legal right to be in the United States?

Yes, because I am a United States citizen.

Yes, I have valid documentation from the Bureau of Citizenship & Immigration Services (BCIS), formerly the U.S. Immigration and Naturalization Service) or from the State Department.

No

Have you ever applied or leased from Riverwood Properties? _____

If yes, when? _____ and what property? _____

Do you own a home? _____ If yes, who is/was your mortgage holder? _____ Contact # _____

Is the home paid in full? _____ If no, what is your approximate balance? _____

Have you or a related entity you own ever been evicted or are you currently in the process of being evicted from any leased premises? _____

Have you or a related entity you own ever owed monies to a prior landlord? _____ If yes, when? _____

Is it paid in full? _____ When? _____

Have you or a related entity that you own ever filed bankruptcy? _____ If yes, when? _____
Please provide written proof of the discharge or dismissal upon request.

Have you ever been convicted of or plead guilty or “no contest” to a felony (whether or not resulting in a conviction)? _____

Have you ever been convicted of or plead guilty or “no contest” to a sexual misconduct misdemeanor (whether or not resulting in a conviction)? _____

If yes, was answered for any of the questions within this section, please provide written explanation on the back of this application.

EMERGENCY CONTACT / CLOSEST RELATIVE NOT LIVING WITH YOU

Name _____ Full Street Address _____

City, State, Zip _____ Relationship to you _____ Phone # (+ area code) _____

LEASING APPLICATION AUTHORIZATION DISCLOSURE

I (we) authorize Riverwood Properties, LLC or their agents, to investigate my (our) qualifications and consumer reports, and/or any and all references given or discovered. I (we) realize this information will be used by Riverwood Properties, LLC and/or their agents, to evaluate my (our) qualifications and credit standing which may include but not be limited to a criminal background check prior to their approval or disapproval or my (our) leasing application.

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL YOUR RESPONSES ARE TRUE AND COMPLETE AND AUTHORIZE OWNER TO VERIFY THIS INFORMATION. ANY FALSE STATEMENT ON THIS APPLICATION WILL LEAD TO REJECTION OF YOUR APPLICATION OR IMMEDIATE TERMINATION OF YOUR LEASE CONTRACT.

X _____
Applicant's Signature
Printed Name
Date

X _____
Spouse Applicant's Signature
Printed Name
Date

PERSONAL FINANCIAL STATEMENT

(EACH CO-APPLICANT MUST SUBMIT A SEPARATE APPLICATION UNLESS THE CO-APPLICANT IS A SPOUSE)

PERSONAL FINANCIAL STATEMENT

Please read the following directions before completing this Personal Financial Statement. Check the applicable box(es):

1. Use of Individual Credit: Complete all sections, except Section 2, if you are applying for individual credit in your own name and are relying solely on your own income or assets for repayment or if this personal financial statement relates to your guaranty of the indebtedness of other person(s), firms(s), or corporation(s).

OR

2. Use of Joint Credit: Complete all sections, including Section 2, if:

A. you are applying for joint credit with another person. Please provide information about the joint applicant.

and/or

B. you are relying on income from alimony, child support, or separate maintenance or on the income or assets of another person as basis for repayment of the credit requested. Please provide information about the person on whose alimony, support or maintenance payment or income or assets you are relying.

and/or

C. this is a joint guaranty of the indebtedness of other person(s), firm(s) corporation(s). Please provide information about the joint guarantors.

3. Please initial each page where indicated.

Section 1 INDIVIDUAL/APPLICANT INFORMATION	Section 2 SPOUSE INFORMATION
<i>Please print. Some duplicate information is needed as portions of the application are processed separately.</i>	
Full Name _____	Full Name _____
Full Current Residence Address (street, City, State, Zip Code) _____ _____	Full Current Residence Address (street, City, State, Zip Code) _____ _____
Position or Occupation _____	Position or Occupation _____
Business Name / Years in Business _____	Business Name / Years in Business _____
Full Business Address _____ _____	Full Business Address _____ _____
Home Number / Business Number / Fax Number _____	Home Number / Business Number / Fax Number _____
List all other businesses owned or have current interest in: _____	List all other businesses owned or have current interest in: _____ _____
	_____ Initials

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PAGE 2 – PERSONAL FINANCIAL STATEMENT

<u>ASSETS</u>	<u>Dollars</u>	<u>Jt*</u>	<u>LIABILITIES</u>	<u>Dollars</u>
Cash & Short-term investments (Schedule A)	\$ _____	<input type="checkbox"/>	Outstanding Credit Card Balances	\$ _____
Stocks & Bonds (readily marketable) (Schedule B)	\$ _____	<input type="checkbox"/>	Taxes Payable	\$ _____
Unlisted Securities (Schedule C)	\$ _____	<input type="checkbox"/>	Policy Loan (life insurance) (Schedule D)	\$ _____
Notes Receivable & Accounts Receivable	\$ _____	<input type="checkbox"/>	Mortgages/Obligations Due (Schedules F & G)	\$ _____
Cash Surrender Value-Life Insurance	\$ _____	<input type="checkbox"/>	Notes & Accounts Payable (Schedule H)	\$ _____
General/Ltd Partnership Interests (Schedule E)	\$ _____	<input type="checkbox"/>	Other Liabilities {please list below):	
Retirement Accounts	\$ _____	<input type="checkbox"/>	_____	\$ _____
Personal Property	\$ _____	<input type="checkbox"/>	_____	\$ _____
Automobiles	\$ _____	<input type="checkbox"/>	_____	\$ _____
Real Estate-Personal Residences (Schedule F)	\$ _____	<input type="checkbox"/>	_____	\$ _____
Real Estate- Investments (Schedule G)	\$ _____	<input type="checkbox"/>	_____	\$ _____
Real Estate Investments (Direct & Partnership Interests)	\$ _____	<input type="checkbox"/>	_____	\$ _____
Other Assets (please list below):			_____	\$ _____
_____	\$ _____	<input type="checkbox"/>	_____	\$ _____
_____	\$ _____	<input type="checkbox"/>	_____	\$ _____
_____	\$ _____	<input type="checkbox"/>	_____	\$ _____
TOTAL ASSETS	\$ _____		TOTAL LIABILITIES	\$ _____

NET WORTH (total assets minus total liability)

SECTION 4 – INCOME STATEMENT

<u>ANNUAL INCOME</u>	<u>Applicant</u>	<u>Spouse</u>	<u>ANNUAL EXPENSES</u>	<u>Applicant</u>	<u>Spouse</u>
Salary	\$ _____	\$ _____	Home Mortgage (P&I)	\$ _____	\$ _____
Bonus & Commissions	\$ _____	\$ _____	Loan Payments (including other R/E)	\$ _____	\$ _____
Interest & Dividends	\$ _____	\$ _____	Income Tax (State & Federal)	\$ _____	\$ _____
Alimony, Separate, Maintenance, Child	\$ _____	\$ _____	Planned or Required Investments/Partnership Contributions	\$ _____	\$ _____
Capital Gains	\$ _____	\$ _____	General Living Expenses	\$ _____	\$ _____
Real Estate Income	\$ _____	\$ _____	Other Expenses (list below):	\$ _____	\$ _____
Other Income (list below):	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
GROSS INCOME	\$ _____		TOTAL LIABILITIES	\$ _____	\$ _____

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PAGE 3 – PERSONAL FINANCIAL STATEMENT

SECTION 5 – CONTINGENT LIABILITIES (including brief description)

	<u>Applicant</u>	<u>Spouse</u>
As endorser or guarantor on notes/leases/contracts: _____	\$ _____	\$ _____
On Letter of Credit: _____	\$ _____	\$ _____
Current or pending suits or other litigations: _____	\$ _____	\$ _____
Other (Partnership, etc.) explain: _____	\$ _____	\$ _____

SCHEUDLE A: CASH & SHORT-TERM INVESTMENTS (certificate of deposit, commercial paper, money market funds, etc.)

Name of Institution	Savings Accounts (\$ Amounts)	Checking (\$ Amounts)	Other Short-Term Investments (type and amount)	Total	Pledged? (Y/N)	Owner Code

SCHEUDLE B: STOCKS & BONDS (include U.S. Government and marketable securities)

Number of Shares or Face Value (Bonds)	Description	Market Value	Margin? (Y/N)	Restricted? (Y/N)	Pledged? (Y/N)	Owner Code

SCHEUDLE C: UNLISTED SECURITIES

Number of Shares	Description	Source of Value	Value	% of Co. Owned	Pledged? (Y/N)	Owner Code

SCHEUDLE D: LIFE INSURANCE CARRIED (include individual and group insurance)

Insurance Company Name	Owner of Policy	Beneficiary	Face Value	Policy Loans	Cash Surrender Value	Assigned? (Y/N)

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PAGE 4 – PERSONAL FINANCIAL STATEMENT

SCHEDULE E: GENERAL AND/OR LIMITED PARTNERSHIP INTEREST (please attach K-1)

<u>Name of Partnership</u>	<u>Type of Investment</u>	<u>(L)imited (G)eneral</u>	<u>Amount Invested</u>	<u>Fair Market Value of Interest</u>	<u>Annual Contribution Required</u>	<u>Pledged (Y/N)</u>	<u>Owner Code</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

SCHEDULE F: REAL ESTATE (personal residence)

<u>Description/Address Of Property</u>	<u>Mortgage Holder</u>	<u>Maturity Date</u>	<u>Title in Name of</u>	<u>Purchase Date</u>	<u>Cost</u>	<u>Present Loan Balance</u>	<u>Monthly Payments</u>	<u>Market Value</u>
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

SCHEDULE G: REAL ESTATE INVESTMENTS

<u>Description/Address Of Property</u>	<u>Mortgage Holder</u>	<u>Maturity Date</u>	<u>Title in Name of</u>	<u>Purchase Date</u>	<u>Purchase Date</u>	<u>Cost</u>	<u>Present Loan Balance</u>	<u>Market Value</u>	<u>Total Annual Rental Income</u>	<u>Monthly Loan Payments</u>
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

SCHEDULE H: NOTES & ACCOUNTS PAYABLE (also Include credit lines & other commitments even if unused)

<u>Name of Creditor</u>	<u>Original Amount of Loan</u>	<u>Payment / Repayment Terms</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Description of Collateral (if any)</u>	<u>Balance Owning</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Initials

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PAGE 5 – PERSONAL FINANCIAL STATEMENT

PERSONAL INFORMATION

Do you have a will?

Yes No If yes, name of executor: _____ Number of Dependents: _____ Ages: _____

Are you a partner or officer in any venture other than described on schedules?

Yes No If yes, describe: _____

Are any assets pledged other than described on schedules?

Yes No If yes, describe: _____

Have you ever been declared bankrupt?

Yes No If yes, describe: _____

Are there any outstanding judgments against you?

Yes No

Do you have disability Insurance?

Yes No

Income tax settled through (date): _____

Alimony, Child Support/Maintenance Expense? _____

PERSONAL FINANCIAL STATEMENT AUTHORIZATION DISCLOSURE

The information contained in this statement is provided for the purpose of obtaining, or maintaining credit with the Landlord on behalf of the undersigned or person(s), firm(s) or corporation(s), in whose behalf the undersigned may either severally or jointly with others, execute a guaranty in the Landlord's favor. Each undersigned understands that the Landlord is relying on the information provided herein (including the designation made as to ownership of property) in deciding to grant or continue credit. Each undersigned represents and warrants that the information is true and complete and that the Landlord may consider this statement as continuing to be true and correct until a written notice of change is given to the Landlord, by the undersigned. The Landlord and/or their agents are authorized to make all inquiries deemed necessary which will not be limited to the running of consumer reports business reports, and/or any and all references given or discovered to verify the accuracy of the statements made herein to determine the credit worthiness of the undersigned prior to the approval of the disapproval of this leasing application. Any false statement on the application will lead to rejection or your application or termination of your lease contract. Also, the Landlord is authorized to answer questions about any questions about your credit experience with the undersigned. I further understand that I will be required to submit an original letter from my bank(s) showing the average monthly balance. This letter must be signed by a bank officer.

Signature (Individual)

Printed Name

Social Security #

Date of Birth

Date

Signature (Individual)

Printed Name

Social Security #

Date of Birth

Date

RIVERWOOD PROPERTIES, LLC
CREDIT REPORT REQUEST

To: _____

Re: Checking credit information

Date: _____, 201__

This letter will provide authorization for _____ to run a credit report on me.

Name (Print): _____ Phone # _____

Relationship: _____ Email _____

Social Security #: _____

Address: _____

Signature: _____

Name (Print): _____ Phone # _____

Relationship: _____ Email _____

Social Security #: _____

Address: _____

Signature: _____

In addition, please provide the following information:

1. Personal Financial statements for each owner. (Financial Statement Form attached)
2. Last two (2) years personal tax returns for each owner.
3. Last three (3) months personal bank statements for each owner.
4. Last two (2) years business tax returns, if applicable.
5. Last three (3) months bank statements for the business, if applicable.
6. Financial Statement for the business, if applicable.
7. Credit and Landlord References, if applicable.