

## Athens Real Estate Group – Leasing Process

[www.AthensRealEstateGroup.com](http://www.AthensRealEstateGroup.com)

• 706-549-7417 •

- 1. Apply Online:** [www.AthensRealEstateGroup.com](http://www.AthensRealEstateGroup.com) - There is a green 'Apply Online' on the home page. E-mail a picture of your government issued ID (driver's license or passport) to [leasing@AthensRealEstateGroup.com](mailto:leasing@AthensRealEstateGroup.com). Everyone in the group must fill out this application and send a copy of their ID to move forward to the next step and receive the lease agreement.
- 2. Parental Guarantee Form or \$30 Application Fee with Sufficient Proof of Income** – *Each tenant's application must be approved by providing one of the two items;*
  - Parental guarantee - which can be found on our website under the 'Forms' section and can be e-mailed to [Leasing@AthensRealEstateGroup.com](mailto:Leasing@AthensRealEstateGroup.com), or
  - Pay a \$30 application fee and provide your most recent two month's proof of income. The monthly income requirement is *at least* 3 times the monthly rent amount in gross pay. The application fee must be paid at our office; there is no way to make this application fee payment online.
- 3. Sign the lease** – Once ALL applications and IDs are submitted, the lease can be sent. Designate one of the applicants as the 'Special Stipulations' person; our main point of contact for the house. They are also the one to receive the whole refund of the security deposit, if one is due, after the move out inspection and is responsible for disbursing it among the other roommates. The lease will be sent out via **DocuSign** in an e-mail from [AshleeW@AthenRealEstateGroup.com](mailto:AshleeW@AthenRealEstateGroup.com); you create an online account to review and sign it electronically.
- 4. Pay Security Deposit & Pet Deposit** – The security deposit is the amount of one month's rent and is refundable within 30 days after the move out inspection/last day of the lease agreement. The security deposit and refundable pet deposit must be paid by check, cashier's check, or money order only and is due at time of signing the lease. *\*The Non-refundable pet fee must be paid separately by check, money order, or cashier's check and is also due at time of signing the lease.\** Please call the office with questions regarding pet deposits.

All checks must be made payable to: **Athens Real Estate Group**

\*Be sure to write the property address, tenant name, and security deposit on the memo section of the check!\*

**Mailing Address:**

Attn: Leasing  
P.O.BOX 81284  
Athens, GA 30608

**Office Address:**

2350 Prince Ave, Ste. 2,  
Athens, GA 30606

**\*Please Note: Houses are leased on a first come, first serve basis. The group that completes the entire process first, will lease the property. All applications are time sensitive and all documents can be transferred to any of our other properties.\***

**Leasing Manager:** Ashlee Webb ; [AshleeW@AthensRealEstateGroup.com](mailto:AshleeW@AthensRealEstateGroup.com)

**Leasing Agent:** Angela Thomas; [AngelaT@AthensRealEstateGroup.com](mailto:AngelaT@AthensRealEstateGroup.com)