



Scan and email completed authorization form to Acutraq:  
[support@acutraq.com](mailto:support@acutraq.com) or you may fax to: 479-439-9156

**IMPORTANT! Before completing the application, read and understand the following Corporate Tenancy Requirements. We have the right to change these policies at any time without notice.**

1. Applications must be completed by a legal representative of the company with decision and signing authority.
2. We hold properties for up to 14 days once application is approved.
3. Leases are written for 1 year and will automatically renew for the same period without notice.
4. Office space / housing is offered as-is unless in writing.
5. We will not make changes to the body of the lease.
6. Security deposit is always required.

**APPLICATION PROCESSING** – We use an outside agency, ACUTRAQ Background Screening, to process our applications. All completed applications will be processed. The approval process generally takes about 3-5 business days.

**The application fee per company is \$175.**

**ACUTRAQ Background Screening** will run a Dun and Bradstreet report.

*Please make certain you have answered all items in the application and upload all the required documents. If the uploaded documentation is incomplete or we are not able to verify information from your application, your application will be declined. You will have to re-apply in order to be considered – no exceptions will be made.*

**Corporate Tenancy Requirements** – Approval is based on the Dun and Bradstreet rating:

80 to 100 – single security deposit required.

50 to 79 – double security deposit will be required. If rent payments are made on time for 12 consecutive months, ½ will be returned at the 13<sup>th</sup> month. Failure to make an on-time payment will result in a re-start of the 12 consecutive months.

Below 50 – corporate tenancy will not be granted. Applicant will have to apply as an individual.



Scan and email completed authorization form to Acutraq:  
[support@acutraq.com](mailto:support@acutraq.com) or you may fax to: 479-439-9156

**Funds Required** – If your application is accepted, this is the process and funds required:

1. Upon acceptance, you will be required to reserve the property by wiring the first full month's rent (this will be applied to your rent starting on the 1<sup>st</sup> of the month) and the administrative fee to our bank account. This will allow us to remove the office/home from the market and prepare it for your tenancy. The reservation fee and administrative fee are not refundable under any circumstances so be sure you want this space.
2. At move-in, you will need a bank check for the pro-rated rent (if you are moving in any time except the first day of the month), any benefits program fees, and any other fees stipulated in your welcome letter.

**Application Declined: If your application is declined, you will need to contact Acutraq. Do not call Atlanta Area Property and Management as they will not be able to answer your questions.**

Thank you for your interest in one of our properties.

Atlanta Area Property Management  
404 Powers Ferry Rd, Marietta GA 30067  
Office: 770-575-4697  
Cell: 404-259-9149 or 678-224-1705



Scan and email completed authorization form to Acutraq: [support@acutraq.com](mailto:support@acutraq.com) or you may fax to: 479-439-9156

### AUTHORIZATION FOR RELEASE OF INFORMATION – Fee is \$175

Business Name: \_\_\_\_\_

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

City

State

Zip

Phone #

Date Established: \_\_\_\_\_ Tax Id # \_\_\_\_\_ State Issued: \_\_\_\_\_

Phone: \_\_\_\_\_ D&B # \_\_\_\_\_

Your authorization has been received by \_\_\_\_\_  
Company Name

This disclosure is for the sole purpose of informing you that a Business Consumer Report may be obtained in connection with your application and for and/or continued employment with the company. A consumer report and/or an investigative consumer report may be used to determine your identity, credit, criminal background, police records, motor vehicle record, employment history, general reputation, education verification, license verification, personal characteristics and/or character worthiness etc.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report with the name address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

I hereby authorize ACUTRAQ Background Screening to obtain any or all the information listed above. And I authorize the release of any or all of the information listed above.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
I, \_\_\_\_\_, authorized Acutraq Background Screening to charge my credit card in the amount of \$175.

Name as it appears on credit card: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_