

SMITH INVESTMENTS RENTAL APPLICATION

(901) 872-7113 • (901) 872-8211 fax **OFFICE USE ONLY** Record # _____

Village 1 2 3 • Unit Type Apt TH • Unit Size 1 2 3 3 Den • Lease Term 12 6 Month
 Non-Refundable Application fee _____ CK MO CASH • Rental Rate _____ Security Deposit _____ CK MO
 Expected Move -in Date _____ • Pet Fee(s) _____ Leasing Agent _____
 Projected address _____ permanent address assigned at move-in _____

How did you hear about us? Drive by Radio Internet Rental Guide Resident
 Resident's name: _____ Relationship: _____
 Other: _____

PERSONAL INFORMATION

A separate Rental Application will be complete for each adult (18-years or older) that will occupy the premises with me .
 All requested information will be completed fully.

Applicant's name First M Last Date of birth mm dd yyyy
 Address Street SS# _____
City State Zip Home phone () _____
 Email address _____ Alt phone () _____
 Driver's license # _____ State issued _____

MARITAL STATUS Married Separated Widowed Divorced Single

Spouse's name First M Last Date of birth mm dd yyyy
 Address city state zip SS# _____
 Home phone () _____
 Email address _____ Alt phone () _____
 Driver's license # _____ State issued _____

OCCUPANTS UNDER 18

Occupant's 1 name First M Last Date of birth mm dd yyyy
 SS# _____ Relationship _____
 Occupant's 2 name First M Last Date of birth mm dd yyyy
 SS# _____ Relationship _____
 Occupant's 3 name First M Last Date of birth mm dd yyyy
 SS# _____ Relationship _____

RENTAL HISTORY

Current landlord _____ Landlord phone () _____
 How long? _____ Rent \$ _____ per month
 Reason for moving _____
 Previous address _____ Landlord name _____
city state zip Landlord phone () _____
 Reason for moving _____

EMPLOYMENT HISTORY & OTHER INCOME

Current employer _____ Employer Phone () _____
 Employer address street Starting date _____
city state zip Annual salary \$ _____ per year
 Position held _____ Supervisor's name _____
 Previous employer _____ Employer phone () _____
 Employer address street Starting date _____
city state zip Annual salary \$ _____ per year
 Position held _____ Supervisor's name _____
 Current employer _____ Employer phone () _____
 Spouse _____

Employer address	street	Starting date	
	city	Annual salary	\$ per year
	state		
	zip	Supervisor's name	
Position held			

Other Source of Income:

Source	Description	Annual amount	\$ per year
Source	Description	Annual amount	\$ per year

CREDIT & FINANCIAL INFORMATION

Bank Name			
Account number		Account type	
Bank			
Account number		Account type	
Credit references	(auto loans, credit cards, personal loans, etc)		
Creditor and type		Acct #	
Creditor and type		Acct #	

OTHER INFORMATION

Automobile #1	make	model	Year	
Tag plate #			Color	
Automobile #2	make	model	Year	
Tag plate #			Color	
Emergency contact	name		Phone	()
Address			Alt phone	
	city	state	zip	Relationship

Please list any criminal (misdemeanor or felonious) convictions within the past ten (10) years. If none, write "none."

Please list any evictions within the past ten (10) years. If none, write "none."

GENERAL POLICY FOR LEASING

Visual Aids Available

- 1 It is the policy of Smith Investments to rent to qualified persons, regardless of race, color, religion, sex, national origin, handicap, or familial status and in compliance of all federal, state and local laws.
- 2 Verify all information furnished by applicant(s) on RENTAL APPLICATION & BACKGROUND CHECK forms.
- 3 Collect a nonrefundable application/processing fee with each application for rental
- 4 Refund unit deposit only in case of application rejection. Move-in cancellation or refusal to accept unit is not acceptable grounds for deposit refund.
- 5 Accept all payments in the form of check or money order - NO CASH
- 6 The deposit will hold an approved APPLICATION FOR RENTAL. Unit will be held for 5 working days after unit is ready for occupancy. Forfeiture of deposit will result unless otherwise approved by management. If an application for rental is denied and rental deposit has been paid by check there will be a 30 day wait for refund, unless we receive a statement from applicants bank showing check has cleared their account.
- 7 Work with tenants to the best of our ability to move tenants(s) into the selected type of apartment/ townhouse at the earliest available date after rental application is approved, all fees and deposits are paid and unit is ready for occupancy.
- 8 Rental fees (daily prorated figures) and utilities fess (\$10.00 Daily) begin to accrue on the date unit is available for occupancy. Typical move in cost are calculated at 1st months rent + Deposit + Pet Fees
- 9 General minimum requirements to be considered for approval
 - (1) Gainfully employed 6 months at same establishment.
 - (2) Self employed applicants must provide the most recent tax return to verify income. (1040 form)
 - (3) Monthly bring home pay (net pay) must be 3 times rent or more.
 - (4) Minimum beacon score of 625.
- 10 Advise applicant(s) of the General and Occupancy policies before filling out application.

OCCUPANCY STANDARDS POLICY

The maximum occupancy for a Smith Investments managed property:

- Efficiency Apartments No more than two (2) Individuals
- One Bedroom Apartments No more than two (2) Individuals
- Two Bedroom Apartments/Townhouse No more than four (4) Individuals
- Three Bedroom Apartment/Townhouse No more than six (6) Individuals

PLEASE READ CAREFULLY

I Certify that the facts set forth in this APPLICATION FOR RENTAL are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I authorize an investigation of all statements contained in this application. I authorize an investigation to obtain a credit report from a credit reporting agency of their choosing. I hereby release any person, former or present employer references, credit reporting agency and Smith Investments from any claims of any nature whatsoever as a result of any response given to inquires made by Smith Investments. I understand that willful misrepresentation or omission of any facts called for on this application is grounds for rejections by Smith Investments. Provided this application is approved, the deposit placed on a unit is nonrefundable should applicant fail to take possession of the unit for any reason. Rental and utility fees begin accruing the date apartment is ready for tenant occupancy. Deposits monies are held at InSouth Bank, Millington Account # 37-71350-7-11

_____/_____/_____. Applicant(s) understands that he/she is renting a type of apartment/townhouse (ie: 1, 2, or 3 bedroom). Your permanent unit address will be assigned at move-in.

X _____ Applicants Signature _____ date

I hereby certify that all information is complete and accurate and acknowledge that any misrepresentation will result in the denial of my Rental Application.

updated 08/11/2021

-----FOR OFFICE USE ONLY-----

Verified employment _____ Application received _____
 _____ Received by _____
 _____ Screening date _____

1st Contact Attempt

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied with Counteroffer
<input type="checkbox"/> Called and contacted	<input type="checkbox"/> Called and contacted	<input type="checkbox"/> Called and contact ed
<input type="checkbox"/> Called and left vm	<input type="checkbox"/> Called and left vm	<input type="checkbox"/> Called and left vm
<input type="checkbox"/> Called and left msg w/ _____	<input type="checkbox"/> Called and left msg w/ _____	<input type="checkbox"/> Called and left msg w/ _____
<input type="checkbox"/> Other:	<input type="checkbox"/> Letter mailed: Reasons	<input type="checkbox"/> Letter mailed: Counteroffer
	<input type="checkbox"/> Letter mailed: No reasons	<input type="checkbox"/> Other:
	<input type="checkbox"/> Other:	

2nd Contact Attempt

- Called and contacted
- Called and left vm
- Called and left msg w/ _____
- Other:

Final Status

- Converted to customer
- Lost - rejected
- Lost

reason _____
 explanation _____

NOTES:

Sworn and subscribed before me this _____ day of _____ 20_____

My Commission Expires

Signature of Deputy Clerk or Notary Public & Seal