



Residential Lease Application Checklist

When dropping off your application, you will need to include the following items:

- ☐ Application needs to be 100% completed
- ☐ Bring your (2) most recent paystubs or income verification.
- ☐ Bring your I.D.
- ☐ Bring your \$30 application fee per applicant
(Cashier's Check, Money Order, or Exact Cash)
(NO PERSONAL Checks will be accepted.)
- ☐ Option Money
 - Certified Funds (Cashier's Check or Money Order)
- ☐ Deposit Money
 - Certified Funds (Cashier's Check or Money Order)

269 Germantown Bend Cove
Suite 101
Cordova, TN 38018
Office: 901-758-1133 / Fax: 901-758-1109



RESIDENTIAL LEASE APPLICATION

A separate application to lease is required for each occupant 18 years of age or older.

Occupant is completing this Application as a ☐ tenant, ☐ tenant with co-tenant, or ☐ co-signor

Total number of Applicants: _____

Premises Information:

Property Address: _____ City: _____ ST: _____ Zip: _____

Anticipated:

Move-in Date: \$ _____

Monthly Rent: \$ _____

Security Deposit: \$ _____

Occupant Information:

Applicant's name (first, middle, last): _____

Applicant's former last name (maiden or married): _____

E-mail: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Emergency Contact Name & No.: _____

Soc. Sec. No.: _____ Driver License No. _____ (state): _____

Date of Birth _____ Marital Status: _____

Name all other persons who will occupy the Property:

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Residence History:

Applicant's Current Address: _____

City: _____ ST: _____ Zip: _____

Landlord's Name: _____

Landlord's Telephone Number(s): _____

Date Moved-In: _____ Move-Out Date: _____ Rent: \$ _____

Reason for move: _____

Applicant's Previous Address: _____
City: _____ ST: _____ Zip: _____
Landlord's Name: _____
Landlord's Telephone Number(s): _____
Date Moved-In: _____ Move-Out Date: _____ Rent: \$ _____
Reason for move: _____

Employment History:

Applicant's Current Employer: _____
Address: _____
City: _____ ST: _____ Zip: _____
Supervisor's Name: _____
Supervisor's Phone Number: _____ FAX: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Applicant's Previous Employer: _____
Address: _____
City: _____ ST: _____ Zip: _____
Supervisor's Name: _____
Supervisor's Phone Number: _____ FAX: _____
Start Date: _____ End Date: _____
Gross Monthly Income: \$ _____ Position: _____

List all vehicles to be parked on Property:

<u>Type</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>License/State</u>	<u>Monthly Payment</u>

Other Income:

Miscellaneous Information:***\$250 Non-Refundable Pet Fee per Pet***

List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish, and other pets):

Type & Breed	Name	Color	Weight	Age	Gender	Neutered?	Declawed?	Shots Current?
_____						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
_____						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Yes NoExplanation

Will any waterbeds or water-filled furniture be on the Property?

☐ ☐

Does anyone who will occupy the Property smoke?

☐ ☐

Will Applicant maintain renter's insurance?

☐ ☐

If Applicant is in the military, is Applicant serving under orders

limiting Applicant's stay to one year or less?

☐ ☐

Has Applicant ever been evicted

☐ ☐

Has Applicant ever been asked to move out by a landlord?

☐ ☐

Has Applicant ever breached a lease or rental agreement?

☐ ☐

Has Applicant ever filed for bankruptcy? If yes, when?

☐ ☐

Has Applicant ever lost property in a foreclosure?

☐ ☐

Has Applicant ever had any credit problems?

☐ ☐

Has Applicant ever been convicted of a crime?

☐ ☐

Is any occupant a registered sex offender?

☐ ☐

Are there any criminal matters pending against any occupant?

☐ ☐

Is there additional information Applicant wants considered?

Authorization:

Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to: (1) obtain a copy of Applicant's credit report;
(2) obtain a criminal background check related to Applicant and any occupant; and
(3) verify any rental, employment, or criminal history or verify any other information related to this application with persons knowledgeable of such information.

Acknowledgement:

Applicant represents that the statements in this application are true and complete. Applicant understands that providing false or inaccurate information is grounds for rejection and a breach of any lease.

Option Money: Option money is not a security deposit held in escrow. It is like a down payment on a house to have the right to buy the house. It goes straight to the seller and is considered earned at the time it is received and therefore is non-refundable. Option money will be credited to the purchase price at closing. Five percent of each on time monthly payment will also be credited at closing. We reserve the right to deduct for each day it was off of the market, will determine the amount of refund is given.

Security Deposit: Security Deposit will be held in escrow. Security Deposit will be refunded in full if the homeowner denies the applicant or the house is leased out. If lease is not signed due to the Lessee(s) decision to not move forward with the property. We reserve the right to deduct for each day it was off of the market, will determine the amount of refund is given.

Notice of Right to Continue to Show Property: Applicant understands and agrees that this is an application to lease only and does not guarantee that applicant will be offered the premises; and that more than one application for the premises may be accepted. Unless agreed otherwise in writing, the Property remains on the market until a lease is signed and Landlord may continue to show the Property to other prospective tenants and accept another offer. I agree not to take possession of the property, store any items at the property, or make any alterations to the property prior to signing the lease contract.

Property Condition Disclaimer: The Seller(s) is of the real property described above makes no representations or warranties as to the condition of the real property or any improvements thereon and the Tenant/Buyer(s) will be receiving the real property "as is", that is, with all defects which may exist, if any, except as otherwise provided in the real estate Purchase Contract.

Garage Door Remotes: Existing Homes: Remotes will not be provided. You may obtain your own remotes. You can get the "Universal Garage Remotes" at Sears, Lowe's, or Home Depot.

Termination: Reed & Associates reserves the right to terminate the agreement based on bankruptcies, judgments where landlord disputes are involved, or lack of verifiable income. If Reed & Associates elects to terminate this agreement, the money paid will be refunded back to customer within 48 business hours of notification.

Fees: Applicant submits a non-refundable fee of \$30.00 for processing and reviewing this application.

Applicant's Signature

Date: