

RENTAL APPLICATION

TC PROPERTY MANAGEMENT & RENTALS INC.

573 Old Hickory Boulevard Jackson, TN 38305

Phone: 731-668-7078

www.tcpropt.com

E-mail: rentals@tcpropt.com



Requirements for Rental Application

1. There is a \$40.00 application fee for anyone over 18 years of age. \$60.00 for married couple. This is to allow processing and receipt of credit and background results.
2. We require that you bring a copy of your TWO most recent check stubs or proof of source of income (i.e., Social Security letter, Disability letter, etc.)
3. If employed need to be on present job for 90-day
4. We require a copy of your license or state-issued ID and SS Card.
5. Please allow for 3-5 business days to process your application.

*For applicants applying with housing assistance, please provide us with your approval letter. *

Criteria of Approving Credit for Renting Property

- 1.) Judgements or collection accounts from previous landlords and delinquent utility accounts must be paid before any further consideration can be given.
- 2.) Bad credit is determined by multiple late payments on accounts. All items on the report are considered. Unpaid Medical or Delinquent Student Loans will be given less consideration if there is enough good credit to outweigh them.
- 3.) When bad credit is 3-4 years old and new credit is good (6 months or longer) most recent history is considered.
- 4.) When there is no good credit history on any accounts, credit reports are not approved regardless of age of history.
- 5.) Bankruptcies should be old enough to establish new credit history.
- 6.) Rental history must be verifiable and be six months or longer.
- 7.) Employment and income must be verifiable. Self-employed persons must supply proof of income (i.e., a copy of their last W-2 or 1099 forms or letter from CPA stating income). Unemployed applicants are required to pay lease in advance or may be given option of a co-signer, if credit requirements are met.
- 8.) Need to be on present job for 90-day.
- 9.) Section 8 applicants must have full rent paid by Housing Authority or have sufficient income.
- 10.) Co-Signers should have indebtedness less than 35% of their gross income and be employed three months or longer.
- 11.) Applicants with no credit history will require a co-signer.
- 12.) Applicants with no previous rental history require Escrow deposit
- 13.) Income needs to be at least 3 times the amount of general indebtedness.
- 14.) All roommates' credit and background check will need to meet criteria also.
- 15.) Anyone who is 18 years or older must qualify and be on the lease contract.
- 16.) Applicants with no social security number available will need further approval by TC Property Management.

****ALL APPLICATIONS ARE SUBJECT TO APPROVAL BY THE OFFICE OF TC PROPERTY MANAGEMENT****



FOR OFFICE USE ONLY

Address _____ Application Fee \$ _____ Date Paid _____

A NON-REFUNDABLE processing charge of \$40.00 per applicant (\$60.00 for a married couple) is due with this application. Applicant understands that the processing charge will not be returned under any circumstances or applied to any money's due applicant.

PERSONAL INFORMATION

Applicant's Information _____ E-Mail Address: _____

Full Name: _____ SS#: _____

Date of Birth: _____ DL#: _____ ST: _____ Marital Status: _____

Current Address: _____ Previous Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone # Day: _____ Night: _____

Applicant's Employment Information _____

Employment Status: Full-Time Part-Time Unemployed Retired Student

EMPLOYER: CURRENT PREVIOUS Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Employed: _____ Employed As: _____

Supervisor: _____ Supervisor Phone No.: _____

Salary \$ _____ per Hour Month Year Number of hours worked weekly: _____

If employed by above less than 6 months, give name and address of previous employer: _____

If there are other sources of income you would like us to consider, please list income, source and person (Trust, Alternate Employer, etc.) who we would contact for confirmation. You do NOT need to reveal alimony or child support since we do not consider it in this application.

Amount \$ _____ Source: _____

Co-Applicant's Information _____ E-Mail Address: _____

Full Name: _____ SS#: _____

Date of Birth: _____ DL#: _____ ST: _____ Marital Status: _____

Current Address: _____ Previous Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone # Day: _____ Night: _____

Relationship to Applicant: _____

Co-Applicant's Employment Information

Employment Status: Full-Time Part-Time Unemployed Retired Student

EMPLOYER: CURRENT

PREVIOUS

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Employed: _____ Employed As: _____

Supervisor: _____ Supervisor Phone No.: _____

Salary \$ _____ per Hour Month Year Number of hours worked weekly: _____

If employed by above less than 6 months, give name and address of previous employer:

If there are other sources of income you would like us to consider, please list income, source and person (Trust, Alternate Employer, etc.) who we would contact for confirmation. You do NOT need to reveal alimony or child support since we do not consider it in this application.

Amount \$ _____ Source: _____

Applicant and Co-Applicant combined total Monthly debt \$ _____ Rental Price Range \$ _____ to \$ _____

Other Residents in home (i.e., children)	Relationships	Age

**All Residents ages 18 and over must fill out an application.*

Vehicle Make/Model _____ Year/Color _____

Tag Number _____ State _____

Vehicle Make/Model _____ Year/Color _____

Tag Number _____ State _____

Vehicle Make/Model _____ Year/Color _____

Tag Number _____ State _____

Ever rented with TC Property before? Yes No When? _____ Sec. 8 Funding? Yes No

Filed Bankruptcy? Yes No Pets? Yes No How many? _____

Breed/Weight? _____ Breed/Weight? _____

In case of emergency contact: _____ Relationship: _____

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

Phone #: _____



**PLEASE FILL OUT THIS PAGE COMPLETELY
OR APPLICATION WILL NOT BE PROCESSED**

APPLICANT AUTHORIZATION RELEASE

In connection with my application for residence at TC Property Management Inc., I hereby authorize any consumer agency, current and previous employer, current and any former landlord, law enforcement agency, any check authorization agency, and state employment security agency to release all information any of them may have about me to Resident Data, Inc. I hereby release all of these parties from any liability in connection with release of such information. I also authorize the use of Resident Data, Inc. of data contained in my application for residence for demographically or other types of studies or reports.

A facsimile or other copy of this authorization shall be sufficient for release by aforesaid parties.

I have submitted a **non-refundable** fee of **\$40.00 (\$60.00 for a married couple)** to process my credit for residence. I understand that this sum is not a rental payment or deposit and will not be refunded even if my credit is denied or cancelled by me after submission.

This authorization is for this transaction only and continues in effect for one (1) year unless limited by state law, in which case the authorization form continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

Applicant:

_____	_____	_____
Date	(Printed Name)	Signature
_____	_____	_____
Driver's License #	Social Security #	Date of Birth

Co-Applicant:

_____	_____	_____
Date	(Printed Name)	Signature
_____	_____	_____
Driver's License #	Social Security #	Date of Birth



PLEASE FILL OUT THIS PAGE COMPLETELY
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Applicant Rental History Verification

Names on Prior Lease: _____
Address of Prior Rental Unit: _____

Previous Landlord Information:

Landlord Name & Phone Number: _____
Dates Rented: _____

Employment Verification

Company Name: _____ Supervisor Name: _____
Address & Phone Numbers: _____
Salary: _____ Dates of Employment: _____
Position Title: _____
Comments: _____

Signed:

Date: _____

For Office Use Only

Questions?

Move In Date: _____ Move Out Date: _____
Monthly Rent: \$ _____ Number of People in the Household: _____
Did Tenant have any pets: (YES/NO) If so any problems: _____
Rental Payments Always on Time; (YES/NO) If no, please describe how late and often
(___ x [1 to 5days]) (___ x [6 to 10 days]) (___ x [11 to 30]) (___ x [31+ days]) (___ x [___ days])
Skip: (YES/NO) Eviction: (YES/NO) Proper Notice: (YES/NO) Days Required: _____
Security Deposit: \$ _____ Pet Deposit: \$ _____ Amount Refunded: \$ _____
If Withheld Reason: _____
Police Calls:(YES/NO) Noise Complaints:(YES/NO) Unauthorized Tenants:(YES/NO)
Bed Bugs:(YES/NO) Unauthorized Pets:(YES/NO) Other Violations:(YES/NO)
Describe: _____
Would Rent Again: (YES/NO) If NO Reason: _____
Additional Comments: _____
Completed By: _____ Title/Position: _____
Owner/Management Company: _____ Date Completed: _____

573 Old Hickory Boulevard Jackson, TN 38305
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E-mail: rentals@tcpropt.com



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**Co-Applicant
Rental History Verification**

Names on Prior Lease: _____
Address of Prior Rental Unit: _____

Previous Landlord Information:

Landlord Name & Phone Number: _____
Dates Rented: _____

Employment Verification

Company Name: _____ Supervisor Name: _____
Address & Phone Numbers: _____
Salary: _____ Dates of Employment: _____
Position Title: _____
Comments: _____

Signed:

Date: _____

For Office Use Only

Questions?

Move In Date: _____ Move Out Date: _____
Monthly Rent: \$ _____ Number of People in the Household: _____
Did Tenant have any pets: (YES/NO) If so any problems: _____
Rental Payments Always on Time; (YES/NO) If no, please describe how late and often
(__x [1 to 5days]) (__x [6 to 10 days]) (__ x [11 to 30]) (__ x [31+ days]) (___ x[___ days])
Skip: (YES/NO) Eviction: (YES/NO) Proper Notice: (YES/NO) Days Required: _____
Security Deposit: \$ _____ Pet Deposit: \$ _____ Amount Refunded: \$ _____
If Withheld Reason: _____
Police Calls:(YES/NO) Noise Complaints:(YES/NO) Unauthorized Tenants:(YES/NO)
Bed Bugs:(YES/NO) Unauthorized Pets:(YES/NO) Other Violations:(YES/NO)
Describe: _____
Would Rent Again: (YES/NO) If NO Reason: _____
Additional Comments: _____

Completed By: _____ Title/Position: _____
Owner/Management Company: _____ Date Completed: _____

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REFERENCES

This information will be used to determine eligibility for leasing through TC Property Management.

Giving false information could cause a disqualification of application.

Please provide 4 names and 4 phone numbers for individuals who know how to get in contact with you but do not live with you

1. _____ number _____
2. _____ number _____
3. _____ number _____
4. _____ number _____

PAYMENT OPTIONS AVAILABLE

Deposit(s), Rent, and Fee(s)

Cashier's Check- For those who have an account with a bank here in Jackson you may purchase a cashier's check to submit payment to TC Property Management.

Money Order- Money orders may be purchased near our office at Walmart. A money order can be submitted as payment to TC Property Management.

Directions: Wal-Mart- From our office take the 45 Bypass North to the next exit Vann Drive. Take the Van Drive Exit and at the Red Light Take a Right onto Stonebridge Blvd. Wal-Mart is straight ahead on the Right.

Debit/Credit Card- A debit or credit card can be used at TC Property Management with a 3.5% processing fee added to the amount paid.

Wire Transfer- You may have your bank wire payment to an account we have established at a bank here in Jackson. *Note: Please check with your bank for applicable fees. Our office may also charge fees accordingly.*

Online via Website- You may pay online using our website. To do this visit www.tcpropt.com, select Pay Rent from the top menu bar, then follow the directions. The fee for this is \$3.20 for a checking account, and 3.5% using a credit/debit card.

Note: You may pay these \$40.00 (\$60.00 for a married couple) applications processing fee in cash. But, your first month's rent and deposit(s) must be paid with one of the payment options listed above.

***After you have moved into your new home and the lease has been signed, for your convenience you may pay your remaining monthly installments with a personal check. ***

For Office Use Only



Employment Verification

Employee Name: _____

Employer: _____

Hire Date: _____ Rate of Pay: _____ Hourly/Monthly/Yearly

Position/Title: _____ Full Time or Part Time

Hours worked per week _____

Verified by: _____ Title: _____

Comments

Completed by: _____ Date _____