

# RENTAL APPLICATION

## TC PROPERTY MANAGEMENT & RENTALS INC.

573 Old Hickory Boulevard Jackson, TN 38305

Phone: 731-668-7078

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

E-mail: [rentals@tcpropt.com](mailto:rentals@tcpropt.com)



### Requirements for Rental Application

1. There is a \$50.00 application fee for anyone over 18 years of age. \$70.00 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. THERE IS NO GUARANTEE OF APPROVAL NOR A GUARANTEE AVAILIBTY OF PROPERTY REQUESTED.**

**TC PROPERTY RESERVES THE RIGHT TO REFUSE\*\***



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: \_\_\_\_\_

What is your reason for moving/need for rental property?

\_\_\_\_\_

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-Aplicant'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 **\$50.00 (\$70.00 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



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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 5 days]) ( \_\_\_ 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

Phone: 731-668-7078 Fax: 731-664-3407

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 your bank, Kroger or any institute that provides money order can be submitted as payment to TC Property Management.

**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](http://www.tcpropt.com), select Pay Rent from the top menu bar, then follow the directions. The fee for this is \$3.25 for a checking account, and 3.5% using a credit/debit card.

**Note: You may pay these \$50.00 (\$70.00 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. \***

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**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 \_\_\_\_\_