



Management & Marketing Concepts, Inc.



UNIT \_\_\_\_\_  
APP FEE \$ \_\_\_\_\_

### CO-SIGNER APPLICATION

CO-SIGNER NAME _____			BIRTH DATE _____			
FIRST	MIDDLE	LAST	MAIDEN NAME	MO	DAY	YEAR
SOCIAL SECURITY NO _____ - _____ - _____			MARRIED <input type="checkbox"/>	SINGLE <input type="checkbox"/>	DIVORCED <input type="checkbox"/>	SEPARATED <input type="checkbox"/>
PHONE NO _____		HOME <input type="checkbox"/>	MOBILE <input type="checkbox"/>	WORK <input type="checkbox"/>	E-MAIL _____	

NAME, AGE, AND RELATIONSHIP OF APPLICANT(S) YOU ARE CO-SIGNING FOR:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

PRESENT ADDRESS _____	ZIP CODE _____	HOW LONG _____	YRS _____	MOS _____
MONTHLY RENT/MORTGAGE \$ _____	LANDLORD/MTG. CO _____	PHONE NO _____		
REASON FOR MOVING _____				
PREVIOUS ADDRESS _____	ZIP CODE _____	HOW LONG _____	YRS _____	MOS _____
MONTHLY RENT/MORTGAGE \$ _____	LANDLORD/MTG. CO _____	PHONE NO _____		

HAVE YOU EVER:

BEEN EVICTED FROM TENANCY? NO  YES  IF YES, EXPLAIN: \_\_\_\_\_

REFUSED TO PAY RENT WHEN DUE? NO  YES  IF YES, EXPLAIN: \_\_\_\_\_

FILED FOR BANKRUPTCY? NO  YES  IF YES, EXPLAIN: \_\_\_\_\_

BEEN CONVICTED OF A CRIME? NO  YES  IF YES, EXPLAIN: \_\_\_\_\_

DRIVER'S LICENSE NO \_\_\_\_\_ STATE \_\_\_\_\_

CURRENT EMPLOYER _____	SUPERVISOR _____
EMPLOYER'S ADDRESS _____	PHONE NO _____
POSITION HELD _____	HOW LONG _____
YRS _____	MOS _____
PREVIOUS EMPLOYER _____	POSITION HELD _____
SALARY \$ _____ PER: WK <input type="checkbox"/> MO <input type="checkbox"/> YR <input type="checkbox"/>	

By signing below, I agree with the following: "I hereby make application for a home/apartment and certify that this information is correct, and I have read and understand the Resident Selection Criteria. I authorize landlord/agent to contact any references that I have listed and to obtain my consumer credit report from a credit reporting agency, which will appear as an inquiry on my file. I also understand that in the event I choose to pay a security deposit and admin fee, and I later determine I do not wish to occupy the property, my deposit and admin fee will be forfeited. I further understand that the application fee is not refundable even if this application is declined."

\_\_\_\_\_  
Agent for Landlord Signature

\_\_\_\_\_  
Co-Signer Applicant Signature

\_\_\_\_\_  
Date

## RESIDENT SELECTION CRITERIA

Management & Marketing Concepts, Inc. and this rental community fully adhere to State and Federal Fair Housing Laws (Title VII of the Civil Rights Act of 1968 as amended by the Housing Community Development Act of 1974 and The Fair Housing Amendment Act of 1988) which stipulate that it is illegal to discriminate against any person because of race, color, creed, religion, sex, national origin, marital status, status with regard to receipt of public assistance, disability, or familial status.

### OCCUPANCY STANDARDS:

The Department of Justice believes that an occupancy policy of two persons per bedroom, as a general rule, is reasonable under the Fair Housing Act. This is the general rule that our property follows.

### RESIDENT REQUIREMENTS:

The following procedures outline the determination of eligibility and acceptability:

- A. All adults must be lease holders, therefore, a formal completed application is required from anyone 18 years of age or older that will be living in the apartment/home.
- B. An investigative consumer report will be prepared by a credit reporting agency on past and present credit. A credit score of 620 is preferred, however, a credit score between 580 and 619 may be approved with conditions as long as all other requirements are met.
- C. Pay stubs for the most recent month or tax records for the most recent tax year will be required to verify employment. A minimum of 6 months employment within the same company or industry is required. Gross income must equal 3 to 4x the monthly rent amount per month.
- D. Must have positive rental or mortgage history paying a like amount within the last 6-24 months. A minimum of 6 months rental/mortgage history is required (lease or mortgage must be in applicant's name).
- E. A background check will be made to determine record of criminal history.

### CO-SIGNER REQUIREMENTS:

Obtaining a co-signer may be a condition of your application approval. Co-signers must meet the following requirements:

- A. Can be a relative, legal guardian, or any qualified individual.
- B. Credit score must be 620 or greater.
- C. Gross income must equal 5 to 6x the monthly rent amount. Pay stubs for the most recent month or tax records for the most recent tax year will be required to verify employment. Bank statements are not accepted. A minimum of 6 months employment within the same company or industry is required.
- F. Must have positive rental or mortgage history within the last 6-24 months. A minimum of 6 months rental/mortgage history is required.
- D. Co-Signer Application must be completed and signed; Guarantee of Lease Form must be signed and notarized. A separate application fee is required.

### SELECTION AND REJECTION CRITERIA:

A decision of approval or denial will be made after considering the following things:

- A. Whether information provided on application is sufficient and accurate.
- B. Whether the applicant has the satisfactory history of meeting financial obligations.
- C. Whether the applicant demonstrates financial responsibility to pay the monthly rent.
- D. Management reserves the right to decline an applicant if the credit score does not meet the specified requirement outlined in the Resident Requirements and Co-Signer Requirements above.
- E. Current and previous rental and/or mortgage history will be reviewed. Management reserves the right to approve or decline an applicant based on the results.
- F. Any applicant who has been convicted of a sexual crime and is a lifetime registered sex offender will be declined. Any applicant who has been convicted of a felony crime within the last 10 years will be declined if the crime involves drugs, violence, theft, alcohol abuse, fraud, or arson. Any applicant who has been convicted of a misdemeanor crime within the past 3 years that involves the sale of drugs, violence, theft, or fraud will be declined.

### FEES AND DEPOSITS:

- A. Application fees are per adult and must be paid at the time application is submitted. Application fees are not refundable.
- B. Required earnest money and administration fee must be paid in order to hold the apartment/home for up to 14 days once application has been approved.
- C. **Earnest money and admin fee paid will be refunded if applicant is rejected, but forfeited if applicant decides not to lease an apartment/home. Upon execution of the lease agreement, the earnest money shall become the security deposit. Administration fees are not refundable.**

### APPLICATION APPROVALS/REJECTIONS:

Applicants will receive either a phone call from the leasing office or a formal letter stating acceptance or rejection of the application. Letters may be emailed if email address is provided.

### ANIMAL POLICY:

- A. All animals must be approved by Management before being brought onto the property, this includes Emotional Support and Service Animals.
- B. There is a 2 animal per apartment/home limit.
- C. Pet fees are \$350 per pet and are non-refundable. A monthly pet rent of \$20 per pet will also apply.
- D. Breed restrictions apply; no aggressive breeds are permitted. Please consult with Management for specific information.
- E. Weight restrictions are property specific; please ask Management for details.
- F. A photo of any mixed breed animal and a written/signed vet opinion may also be required to determine breed, if questionable.
- G. No animal sitting is allowed; a \$500 penalty fee will be charged for any unauthorized animals.

### PAYMENTS:

Payments are accepted in the form of money order, cashier's check, or personal check—NO CASH IS ACCEPTED

*This rental community is professionally managed by: Management & Marketing Concepts, Inc. – P.O. Box 10298 Murfreesboro, TN 37129 – Phone: (615) 849-9006*

