

COLDWELL BANKER PRYOR REALTY

2125 Hickory Valley Road Chattanooga, TN 37421

Office - (423)551-4000 Fax – (423) 551-4002

Tenant Checklist (Application)

- _____ Application
- _____ Paycheck Stubs or Proof Of Income
- _____ Rental Verification Form (signed)
- _____ Employment & Income Verification Form (signed)
- _____ Agency Disclosure Statement
- _____ Rental Process Form
- _____ Renters Insurance Requirement Policy

Tenant Criteria

Credit Criteria

- Minimum Credit Score of 600
- No Current Open Collections
- No Recent Judgements (Judgements must be older than a year and will be reviewed on a case by case basis)
- No Current Chapter 13 Bankruptcies
- Chapter 7 Bankruptcies must be discharged a minimum of a year.
- Verifiable Income (Must provide copies of current paycheck stubs. If self employed copies of the last two years Income Tax Records or statement of income from employer.)

Background Check Requirements

- No Felonies
- No Drug Related Charges
- Any other criminal history will be reviewed on a case by case basis.

Each person residing in the home over the age of 18 must meet the above criteria.

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Please complete all requested information on each page of this form. Thank you for your interest in our properties.

Non-Refundable Application Fee \$50.00/\$25.00 each additional applicant

Date of Application: _____

Property Address Applying For: _____ Rent Amount \$ _____

Desired Date of Occupancy: _____

Applicant's Full Name: _____ Date of Birth: _____

SS# _____ Driver's License # _____ State of _____

Spouse's Full Name: _____ Date of Birth: _____

SS# _____ Driver's License # _____ State of _____

Applicant's E-Mail Address: _____ Spouse's Email Address: _____

Applicant's Phone #: _____ Spouse's Phone #: _____

Full Names of all other Residents	Relationship to You	Date of Birth
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How many pets do you or other occupants own? _____ For each pet please provide:

Kind of Pet _____ Breed _____ Weight _____ Color _____ Age _____

Kind of Pet _____ Breed _____ Weight _____ Color _____ Age _____

Present Address: _____

Landlord: _____ Phone #: _____

Monthly Rent: _____ Dates From: _____ To _____

Previous Address: _____

Landlord: _____ Phone #: _____

Monthly Rent: _____ Dates From: _____ To _____

EMPLOYMENT HISTORY

Present Employer: _____ Dates From: _____ To _____

Employer's Address: _____ Telephone: _____

Gross Monthly Income: _____ Position: _____ Supervisor: _____

Previous Employer: _____ Dates From: _____ To _____

Employer's Address: _____ Telephone: _____

Gross Monthly Income: _____ Position: _____ Supervisor: _____

CO-APPLICANT

Present Employer: _____ Dates From: _____ To _____

Employers Address: _____ Telephone: _____

Gross Monthly Income: _____ Position: _____ Supervisor: _____

ADDITIONAL INCOME

Source: _____ Gross Monthly Income: _____

Source: _____ Gross Monthly Income: _____

Applicant must provide proof in the form of a Statement from Source of this Income or most recent Tax return.

VEHICLE INFORMATION

Total Number of Vehicles (Including company vehicles)? _____

Make/Model _____ Year _____ Color _____ Tag#/State _____

Make/Model _____ Year _____ Color _____ Tag#/State _____

Make/Model _____ Year _____ Color _____ Tag#/State _____

IN CASE OF ILLNESS, ACCIDENT, EMERGENCY, PLEASE NOTIFY

Name: _____ Phone #: _____

Address: _____

Relationship to Applicant: _____

By signing below I authorize Coldwell Banker Pryor Realty to run a full credit check and Background check on myself, co applicant and any occupant of the home over the age of 18 years old.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

RENTAL VERIFICATION REQUEST

Please provide all requested information above the double line ONLY!

Resident's Name: _____

Resident's Name: _____

Address: _____

Landlord Name: _____

Landlord Phone #: _____

Applicant(s) hereby authorizes release of information for the purpose of processing application information for rental verification and history.

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

APPLICANT- DO NOT COMPLETE THE FOLLOWING

Coldwell Banker Pryor Realty will contact the Landlord directly.

Monthly Rent Amount: _____

Lease from _____ to _____

Number of Tenants on Lease: _____

Number of Pets on Lease: _____

Number of Late Payments : _____

Number of NSF Payments : _____

Lease Terms Fulfilled: Yes No

Liable for Next Months Rent: Yes No

Proper Notice Given: Yes No

Asked to Vacate: Yes No

Eviction in Process: Yes No

Would you Re-Rent Yes No

Any complaints or Damages: _____

Completed By: _____ Date: _____

RENTAL VERIFICATION REQUEST

Please provide all requested information above the double line ONLY!

Resident's Name: _____

Resident's Name: _____

Address: _____

Landlord Name: _____

Landlord Phone #: _____

Applicant(s) hereby authorizes release of information for the purpose of processing application information for rental verification and history.

Resident Signature: _____ Date: _____

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Lease Terms Fulfilled: Yes No Liable for Next Months Rent: Yes No

Proper Notice Given: Yes No Asked to Vacate: Yes No

Eviction in Process: Yes No Would you Re-Rent: Yes No

Any complaints or Damages: _____

Completed By: _____ Date: _____

EMPLOYMENT & INCOME VERIFICATION

Please provide all requested information above the double line ONLY.

Attention HR: _____
Applicant Name: _____
Employer Name: _____
Employer Address: _____
Employer Phone: _____
Employer Fax _____

I hereby authorize COLDWELL BANKER PRYOR REALTY to obtain my employment information in connection with this rental application made and further hold all parties harmless from any liability in the release of such information.

Employee Signature: _____ Date: _____

APPLICANT-DO NOT COMPLETE THE FOLLOWING

COLDWELL BANKER PRYOR REALTY WILL CONTACT YOUR EMPLOYER

Company Name: _____
Dates of Employment: From: _____ To: _____
Position with Company: _____
Current Pay Rate: _____ Hours per Week: _____
Completed by: Print Name: _____
Signature: _____
Title: _____
Date: _____

EMPLOYMENT & INCOME VERIFICATION

Please provide all requested information above the double line ONLY.

Attention HR: _____
Applicant Name: _____
Employer Name: _____
Employer Address: _____
Employer Phone: _____
Employer Fax: _____

I hereby authorize COLDWELL BANKER PRYOR REALTY to obtain my employment information in connection with this rental application made and further hold all parties harmless from any liability in the release of such information.

Employee Signature: _____ Date: _____

APPLICANT-DO NOT COMPLETE THE FOLLOWING

COLDWELL BANKER PRYOR REALTY WILL CONTACT YOUR EMPLOYER

Company Name: _____
Dates of Employment: From: _____ To: _____
Position with Company: _____
Current Pay Rate: _____ Hours per Week: _____
Completed by: Print Name: _____
Signature: _____
Title: _____
Date: _____

AGENCY DISCLOSURE STATEMENT

I acknowledge that COLDWELL BANKER PRYOR REALTY disclosed that they are representing the owner (Lessor) in the application processing of the rental property located at: _____.

On (date) _____ which was prior to this lease agreement.

Applicant's Signature: _____ Date: _____

Co-Applicants Signature: _____ Date: _____

Have you or the co-applicant ever:

Broken a Rental Agreement or Lease? yes no

Been sued for non-payment of rent? yes no

Declared Bankruptcy? yes no

Been evicted or asked to move out? yes no

Been sued for damages? yes no

Applicant hereby agrees not to engage in any criminal activity, including drugs and illegal use of firearms while occupying rental property managed by Coldwell Banker Pryor Realty.

A NON-REFUNDABLE application fee is payable with this application. Applicant understands that the application fee will not be refunded under any circumstances if applied to any monies due Lessor. The non-refundable application fees are \$50.00 for each application turned in. In the event of more than one applicant, each applicant understands that he/she is jointly and severally liable for each provision of this contract.

A security deposit in the amount of one month's rent for the property they are applying for must be paid in full no later than three (3) days after the approved application in order to remove the property from the rental market. Lessor is not obligated to remove the property from the rental market unless the security deposit is paid in full. Any additional security deposits and /or pet deposits/fees must be paid in full prior to move in.

If applicant fails to fulfill these conditions, this application will be deemed to have been withdrawn and the Lessor or applicant will be under no further obligation, however, if the applicant merely changes his/her mind about moving into the property after being approved, the security deposit will be retained for liquidated damages. If applicant is not approved any portion of the security deposit (not the application fee) that has been paid will be refunded to the applicant(s). For refunding purposes, all refunds will be made in the form of a COLDWELL BANKER PRYOR REALTY Company Check. The security deposit will be refunded no sooner than (2) business days.

I understand that this application is part of my lease agreement. Also, that as part of my normal procedures for processing this application, a credit report, background check, former rental verification, and employment verification will be obtained whereby information may be secured through interviews with persons with whom I am acquainted. This report typically contains information as to my character, general reputation, personal characteristics, and mode of living. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this report.

I/We hereby make application for a property and certify that this information is correct. I/We hereby declare that I/We have viewed this property in person with an authorized Coldwell Banker Pryor Realty agent prior to completing this application. I/We authorize you to contact any references that I/We have listed. I/We also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file as well as a character and background check.

Applicant's Signature _____ Date: _____

Co-Applicant's Signature _____ Date: _____

Rental Process

Coldwell Banker Pryor Realty is an equal opportunity housing provider. We fully comply with the Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, family status, or national origin. We also comply with all state and local fair housing laws. To prevent overcrowding and undue stress on plumbing and other building systems we restrict the number of people who may reside in a dwelling. In determining these restrictions, we adhere to all applicable fair housing laws including the Residential Occupancy Standards. College Students may only occupy housing that has been approved for roommates by the homeowner. Housing becomes available when it is ready to rent. Housing will be deemed available when it is vacant and has been prepared for a new resident. We update our rental list of available housing each week.

Application Process: We evaluate each application in the following manner. Anyone 18 years of age or older who will be living in the property, must do a walk through of the property with our agent before being approved to rent. A separate application is required for each person 18 years of age or older. Each person living in the home **MUST** be listed on the lease (this includes minor children). Married couples only require one application. An application must be filled out completely and submitted with the **non-refundable** application fee **AND** \$250.00 of the security deposit (this is only a portion of the security deposit). Application fees are currently \$50.00 for **EACH** application submitted. **The application fee will not be refunded under any circumstances.** If Coldwell Banker Pryor denies the application(s) then the \$250.00 will be refunded to the applicant. If the application(s) is/are approved and the applicant chooses to not accept the property then the \$250.00 **NON REFUNDABLE.** The application fee and partial deposit are payable by money order or cashiers check. Coldwell Banker Pryor Realty will not accept cash or personal check for these fees. Coldwell Banker Pryor Realty will begin processing the application by pulling a current credit report verifying employment and income, verifying past rental history, any by obtaining criminal history. This process can take up to three to five business days. Until a final approval has been made and the security deposit paid in full the property will continue to be shown for lease. Any additional applications that are submitted while an existing application is being processed in the order they are received.

Security Deposits: The balance of Security Deposits/Pet Deposits/Pet Fees must be paid **IN FULL** within 3 business days of your application being approved. If the security deposit has not been paid within the 3 business day period, the application will be considered "withdrawn". Security deposits are held strictly as deposits and in now way apply to first or last months rent. By paying the security deposit, a property can be "held" for an applicant for an agreed upon time but not to exceed 30 days. If an applicant changes his/her mind about moving into a property after the property has been removed from the rental listings and "held" by paying the security deposit, the security deposit will be retained as liquidated damages. All deposits and the first months rent **MUST** be paid separately by a cashiers check or a money order.

Approved Applications: Coldwell Banker Pryor Realty will generate the lease documents. The lease agreement will be signed at the property that is being leased by the applicant with no edits to the lease agreement.

- By initialing here _____/_____ you agree that you have read and agree to the rental process.