



Management & Marketing Concepts, Inc.



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

### CO-SIGNER APPLICATION

CO-SIGNER NAME _____		BIRTH DATE _____	
NO INITIALS PLEASE, INCLUDE MAIDEN NAME			
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 _____	
NAMES OF APPLICANT(S) YOU ARE CO-SIGNING FOR AND RELATIONSHIP: 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 <input type="checkbox"/> YES <input type="checkbox"/> IF YES, EXPLAIN: _____ REFUSED TO PAY RENT WHEN DUE? NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, EXPLAIN: _____ FILED FOR BANKRUPTCY? NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, EXPLAIN: _____ BEEN CONVICTED OF A CRIME? NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, EXPLAIN: _____			
DRIVER'S LICENSE NO _____		STATE _____	
CURRENT EMPLOYER _____		SUPERVISOR _____	
EMPLOYER'S ADDRESS _____		PHONE NO _____	
POSITION HELD _____ HOW LONG _____ YRS _____ MOS		SALARY \$ _____ PER: WK <input type="checkbox"/> MO <input type="checkbox"/> YR <input type="checkbox"/>	
PREVIOUS EMPLOYER _____		POSITION HELD _____	

I HAVE READ AND FULLY UNDERSTAND THE RULES AND REGULATIONS, INCLUDING THOSE REGARDING THE EARNEST MONEY AND ADMIN FEE, AS SET FORTH ON PAGE 2 OF THIS APPLICATION. I UNDERSTAND THAT THIS APPLICATION WILL BECOME A PART OF MY LEASE AGREEMENT. I HEARBY GIVE AUTHORIZATION FOR VERIFICATION OF ALL INFORMATION ABOVE, INCLUDING CREDIT AND REFERENCE CHECKS, AND OTHER INVESTIGATIVE PROCEDURES NECESSARY FOR PROCESSING THIS APPLICATION.

\_\_\_\_\_  
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 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. A minimum of 6 months at current employment or within same 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. Management will consider the previous 6-24 months of rental or mortgage history and 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 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.

### **ANIMAL POLICY:**

- A. All animals must be approved by Management before being brought onto the property.
- B. A non-refundable fee is required for each animal. Fees are property specific; please ask staff for details.
- C. There is a 2 animal per apartment/home limit.
- D. Breed restrictions apply; no vicious breeds are permitted. Please consult with management for specific breed restrictions.
- E. Weight restrictions are property specific; please ask staff for details.
- F. Mixed breed animals must have a meet-&-greet with management. A written/signed vet opinion may also be required to determine possible breeds.
- G. Animals must be at least 1 year of age – NO PUPPIES OR KITTENS ARE PERMITTED.
- H. 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

