



RENTAL APPLICATION

FOR OFFICE USE ONLY					
Apt. Leased	Rental Rate	Move-In Date	Roommate(s)	Lease Term	Leasing Agent
DEPOSIT & FEES					
Security Deposit*	Admin. Fee	Application Fee	Co-signer App. Fee	Any Pet?	
\$200 per apt.	\$100 per apt.	\$30 per applicant	\$30 per applicant	Yes	No
				Pet Type	

*please pay the security deposit separately from other fees.

APPLICANT INFORMATION

Applicant Name _____ Birth Date ____/____/____ SS# ____/____/____

Driver License # _____ State _____

Present Phone (____) _____ (cell ____/home ____) E-mail address _____

Present Employer _____ Start Date ____/____/____

Employer Address _____
street address city/State/Zip Code

Phone (____) _____ Ext. _____ Immediate Supervisor _____

Position _____ Part Time ____/ Full Time ____ Income \$ _____ Monthly ____/ Yearly ____

If there are other sources of income you would like for us to consider, please list income, source and person we could contact for information. Other sources of income could be scholarships, loans, parents, relatives, mutual funds, etc.

Amount \$ _____ Per ____ (week) ____ (month) ____ (year) Source: _____

SPOUSE INFORMATION

Spouse's Name _____ Birth Date ____/____/____ SS# ____/____/____

Driver License # _____ State _____

Present Phone (____) _____ (cell ____/home ____) E-mail address _____

Present Employer _____ Start Date ____/____/____

Employer Address _____
street address city/State/Zip Code

Phone (____) _____ Ext. _____ Immediate Supervisor _____

Position _____ Part Time ____/ Full Time ____ Income \$ _____ Monthly ____/ Yearly ____

EMERGENCY CONTACT (must be over 18 years of age and not living with you)

Name Relationship Cell Phone# Work Phone #

Street Address City/State/Zip Code Email

OTHER OCCUPANTS

(names of all persons under 18 and other adults who will occupy the unit without signing the lease)

Name: _____ Relationship: _____ Sex: _____ Birthdate: _____ DL# _____ State: _____

Employed By: _____ Work Phone: (____) _____ Home/Cell Phone: (____) _____

Name: _____ Relationship: _____ Sex: _____ Birthdate: _____ DL# _____ State: _____

Employed By: _____ Work Phone: (____) _____ Home/Cell Phone: (____) _____

PET INFORMATION

\$300 one-time fee plus \$20 monthly for a dog; \$200 one-time fee for a cat

Pet Type: _____ Breed: _____ Name: _____ Color: _____ Age: _____ Weight: _____

VEHICLE INFORMATION

Make _____ Model _____ Year _____ Color _____ License Plate _____ State _____

Make _____ Model _____ Year _____ Color _____ License Plate _____ State _____

RESIDENCE HISTORY

Present Address: _____
Street Address City / State / Zip Code

Move-In Date: _____ Move-Out Date: _____ Monthly Rent: \$ _____

Landlord's Name: _____ Phone: (____) _____ Fax: (____) _____

Reason for Moving: _____

PREVIOUS EMPLOYMENT HISTORY

Previous Employer _____ How Long? _____ Supervisor _____

Address _____ Phone (____) _____

Position _____ Part Time ____ / Full Time ____ Income \$ _____ Monthly ____ / Yearly ____

REFERENCES

(no relative or employee)

Name _____ Relationship _____ How Long Have You Known This Person? _____

Address _____ Phone (____) _____

Name _____ Relationship _____ How Long Have You Known This Person? _____

Address _____ Phone (____) _____

HOW DID YOU FIND OUT ABOUT US?

___ Apartment Guide ___ Greenwood Farms Website ___ Sign ___ Drive-By ___

Referral (please name) _____

What features or services are important to you? _____

Application is hereby made to rent a _____ bedroom apartment or Apartment No. _____ beginning on the _____ day of _____ 20____ for a period of _____ months for \$ _____ per month payable in advance on the first day of each month. Applicant promises that all the above information is true and correct and acknowledges that all such information is material to GREENWOOD FARMS decision whether to lease an apartment to applicant.

Applicant hereby deposits with Greenwood Farms **\$200.00** which shall be held in a non-interest bearing account. **IN THE EVENT APPLICANT CANCELS THIS APPLICATION AFTER 3 DAYS HAVE ELAPSED FROM RECEIPT OF DEPOSIT AND FEES, OR IF THE APPLICANT FAILS TO SIGN A LEASE WHEN REQUESTED TO DO SO, THE DEPOSIT AND FEES SHALL BE APPLIED TO GREENWOOD FARMS LOSS OF RENT.** If this application is not approved, the deposit will be returned to the applicant. If this application is approved, Applicant agrees to execute GREENWOOD FARMS standard form residential lease, pay a security deposit of **\$200.00** and an administrative fee of **\$100.00** and pay any monies owing on the first month's rent. This deposit will be applied to the security deposit in the event applicant and Greenwood Farms enter into a lease agreement. **IF YOU CANCEL YOUR MOVE-IN AFTER YOUR APPLICATION IS APPROVED AND YOUR APARTMENT HAS BEEN RESERVED, YOU WILL LOSE YOUR SECURITY DEPOSIT OF \$200.00, YOUR ADMINISTRATIVE FEE OF \$100.00, AND REQUIRED PAYMENT OF ONE MONTH'S RENT TO COMPENSATE FOR OUR LOSS**

I HAVE READ AND I FULLY UNDERSTAND THE TERMS AND CONDITIONS SET FORTH IN THIS APPLICATION. I UNDERSTAND THAT THIS APPLICATION IS PART OF MY LEASE AGREEMENT, ESPECIALLY THOSE AREAS REGARDING EARNEST MONIES. I UNDERSTAND AND GIVE GREENWOOD FARMS PERMISSION THAT AS A PART OF NORMAL PROCEDURE FOR PROCESSING THIS APPLICATION AN INVESTIGATION WILL BE CONDUCTED AS TO THE VALIDITY OF THE CONTENTS THAT ARE CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT THIS INVESTIGATION MAY INCLUDE, BUT IS NOT LIMITED TO, A CONSUMER CREDIT REPORT, VERIFICATION OF EMPLOYMENT WITH SALARY, PAST RENTAL HISTORY, CRIMINAL HISTORY AND I, THEREFORE, CONSENT TO THIS INVESTIGATION, AND I CERTIFY THAT ALL STATED FACTS ARE TRUE. IT IS UNDERSTOOD THAT ANY MISREPRESENTATION OR OMISSION IS CAUSE FOR THE MANAGEMENT AND/OR OWNER TO REJECT THIS APPLICATION AND/OR TERMINATE LEASE. I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN 30 DAYS OF THE TIME THIS APPLICATION IS MADE FOR A COMPLETE AND ACCURATE DISCLOSURE OF ADDITIONAL INFORMATION CONCERNING THE NATURE AND SCOPE OF THE REPORT. I UNDERSTAND THAT GREENWOOD FARMS WILL COMPILE THE REPORT AND THAT I MAY OBTAIN THIS INFORMATION BY WRITING DIRECTLY TO REALPAGE, INC.

OF RENT ON YOUR RESERVED APARTMENT.

Applicant hereby pays a **\$30.00** non-refundable application fee to GREENWOOD FARMS in consideration for accepting and investigating this application.

ANYTHING HEREIN CONTAINED SHALL NOT BE DEEMED TO CREATE ANY LIABILITY ON THE PART OF GREENWOOD FARMS FOR FAILURE TO DELIVER THE PREMISES ON THE DATE SPECIFIED, NOR SHALL ANYTHING HEREIN BE DEEMED TO RELEASE THE APPLICANT AND/OR LESSEE FROM ANY LIABILITY CREATED HEREIN TO LEASE THE ABOVE REFERENCE APARTMENT, EXCEPT TO THE EXTENT THAT THE RENTAL PROVIDED FOR SHALL BE ABATED UNTIL SUCH TIME AS THE TENANT TAKES POSSESSION OF THE PROPERTY OR COULD HAVE TAKEN POSSESSION OF THE PROPERTY.

SIGNATURE OF APPLICANT

PRINT APPLICANT NAME

DATE

SIGNATURE OF SPOUSE

PRINT SPOUSE NAME

DATE





Thank you for choosing **GREENWOOD FARMS.**

We **WELCOME** you to live at our community and make our property your **HOME.**

Before you make your decision to live here, we want you to be informed of our standards. Because we care about our resident community, we desire each resident to respect their neighbors and to help preserve this community as an enjoyable and peaceful place to live.

We, as a Management Staff, will not tolerate disturbing acts in or outside the apartment that will interfere with the rights, comfort or convenience of other residents.

Our Passion is to make **GREENWOOD FARMS** a unique place to live, a home base that is rich in community, and a launching pad for positive life impact through residents that move in, get involved, and make a difference.

I CERTIFY THAT I HAVE READ ALL THE ABOVE STATEMENT AND WILL ADHERE TO IT.

Signature of Agreement



RENTAL QUALIFICATIONS

In signing the application and submitting your application fee, you are giving **DOMINION MANAGEMENT GROUP & GREENWOOD FARMS** the right to research the information you have provided us to make the recommendation for acceptance.

- **We will review your residence history.** (No outstanding balances or evictions)
If you are a full-time student, with no rental history established, it will not count against you.
- **We will review present employment information.**
If you are a full-time student, with no employment established, we will require a Co-Signor.
- **We require your verifiable income to be at least two times the rental amount monthly. You must provide 60 days of pay stubs; OR last year's W-2 form; OR a financial aid statement with the loan amount; OR recent bank statements showing recurring deposits; OR proof of assets such as bank or mutual fund statements; OR an official letter from your new employer stating salary amount.** (This requirement applies to all roommates and Co-Signors)
- **We will review your credit rating with the credit bureau.** (Good history required)
If you are a full-time student, with no credit history established, we will require a Co-Signor.
- **We do not permit felony convictions on your criminal background check.**
- **We do not permit convicted sex offenders to live at GREENWOOD FARMS.**
- **Evictions or outstanding debt to other apartment communities may be reasons for denial.**
- **Bankruptcy will need to be discharged and recent credit will need to be in good standing.**

The income required for qualification is based on verifiable gross income. Your salary must be in line with the following amounts.

- 1.) An individual will need 3 times the rental amount per month.
- 2.) Roommates will need a combined income of 3 times the rental amount per month.
- 3.) Married couples' income will be combined.

We require that every adult (18 years or older) who resides in the apartment must have an approved application on file.

To be a qualified Co-Signor, you will need to meet the same qualifications as an applicant and have approved credit. You must sign the lease agreement along with the applicant(s) upon move-in.

Please understand that any falsification or omissions deemed deliberate are grounds for immediate denial. Approval is based on the sole discretion of the above stated management company. We practice under equal housing opportunity codes and we do not discriminate based on age, race, color, religion, sex, family status, handicap, or national origin.

In signing this application, you are aware that if the application is not approved, the application fee of **\$30.00** per person is non-refundable. Upon submitting your application, we require two separate checks (or money orders). One is for the security deposit and the other is for the administrative fee. Our security deposit is **\$200.00**, which will be refundable within 30 business days after your move-out and an administrative fee of **\$100.00** that is non refundable.

IF YOU CANCEL YOUR MOVE-IN AFTER YOUR APPLICATION IS APPROVED AND YOUR APARTMENT HAS BEEN RESERVED, YOU WILL LOSE YOUR SECURITY DEPOSIT OF \$200.00, YOUR ADMINISTRATIVE FEE OF \$100.00, AND REQUIRED PAYMENT OF ONE MONTH'S RENT TO COMPENSATE FOR THE LOSS OF RENT ON THE RESERVED APARTMENT.

By signing below you acknowledge that you have read and understand the foregoing rental standards.

Applicant Signature

Date



Apartments

RENTAL VERIFICATION REQUEST

TO:		FROM:	
PROPERTY:		PROPERTY:	GREENWOOD FARMS APARTMENTS
FAX #:		FAX #:	(423) 979-6365
PHONE #:		PHONE #:	(423) 979-0390

AUTHORIZATION FOR RENTAL HISTORY

I, _____, authorize the release of my rental history to GREENWOOD FARMS.

I'm a ___ current / ___ former resident of an apartment community known as _____.

My address was/is: _____.

Applicant Signature

Date

THE FOLLOWING MUST BE COMPLETED BY THE LANDLORD

We have received an application for lease from your current/former resident. Please provide the following information. If you have any questions, please contact our office. Thank you for your time and attention.

Applicant Name: _____

When did the Resident move in and move out of the property?

Move-In Date: _____ Move-out Date: _____ Rental Rate: \$ _____ per month

Did the applicant pay his/her rent promptly?

Yes No Comments: _____

If no, how many times were they late? _____ NSF's? _____

Did the applicant has any pets?

Yes No Comments: _____

Did the applicant incur any cost for damages, late fees or other charges?

Yes No Comments: _____

Were any complaints made against the Tenant by any neighbors or any within the rental community?

Yes No Comments: _____

Were you given proper notice and a reason for the rental/lease agreement being terminated?

Yes No Comments: _____

Did the resident adhere to the rules, regulations, and terms of their lease?

Yes No Comments: _____

Would you lease to this individual if he/she applied with you again?

Yes No Comments: _____

Please use the space below for additional comments you may wish to make.

Signature: _____

Your Title: _____

Print Name: _____

Date: _____