

## Information for Renters

Applicants — please keep this page

### Apply to Rent a Home — Application will be valid for 30 days

- Application — ALL OF IT — filled out completely and legibly
  - One for each adult (over 18) living in the property
  
- Proof of income or bank statements
  - 1 month of each applicant's pay stubs with year-to-date info **OR**
  - 2 months' bank statements (self-employed or paid by direct deposit)
  
- Photo ID for each applicant
  
- \$30 NONREFUNDABLE application fee (PER APPLICANT)
  - NO personal checks
  - Must be paid by cash, cashier's check, money order, or credit card (2% fee applies if paid by credit/debit card)
  
- Email ID and proof of income to [rentals@sigprops.com](mailto:rentals@sigprops.com) or bring by our office at **115 W New Street, Kingsport, TN**
  
- Security Deposit
  - Once approved, you have 24 hours to pay the security deposit.
  - Must be paid by cash, cashier's check, money order, or credit card (2% fee applies if paid by credit/debit card)



# Rental Application

**Property Address** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant — ALL areas MUST be filled in to process application**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Birth Date \_\_\_\_\_ Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Vehicle Color \_\_\_\_\_ Vehicle Year \_\_\_\_\_ License Plate Number and State \_\_\_\_\_

Email Address \_\_\_\_\_

**Co-Applicant — ALL areas MUST be filled in to process application**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Birth Date \_\_\_\_\_ Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Vehicle Color \_\_\_\_\_ Vehicle Year \_\_\_\_\_ License Plate Number and State \_\_\_\_\_

Email Address \_\_\_\_\_

**All Other Occupants (including ALL children)**

\_\_\_\_\_  
\_\_\_\_\_

**Photo ID for each applicant must be submitted with the application**

**Applicant Mortgage and/or Rental History**

Current Address \_\_\_\_\_

Length of Occupancy \_\_\_\_\_ Current Mortgage/Rent \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

Previous Address \_\_\_\_\_

Length of Occupancy \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Phone Number \_\_\_\_\_



**Co-Applicant Mortgage and/or Rental History**

Current Address \_\_\_\_\_ Current Mortgage/Rent \_\_\_\_\_

Length of Occupancy \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

Previous Address \_\_\_\_\_

Length of Occupancy \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

**Employment History — Must be filled out by all applicants responsible for rent payments**

**Applicant Current Employer** \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Length of Employment \_\_\_\_\_ Title/Position \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Length of Employment \_\_\_\_\_ Title/Position \_\_\_\_\_

**Co-Applicant Current Employer** \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Length of Employment \_\_\_\_\_ Title/Position \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Length of Employment \_\_\_\_\_ Title/Position \_\_\_\_\_

**Income**

Applicant's Gross Monthly Income (Before Deductions) \$ \_\_\_\_\_

Co-Applicant's Gross Monthly Income (Before Deductions) \$ \_\_\_\_\_

Other Monthly Income (Before Deductions - include source) \$ \_\_\_\_\_

Other Monthly Income (Before Deductions - include source) \$ \_\_\_\_\_

**Total Monthly Income** \$ \_\_\_\_\_

**Proof of income for each applicant must be submitted with the application**



Check anything that applies to Applicant or Co-Applicant

Credit/Financial Information

Do you have: Checking Account [ ] Yes [ ] No
Savings Account [ ] Yes [ ] No
Other [ ] Yes [ ] No

Miscellaneous Information

Do you have pets? [ ] Yes [ ] No
If Yes, how many? \_\_\_\_\_ Breed \_\_\_\_\_
Do you smoke? [ ] Yes [ ] No [ ] Inside [ ] Outside

Have you ever:

Filed bankruptcy [ ] Yes [ ] No Had any credit issues [ ] Yes [ ] No
Been sued [ ] Yes [ ] No Been a registered sex offender [ ] Yes [ ] No
Been evicted [ ] Yes [ ] No Lost property due to foreclosure [ ] Yes [ ] No
Been convicted of a felony [ ] Yes [ ] No Intentionally refused to pay rent [ ] Yes [ ] No

Please explain any "Yes" answers

How were you referred to us?

[ ] Newspaper (Name) \_\_\_\_\_ [ ] Realtor (Name) \_\_\_\_\_
[ ] Other \_\_\_\_\_

References

Name \_\_\_\_\_ Phone Number \_\_\_\_\_
Relationship to you \_\_\_\_\_
Name \_\_\_\_\_ Phone Number \_\_\_\_\_
Relationship to you \_\_\_\_\_

Emergency Contact

Name \_\_\_\_\_ Phone Number \_\_\_\_\_
Address \_\_\_\_\_ Relationship to you \_\_\_\_\_

Please list any medical information we should be aware of

\_\_\_\_\_



# Rental Application — Continued

I certify that all the information given above is true and correct to the best of my knowledge. I understand that my lease may be terminated if I have made any false or incomplete statements. I authorize verification of the information provided from the credit bureaus, current and previous landlords, employers, and any references given. This permission will survive the expiration of my tenancy. Applicant permits and agrees to pay a non-refundable screening fee of \$30.00 per applicant. Applications will be valid for 30 days. If Signature Properties approves this Application, I will within 24 hours deliver the Security Deposit to Signature Properties to secure the property. If I fail or refuse to execute a lease within 14 days from making the Security Deposit, I understand the Security Deposit will be retained by Signature Properties as liquidated damages for the owner and there shall be no further liability on the part of the owner. This Application does not represent a guarantee of approval and shall not be binding until a lease is executed on the owner's behalf and delivered to the undersigned.

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant \_\_\_\_\_

Date \_\_\_\_\_



**Tenant Agent** \_\_\_\_\_

Application Fee \_\_\_\_\_ X Applicants \_\_\_\_\_ = \$ \_\_\_\_\_

Proposed Deposit Amount \_\_\_\_\_

Proposed Move In Date \_\_\_\_\_

Proposed Lease Term \_\_\_\_\_

Proposed Rental Amount \_\_\_\_\_

Proposed Pet Fees \_\_\_\_\_

**Owner Agent** \_\_\_\_\_

Approved

Declined

### Approved

Approved Deposit Amount \_\_\_\_\_

Approved Move In Date \_\_\_\_\_

Approved Lease Term \_\_\_\_\_

Approved Rental Amount \_\_\_\_\_

Approved Pet Fees \_\_\_\_\_

### Declined

Reason(s) \_\_\_\_\_

Office: Adverse Action Notice Sent Out to Each Applicant

Date \_\_\_\_\_



## Consent to Background and Reference Check

The undersigned Applicant(s) hereby authorize(s) Signature Properties, and any consumer or credit reporting agency or bureau employed by it, to investigate our character, general reputation, mode of living, credit and financial responsibility, and the statements made with this Application, and to inquire of and check with the persons and references named therein, and also authorize(s) such credit or consumer agency or bureau to make a consumer or credit report in connection therewith.

\_\_\_\_\_  
Applicant (Print Name) Date

\_\_\_\_\_  
Applicant (Signature) Date

\_\_\_\_\_  
Current Address Phone Number

\_\_\_\_\_  
Co-Applicant (Print Name) Date

\_\_\_\_\_  
Co-Applicant (Signature) Date

\_\_\_\_\_  
Current Address Phone Number