
Information for Renters

Apply to Rent a Home ~ Applications Will Be Valid For 30 Days

Application: Please fill out the application completely. We need one for each adult that will be living in the property. An adult is anyone 18 years of age or older. We will need 1 month of each applicant's most recent pay stub along with the completely filled out application. Check stubs must have year to date income information. A photo ID for all applicants must be submitted with application. Incomplete applications will not be processed until all information and check stubs are received. You can fax the application to our office at 423-343-7787 or bring it to one of our offices at 115 West New Street Kingsport, TN 37660 or 2809 E. Oakland Ave Johnson City, TN 37601.

Pay the screening Fees: The screening fee MUST be paid before we process your application. There is a non-refundable \$30.00 per applicant screening fee. For this fee we accept cash, cashier's check, credit/debit cards or money orders payable to Signature Properties. Personal Checks are not accepted for Screening Fees.

Security Deposit: Once approved, you have 24 hours to turn in the security deposit. The Security Deposit is the same amount of one month's full rent unless otherwise agreed upon. The Security Deposit must be paid by cashiers' check, cash, money order or debit/credit card. Personal Checks are not accepted for Security Deposits.

Housing Assistance: Some of our property owners accept Section 8 housing assistance payments. Contact us for details.

The Lease

Length of Lease: Our standard lease term is for 12 months unless otherwise agreed upon.

Get the Keys: To move in, we require the following...

- Security Deposit
- First Month's Rent - If moving in after the 1st, rent will be prorated. This rent payment must be paid by cashiers' check, cash, money order, or debit/credit card. Personal Checks are not accepted for the First Month's Rent.
- Proof of Utilities - Tenant must supply verification that utilities have been transferred into their name effective the start date of the lease.

Rent: Rent is due monthly on the first day of each month. Rent can pay by debit/credit card, cash, cashier's check, automatic withdrawal, money order or personal check. Rent is late after 5:00pm on the 5th. If the 5th falls on a Legal Holiday or Weekend, rent is considered late the next business day. A 5% Late Fee will be applied for any rent not received by the 5th at 5:00pm.

Pets: Some of our property owners accept pets. If pets are allowed, there is a onetime nonrefundable pet fee of \$200 per pet, unless otherwise agreed upon.

Please Note:

All Debit/Credit Card transactions will be assessed a 2% Convenience fee.

Applicant keeps this Page!



RENTAL APPLICATION

Address of Rental Property _____ Date _____

Applicant: (ALL Areas MUST BE filled in to process Application)

First Name: _____ Middle: _____ Last: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Social Security # _____
Birth Date: _____ Vehicle Make: _____
Model: _____ Color _____ Year _____ Lic. Plate/State: _____
E-Mail Address: _____

Co-Applicant: (This area MUST be completely filled out)

Full Name: _____ Middle: _____ Last: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Social Security # _____
Birth Date: _____ Vehicle Make: _____
Model: _____ Color _____ Year _____ Lic. Plate/State: _____
E-Mail Address: _____

All Other Occupants (including ALL Children)

PHOTO ID FOR EACH APPLICANT MUST BE SUBMITTED WITH THE APPLICATION!

Mortgage and/or Rental History

Current Address _____
(This blank MUST be filled out completely **INCLUDING ZIP CODE**)
Length of Occupancy _____ Current Rent \$ _____
Reason for Leaving _____
Landlord/Manager _____ Phone # _____
Previous Address _____
Length of Occupancy _____ Reason for Leaving _____
Landlord/Manager _____ Phone # _____

Co - Applicant Mortgage and/or Rental History

Current Address _____

Length of Occupancy _____ Current Rent \$ _____

Reason for Leaving _____

Landlord/Manager _____ Phone# _____

Previous Address _____

Length of Occupancy _____ Reason for Leaving _____

Landlord/Manager _____ Phone# _____

Employment History (This area MUST be filled out by all applicants responsible for rent payments)

Applicant Current Employer _____

Address _____ Phone # _____

Supervisor _____ Phone # _____

Length of Employment _____ Title/Position _____

Previous Employer _____

Address _____ Phone # _____

Supervisor _____ Phone # _____

Length of Employment _____ Title/Position _____

Reason for Leaving _____

Co-Applicant Current Employer _____

Address _____ Phone # _____

Supervisor _____ Phone # _____

Length of Employment _____ Title/Position _____

Previous Employer _____

Address _____ Phone # _____

Supervisor _____ Phone # _____

Length of Employment _____ Title/Position _____

Reason for Leaving _____

Income

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

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

Other Monthly Income (Please Include Source)
(Before Deductions) \$ _____

Other Monthly Income (Please Include Source)
(Before Deductions) \$ _____

Total Monthly Income \$ _____

PROOF OF INCOME FOR EACH APPLICANT MUST BE SUBMITTED WITH THE APPLICATION!

Check anything that applies to Applicant and Co-Applicant:

Credit/Financial Information

Do you have a: Checking Account Yes ___ No ___
 Savings Account Yes ___ No ___
 Other Yes ___ No ___

Miscellaneous Information

Do you have Pets: Yes ___ No ___
 Number _____ Type _____

Do you Smoke: Yes ___ No ___ Inside or Outside?

Have you ever: Filed Bankruptcy Yes ___ No ___
 Been Sued Yes ___ No ___
 Been Evicted Yes ___ No ___
 Been Convicted of a felony Yes ___ No ___
 Had any Credit Issues Yes ___ No ___
 Been a registered Sex Offender Yes ___ No ___
 Lost Property Due to Foreclosure 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:

Personal References _____ Phone # _____
Relationship to you _____

Personal References _____ Phone # _____
Relationship to you _____

Emergency Contact

Name _____ Phone # _____
Address _____
Relationship to you _____

Please list any medical information we should be aware of _____

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: \$30.00 X _____ = \$ _____ Proposed Deposit Amount: _____

Proposed Move In Date: _____ Proposed Lease Term: _____

Proposed Rental Amount: _____ Proposed Pet & Pet Fee(s): _____

Owner Agent: _____

Approved

Declined

Approved:

Approved Deposit Amount: _____

Approved Move In Date: _____ Approved Lease Term: _____

Approved Rental Amount: _____ Approved Pet & Pet Fee(s): _____

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.

Print Name – Applicant

Date

Signature – Applicant

Address

Phone

Print Name – Co Applicant

Date

Signature – Co Applicant

Address

Phone