

**APPLICATION FORM  
MCCORMICK PROPERTY MANAGEMENT AND REALTY, LLC**

**ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA**

**A RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE TENANTS 18 YEARS OF AGE OR OLDER AND A NON-REFUNDABLE APPLICATION FEE PAID FOR EACH APPLICANT. (THE EXCEPTION WOULD BE AN INDIVIDUAL LIVING WITH A PARENT, GUARDIAN, OR DESIGNEE).**

**1. INCOME:**

Gross income per property must be three (3) times the amount of the rent. If not verifiable by employer, we require the past 6 months of bank statements or certification from the bank that the account maintains a minimum average monthly balance of three (3) times the rental amount. (Note: Applicants not meeting income requirements are required to have a guarantor).

**2. EMPLOYMENT:**

An applicant must have verifiable current employment and six months employment history or a verifiable source of income. School will be accepted as an alternative to employment history provided it can be verified. **NOTE: ALL INCOME VERIFICATION PAPERWORK MUST BE PROVIDED TO MANAGER NO LATER THAN 24 HRS. FROM THE DATE OF THE APPLICATION. FAILURE TO DO SO WILL AUTOMATICALLY DENY THE APPLICATION DUE TO LACK OF VERIFIABLE INCOME.**

**3. CREDIT:**

All applicants must provide a valid social security number. Applicants who are not permitted to have a social security number will have to supply satisfactory alternative identification. For example, a valid foreign passport or I-10 Form. A credit report will be processed on each applicant. Applicants for whom negative credit information is reported for more than 20% of current accounts do not meet credit requirements. A "current account" is an account which is currently open or a closed account that has had activity within the past two years. Medical accounts are not considered.

**4. RESIDENCY/RENTAL HISTORY:**

Two years verifiable residency or current/previous address with at least 12 months rental or home ownership history.

**AN APPLICATION MUST BE COMPLETED ON EACH OCCUPANT OVER THE AGE OF 18.**

**5. AN APPLICANT WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:**

- A) Having unresolved debts to a current/previous landlord/mortgage and/or non-compliance with any terms of the lease/contract and/or community policies (A total of two payments and/or returned checks per year of residency is acceptable)
- B) Having been evicted or currently in the process of being evicted by landlord for cause.
- C) Having a foreclosure in the past 12 months.
- D) Bankruptcy has been filed, or is currently under consideration, and no final order of discharge has been entered.
- E) Any information on the rental application is not true.
- F) Having been convicted of manufacturing or distributing a controlled substance.

NOTE: If applicant or any other intended occupant has any type of criminal background, the applicant and all other intended occupants may be denied. The decision will depend upon the nature of the crime.

**6. AGE:**

Applicants must be at least 18 years of age.

**7. OCCUPANCY:**

Total persons per property is no more than allowed by city codes.

**8. SECURITY DEPOSIT:**

A security deposit and application fee must be paid in full prior to application process. Security Deposit is preferable to be paid with certified funds. Checks will not be held or taken postdated. If applicant is not approved, a check for the amount of deposit will be mailed to applicant within fourteen (14) days to the most current address on application. Applicant understands that this good faith deposit removes this property from the open market so as to be held for possession date. Management will retain the full amount of the deposit as compensation for the unit being held off the market if applicant cancels after being approved for move-in.

**9. PET DEPOSIT/PET POLICY:**

No pets are permitted without management approval in its sole discretion. A maximum of one pet per home will be allowed (unless approved in advance) with a deposit and refundable pet deposit (as required by the Owner). All tenants with pets must have a pet agreement on file. Dog owners must show proof of renter's insurance. NO VISITING PETS ALLOWED. (The only exception to these policies would be pets which are designated as service animals required to accompany a resident with a verified disability for the specific purpose of aiding that person.)



PERMISSION TO RUN CREDIT REPORT

I understand that this application is part of my lease agreement. Also, that as a part of normal procedure for processing this application, an investigative consumer report may be obtained whereby information is secured through interviews with persons with whom I am acquainted. This report, if obtained, 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 understand that I may obtain this information by writing directly to Nashville Credit Bureau, who will compile this report for a fee.

NASHVILLE CREDIT BUREAU  
2206 21<sup>ST</sup> AVENUE  
NASHVILLE, TENNESSEE 37212  
(615) 386-2200

PLEASE READ ABOVE CONDITIONS PRIOR TO SIGNING

\_\_\_\_\_  
(Lessor or Representative) (Date)      \_\_\_\_\_  
(Applicant) (Date)

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

**MCCORMICK PROPERTY MANAGEMENT AND REALTY, LLC**

699 West Main St., Suite 107  
Hendersonville, TN 37075  
(615) 264-0041 fax: (615) 264-9102

**APPLICATION**

Date: \_\_\_\_\_ Property: \_\_\_\_\_  
Move-in Date: \_\_\_\_\_ Rent: \_\_\_\_\_ Deposit: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\*Full Name: \_\_\_\_\_ S.S.# \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Married Single Divorced Separated  
\*Spouse's Name: \_\_\_\_\_ S.S.# \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
Children/Name & Ages: \_\_\_\_\_  
Occupant/Relation to Applicant: \_\_\_\_\_

\*Present Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
Rental Amount: \_\_\_\_\_ How Long? \_\_\_\_\_ 30 Day Notice Given? \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Date Lease Expires: \_\_\_\_\_  
Former Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Rental Amount: \_\_\_\_\_ How Long? \_\_\_\_\_  
30 Day Notice Given? \_\_\_\_\_ Reason for Moving: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ 30 Day Notice Given? \_\_\_\_\_  
If you owned your home, name of Mortgage Co.: \_\_\_\_\_

\*Applicant's Employment: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Date Started: \_\_\_\_\_ Full/Part Time: \_\_\_\_\_  
If employed less than 1 year, previous employment: \_\_\_\_\_  
Address: \_\_\_\_\_ How Long: \_\_\_\_\_  
\*Spouse's Employment: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Date Started: \_\_\_\_\_ Full/Part Time: \_\_\_\_\_  
Other Income: \_\_\_\_\_

\*Name of bank: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Account No: \_\_\_\_\_ CK ( ) Sav ( ) Loan ( )

\*Credit References & Accounts (Local references preferred)

1. \_\_\_\_\_ Account: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Account: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Pets: Number \_\_\_\_ Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Housebroken: \_\_\_\_\_

\*Vehicles: We do not allow vehicles without permission, vehicles not approved in writing, may be towed away at owner's expense. ALSO: Do you have a boat, motorcycle, trailer, truck, etc? \_\_\_\_\_

1. Make \_\_\_\_\_ Model \_\_\_\_\_ YR: \_\_\_\_\_ Color \_\_\_\_\_ License No.: \_\_\_\_\_  
2. Make \_\_\_\_\_ Model \_\_\_\_\_ YR: \_\_\_\_\_ Color \_\_\_\_\_ License No.: \_\_\_\_\_

\*In case of illness, accident, emergency, please notify: \_\_\_\_\_

Relation: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

\*How did you learn of this property? ( ) Newspaper ( ) Drive-by ( ) Referral ( ) Other

Tenant hereby agrees not to engage in any criminal activity including illegal drugs and illegal use of firearms.

A non-refundable processing charge is payable with this application. Applicant understands that the processing charge will not be refunded under any circumstances or applied to any monies due Agent. Processing charges are \$35.00 for applicant/spouse; \$15.00 for all other applicants and/or co-signers. In the event of more than one resident, each resident understands he/she is jointly and severally liable for each provisions of this contract.

Agent agrees to either approve or disapprove this application within seventy-two (72) hours.

A security deposit in the amount of \$ \_\_\_\_\_ is payable at the time of the submission of this application in order to remove the residence from the "For Lease Market" and will be deposited in US Bank. Agent is not obligated to hold the property off the market unless the security deposit is paid in full.

If applicant fails to be approved, this application will be deemed to have been withdrawn and Agent or Applicant will be under no further obligation; however, if applicant merely changes his/her mind about the property after being approved, the security deposit will be retained by

Agent as liquidated damages. If applicant is not approved, the security deposit (not processing charge) will be refunded to applicant.

The security deposit placed in the form of cash will be refunded no sooner than twenty-four (24) hours.

If the applicant's check is returned by his or her bank for insufficient funds, either for his or her deposit money or later for his or her rent and/or any other payments to MCCORMICK PROPERTY MANAGEMENT AND REALTY, LLC, applicant understands that he or she may be at Agent's option, in breach of any Lease Agreement and will be subject to immediate eviction or at Manager's option, Manager shall require all future payments to be made in cash, cashier's check, or money order.

Agent's failure to deliver possession of the premises at the time agreed upon, shall not subject Agent to damages in any amount whatsoever.

Should applicant be approved to lease this subject property, then his/her rent must begin in not more than 21 days' from date of notice of approval.

I understand that this application is a part of my Lease Agreement. Also that as a part of normal procedure for processing this application, an investigative report may be obtained whereby information is secured through interviews with persons with whom I am acquainted. This report, if obtained, typically contains information as to my character, criminal background, if any, 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 disclosure. I understand that I may obtain this information by writing directly to Nashville Credit Bureau, who will compile this report for a fee.

**PLEASE READ ABOVE CONDITIONS PRIOR TO SIGNING**

I have read the above conditions and agree:

\_\_\_\_\_  
Agent (Date)

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

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

