

# ENTERPRISE PROPERTY MANAGEMENT

2965 N Germantown Road, Suite 128, Bartlett, TN 38133

Phone: 901-260-0206 Fax: 901-260-0210 Web: [www.epmleasing.com](http://www.epmleasing.com)

## APPLICATION STANDARDS

*This page is to be kept by the Applicant for their informational purposes.*

**Standard Credit Requirements:** Minimum credit score of 575. No current or prior foreclosures, or defaults on housing by any name or definition. No monetary judgments, collections or government liens. Bankruptcies must be discharged.

**Employment History:** 2 years of employment history. For self-employed, include the following: past 2 years of income tax returns and 3 months of past bank statements. *Unless otherwise retired or disabled.*

**Rental History:** 2 years of rental history. No prior evictions. No prior lease infringements.

**Minimum Income Qualifications:** Monthly Gross Income must be at least 3x the Monthly Rent amount. Roommates must meet 50% of income requirement. Please provide 2 most recent paycheck stubs (per applicant) to verify income. Applicants with an active mortgage will be required to have a monthly income of 6 times the amount of monthly rent amount.

**Court Reports/Public Records** – Must be clear and not reflect a pattern of behavior which may interrupt the private or public enjoyment or safety of individuals in the community. Public records must be free of any record of default regarding loans/ financing of housing, vehicles or other consumer loans.

**Standard Lease Term:** Initial – 12-month minimum. Renewal – 12 month minimum or 5% premium for month-to-month.

**Application Fee:** \$49.95 per applicant or co-signers. Co-Signers will not be approved by EPM but might be approved by the property owner, at their discretion. There is no fee for occupants.

**Standard Security Deposit:** 100% of monthly rent amount. Additional deposit may be required by rental property owner based on the content of a credit report or other challenging factors discovered by the application process.

**Pro-Rate/First Month's Rent:** Payment may be made by cashier's check or money order.

## Application Checklist

*Have you completed all of the items below? Make sure each of these items is completed before submitting your application.*

- \_\_\_\_\_ **Completely filled out all the information required in the Application.**
- \_\_\_\_\_ **All parties have properly signed all required initial (p.4) and signature (p.5-9) spaces on Application.**
- \_\_\_\_\_ **Provided accurate information for your employer and current landlord on the Employment and Rental Verification forms.**
- \_\_\_\_\_ **Provided 2 most recent paycheck stubs (per applicant) to verify income.**
- \_\_\_\_\_ **Provided proof of additional income (child support, disability, etc.), if applicable.**
- \_\_\_\_\_ **Have application fee ready to be paid via cashier's check, money order, debit card or credit card.**
- \_\_\_\_\_ **Home held fee/security deposit ready to be paid in certified fund via cashier's check, money order, debit card or credit card. (if applicable).**

**\*For more information about our lease terms, you may view a sample copy of our lease agreement on our website in the "Rental Application" section.**

**ENTERPRISE PROPERTY MANAGEMENT  
RESIDENTIAL RENTAL APPLICATION**

*Please fill out COMPLETELY and RETURN to:*  
**2965 Germantown Rd. Suite 128  
Bartlett, TN 38133  
Phone: (901) 260-0206 Fax: (901) 260-0210**

DATE: \_\_\_\_\_ LEASING AGENT: \_\_\_\_\_

Property Interested In: \_\_\_\_\_

Rent/ Deposit amount \$ \_\_\_\_\_ Preferred move-in date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**HOW DID YOU LEARN ABOUT EPM?**

- ( ) EPMLeasing.com ( ) Drive By ( ) Zillow ( ) Trulia ( ) Hot Pads
- ( ) Other: \_\_\_\_\_

**PERSONAL  
INFORMATION**

**APPLICANT'S NAME** \_\_\_\_\_ **SSI** \_\_\_\_\_

DOB \_\_\_\_\_ Age \_\_\_\_\_

**CO-APPLICANT'S NAME** \_\_\_\_\_ **SSI** \_\_\_\_\_

DOB \_\_\_\_\_ Age \_\_\_\_\_

**Children – Names & Ages**

1. \_\_\_\_\_ DOB \_\_\_\_\_ 2. \_\_\_\_\_ DOB \_\_\_\_\_

3. \_\_\_\_\_ DOB \_\_\_\_\_ 4. \_\_\_\_\_ DOB \_\_\_\_\_

**OTHER OCCUPANT & Relation to Applicant:** \_\_\_\_\_

HAS ANYONE LISTED ON THIS APPLICATION BEEN CONVICTED OF A FELONY? YES ( ) NO ( )

HAS ANYONE LISTED ON THIS APPLICATION EVER BEEN EVICTED? YES ( ) NO ( )

**RENTAL HISTORY**

**APPLICANT'S CURRENT ADDRESS:** \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 DATES OF RESIDENCE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ MONTHLY RENT AMOUNT: \_\_\_\_\_  
 REASON MOVING: \_\_\_\_\_  
 APT NAME: \_\_\_\_\_ APT. # \_\_\_\_\_  
 NOTICE GIVEN (Circle One) Y N  
 LANDLORD'S NAME: \_\_\_\_\_  
 PHONE # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**APPLICANT'S FORMER ADDRESS:** \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 DATES OF RESIDENCE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ MONTHLY RENT AMOUNT: \_\_\_\_\_

**RENTAL HISTORY**

**CO-APPLICANT'S CURRENT ADDRESS:** \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 DATES OF RESIDENCE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ MONTHLY RENT AMOUNT: \_\_\_\_\_  
 REASON MOVING: \_\_\_\_\_  
 APT NAME: \_\_\_\_\_ APT. # \_\_\_\_\_  
 NOTICE GIVEN (Circle One) Y N  
 LANDLORD'S NAME: \_\_\_\_\_  
 PHONE # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**CO-APPLICANT'S FORMER ADDRESS:** \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 DATES OF RESIDENCE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ MONTHLY RENT AMOUNT: \_\_\_\_\_

**EMPLOYMENT HISTORY**

**APPLICANT'S EMPLOYER** \_\_\_\_\_  
 APPLICANT'S SUPERVISOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 POSITION \_\_\_\_\_ SALARY \$ \_\_\_\_\_ per \_\_\_\_\_  
 DATE STARTED \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_  
 PREVIOUS POSITION \_\_\_\_\_  
 PHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**EMPLOYMENT HISTORY**

**CO-APPLICANT'S EMPLOYER** \_\_\_\_\_  
 APPLICANT'S SUPERVISOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 POSITION \_\_\_\_\_ SALARY \$ \_\_\_\_\_ per \_\_\_\_\_  
 DATE STARTED \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_  
 PREVIOUS POSITION \_\_\_\_\_  
 PHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**FINANCIAL AND BANK INFORMATION****APPLICANT:**

NAME OF BANK: \_\_\_\_\_  
 BRANCH \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 CHECKING  SAVINGS  LOAN

**CO-APPLICANT:**

NAME OF BANK: \_\_\_\_\_  
 BRANCH \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 CHECKING  SAVINGS  LOAN

**ADDITIONAL INCOME**

Such as child support, social security, disability, etc. Please provide documentation of amount.

SOURCE: \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

SOURCE: \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

**VEHICLE INFORMATION**

We do not allow vehicles without permission. Vehicles not approved in writing may be towed at owner's expense.  
 One vehicle per listed driver.

1. MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_  
 COLOR \_\_\_\_\_ LICENSE PLATE ST & # \_\_\_\_\_

2. MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_  
 COLOR \_\_\_\_\_ LICENSE PLATE ST & # \_\_\_\_\_

DRIVER'S LICENSE #: APPLICANT'S: \_\_\_\_\_ ST: \_\_\_\_\_  
 CO-APPLICANT'S: \_\_\_\_\_ ST: \_\_\_\_\_

DO YOU OWN ANY RECREATIONAL VEHICLES?

BOAT  CAMPER/RV  OTHER \_\_\_\_\_

**PET INFORMATION**

NUMBER OF CATS \_\_\_\_\_ NUMBER OF DOGS \_\_\_\_\_ BREEDS \_\_\_\_\_

HOUSEBROKEN (Circle One) Y N WEIGHT \_\_\_\_\_ AGE(S) \_\_\_\_\_  
 HOW LONG OWNED \_\_\_\_\_

**IN CASE OF ILLNESS, ACCIDENT OR EMERGENCY PLEASE NOTIFY:**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

PHONE: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ HOSPITAL: \_\_\_\_\_

PHONE: \_\_\_\_\_

**PLEASE READ THESE CONDITIONS BEFORE SIGNING THIS APPLICATION:**

All homes are by default **non-smoking** properties. Tenant hereby agrees not to engage in any criminal activity, including illegal drugs and illegal use of firearms. Each pet will be charged a **non-refundable \$300.00** fee and must be previously approved by Enterprise Property Management (herein known as Lessor). This condition of pet ownership applies through the duration of your tenancy with Enterprise Property Management.

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 for Lessor. Processing charges are **\$49.95** per applicant or co-signer. In the event of more than one resident, each resident understands he/she is jointly and severally liable for each provision of this contract. Lessor agrees to either approve or disapprove this application within 72 hours, provided that Applicant has made available all information required in the application document.

A home holding deposit in the amount of **\$250.00** is payable at the time of the submission of this application in order to remove the residence from the "FOR RENT MARKET". This deposit is a portion of the required security deposit and will hold the home off market for one week from date of submission. **Lessor is not obligated to hold the property off the market unless the home holding deposit is paid in full in certified funds.**

If applicant fails to fulfill these conditions, this application will be deemed to have been withdrawn and Lessor or applicant will be under no further obligation; however, if applicant changes his/her mind about the home after being approved, or for any other reason is not able to assume occupancy of the home, the deposit will be retained by the Lessor as liquidated damages. If Applicant is approved, the home holding deposit only, not application fee, will be credited towards the security deposit on the property applied for at the time lease is executed on the property. If applicant is not approved, the deposit only, not the application fee, will be refunded to applicant. This deposit will be refunded in no sooner than two (2) working days. For refunding purposes, all refunds will be made in the form of an ENTERPRISE PROPERTY MANAGEMENT, INC. company check.

Applicant may submit the full required security deposit to have the property withheld from the "FOR RENT MARKET" for a period of two weeks from the date of submission. The conditions set forth in the preceding paragraphs for the home held deposit apply in the exact same fashion to this full security deposit payment. **Lessor is not obligated to hold the property off the market unless the security deposit is paid in full in certified funds.**

If the applicant's check is returned twice by his/her bank for insufficient funds, either for his/her rent and/or for any other payments to Enterprise Property Management, the applicant understands that Enterprise Property Management may at its option require all future payments to be made in the form of cashier's check or money order. **All monies paid at the Lease origination must be paid in certified funds.**

**Applicant understands that the giving of false information or tendering a bad check may at Lessor's option breach and void any subsequent lease. Notice in writing may be mailed to resident at leased premises or delivered to resident in person. Lessor's failure to deliver possession of the premises at the time agreed upon shall not subject Lessor 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 seven (7) days from the date of the notice of approval.**

- **By initialing below, I certify that I have read and understand all of the conditions set forth above:**  
 Applicant's Initials: \_\_\_\_\_ Co-Applicant's Initials: \_\_\_\_\_



**ENTERPRISE PROPERTY MANAGEMENT  
EMPLOYMENT VERIFICATION REQUEST**

**Employee Name:** \_\_\_\_\_

**Employer/Company Name:** \_\_\_\_\_

**EMPLOYER PHONE #**(\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_-**EMPLOYER FAX #**(\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Facsimile copies of this document, as well as signatures hereon, may, in the discretion of EPM, be treated as originals.

I hereby authorize Enterprise Property Management to obtain any employment information in connection with rental application made and further hold all parties harmless from any liability in the release of such information.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(To Be Completed By Employer)

**Company Name:** \_\_\_\_\_

**Dates of Employment:**      **From:** \_\_\_\_\_      **To:** \_\_\_\_\_

**Position with Company:** \_\_\_\_\_

**Current Pay Rate:** \_\_\_\_\_ **Hours Per Week:** \_\_\_\_\_

**Pay Period (please circle one):**    Weekly    Bi-Weekly    Twice a Month    Monthly    Annually

**Completed By:** \_\_\_\_\_

**Signature**

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(To Be Completed By Employer)

**PLEASE RETURN TO ENTERPRISE PROPERTY MANAGEMENT  
Fax #: 901.260.0210**

**ENTERPRISE PROPERTY MANAGEMENT  
EMPLOYMENT VERIFICATION REQUEST**

**Employee Name:** \_\_\_\_\_

**Employer/Company Name:** \_\_\_\_\_

EMPLOYER PHONE #(\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_- EMPLOYER FAX #(\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_-

Facsimile copies of this document, as well as signatures hereon, may, in the discretion of EPM, be treated as originals.

I hereby authorize Enterprise Property Management to obtain any employment information in connection with rental application made and further hold all parties harmless from any liability in the release of such information.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

=====  
=====  
(To Be Completed By Employer)

**Company Name:** \_\_\_\_\_

**Dates of Employment:**      **From:** \_\_\_\_\_      **To:** \_\_\_\_\_

**Position with Company:** \_\_\_\_\_

**Current Pay Rate:** \_\_\_\_\_ **Hours Per Week:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_

**Signature**

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
(To Be Completed By Employer)

**PLEASE RETURN TO ENTERPRISE PROPERTY MANAGEMENT  
Fax #: 901.260.0210**



**ENTERPRISE PROPERTY MANAGEMENT**  
**RENTAL VERIFICATION REQUEST**

TENANT NAME: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LANDLORD NAME: \_\_\_\_\_

LANDLORD PHONE: \_\_\_\_\_

LANDLORD FAX: \_\_\_\_\_

I hereby authorize Enterprise Property Management to obtain any rental information in connection with rental application made and further hold all parties harmless from any liability in the release of such information.

Facsimile copies of this document, as well as signatures hereon, may, in the discretion of EPM, be treated as originals.

TENANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-TENANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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(Office/Landlord Use Only)

Monthly Rent Amount: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of Tenants on Lease: \_\_\_\_\_ (Projected) Move Out Date: \_\_\_\_\_

Number of Late Payments: \_\_\_\_\_ Number of Pets on Lease: \_\_\_\_\_

Number of NSF Payments: \_\_\_\_\_ Lease Term Paid in Full: YES NO

Lease Terms Fulfilled? YES NO Outstanding Balance? YES NO

Proper Notice Given? YES NO Was Tenant Asked to Vacate by Landlord? YES NO

Eviction in Process? YES NO Would You Re-rent to Tenant? YES NO

Any complaints or damages: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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(Office/Landlord Use Only)

**PLEASE RETURN TO ENTERPRISE PROPERTY MANAGEMENT**  
**Fax #: 901.260.0210**

ENTERPRISE PROPERTY MANAGEMENT

***Credit Report Authorization***

**PRINT CLEARLY**

**APPLICANT**

**CO-APPLICANT**

LAST NAME: \_\_\_\_\_

\_\_\_\_\_

FIRST & MI: \_\_\_\_\_

\_\_\_\_\_

SSN: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY, ST & ZIP: \_\_\_\_\_

\_\_\_\_\_

PRIOR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY, ST & ZIP: \_\_\_\_\_

\_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_

\_\_\_\_\_

I/WE HEREBY AUTHORIZE DISCLOSURE OF INFORMATION IN MY/OUR CREDIT REPORT TO INDIVIDUALS OR COMPANIES WHO ARE DIRECTLY INVOLVED IN THE PROPOSED RENTAL.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Facsimile copies of this document, as well as signatures hereon, may, in the discretion of EPM, be treated as originals.

**Applicants: Please return this form to:  
ENTERPRISE PROPERTY MANAGEMENT, INC.  
2965 GERMANTOWN RD, SUITE 128  
BARTLETT, TN 38133**

**Or fax to: 901.260.0210**