

ENTERPRISE PROPERTY MANAGEMENT, Inc,
Crosstown Properties, div of Enterprise Property Management, Inc.
825 Timber Creek Drive, Suite 101, Cordova, TN 38018
Phone: 901-260-0206 Fax: 901-260-0210 Web: www.mymemphisrental.com

APPLICATION STANDARDS

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

Application Fee: \$50.00 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. Payment may be made by cashier's check, money order, or credit card, ONLY. Personal checks and cash will not be accepted until after the 1st FULL month rent payment. Make certified checks or money orders payable to: Enterprise Property Management, Inc

- **If you want to be first in line for the property, then you must deliver a certified check or money order to the EPM offices to hold the property for 1 or 2 weeks from the date of application submission. The one-week fee is called a home hold fee and is in the amount of \$250.00. The security deposit, which will hold the home off of the market for 2 weeks, is in the amount of one month's rent. If you do not pay the home hold fee or the security deposit, ANYONE can jump in front of you. Please call the office to verify if you are first in line.**

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.

Standard Credit Requirements: Minimum credit score of 625. 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.

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. Convicted felons will be declined- drug, violet, and sex criminals will be declined. If signs of fraud or identity theft are suspected by the application processor, additional personal identification or verifiable income documentation may be requested by the processor, or the application may be declined.

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.*

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.

- Overtime hours will be counted as long as they can be shown as steady over the course of 2 months paycheck records.
- 90 days on current job or must show previous employer check stubs or previous 2 years tax returns.
- During the Verification of Employment process, the processor must verify, include proof of ownership or management of current employer and provide legitimate contact information for current employer. Any misrepresentation discovered during this procedure will cause the application to be declined. The processor must be able to prove existence of employer in good standing. Paycheck stubs must be independently verified with the paycheck preparer, HR department or bookkeeper. If employer uses an employment verification company, positive verification of employment through that service will be required.
- Self Employed or small business ownership must show valid proof of existence and profitability 2 years most recent tax returns and 2 other forms of business verification (utility bills, purchase orders, mileage sheets, physical location, business license, etc.)

Rental History: 2 years of rental history. No prior evictions. No prior lease infringements. During the Verification of Rental process, the processor must verify include proof of ownership or management of currently leased property and provide legitimate contact information for current homeowner or landlord. Any misrepresentation discovered during this procedure will cause the application to be declined.

Pets: The following dog breeds are not approved for any of our rental properties: Rottweilers, Dobermans, Chows or any dog known as "pit bull" (also known as American Staffordshire Terrier, American Bulldog, American Pit-bull Terrier, etc.), or any dog which has found to have previously bitten another person causing harm, with a public record at a prior address. No exceptions.

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

Approval and Move-In Conditions: Enterprise Property Management, Inc will continue to advertise and consider all other applications for the subject property until the following has been provided:

- Application(s) have been paid for, completely verified and approved.
- All Applicants have provided 3 sources of verification of identity required to include Driver's license, Social security card, passport, most recent utility bill or other invoice showing current residence.
- Security Deposit, or Home Holding Fee has been received.
- A rental agreement has been signed.

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, Inc, and
Crosstown Properties (div. of Enterprise Property Management, Inc)
RESIDENTIAL RENTAL APPLICATION**

Please fill out COMPLETELY and RETURN to:
**825 Timber Creek Drive, Suite 101
Cordova, TN 38018
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:

This rental application is dual purposed to serve both Crosstown Properties and its parent company Enterprise Property Management, Inc. **Crosstown Properties** is a marketing division and unique brand of Enterprise Property Management, Inc. As a division of the parent company, **Crosstown Properties** is subordinate to Enterprise Property Management, Inc, and any future rent payment, fee payment, legal written notice, verbal notice, email or phone communication, financial transactions, checks received from or payments made or reimbursement shall hereby be paid to, from and by the parent company Enterprise Property Management, Inc. Any further correspondence such as letters or legal notices from Enterprise Property Management, Inc will act in the place of business dealings begun as Crosstown Properties and carry the same weight as any previous written interaction occurring between you, the customer or client, and **Crosstown Properties**. All future correspondence should occur between the customer or client and Enterprise Property Management, Inc and should no longer include the name **Crosstown Properties**. Any written or verbal correspondence between you the customer or client and **Crosstown Properties** shall be deemed communication with and processed by the parent company, Enterprise Property Management, Inc." By signing below, you are expressing your understanding of this brand awareness and its complexities. Welcome to Enterprise Property Management, Inc.

Smoking in any house managed by Enterprise Property Management is strictly prohibited! 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: _____

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 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 a credit bureau, who will compile this report for a fee.

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

APPLICANT'S SIGNATURE _____ **DATE:** _____

CO-APPLICANT'S SIGNATURE _____ **DATE:** _____

EPM REPRESENTATIVE **DATE**

**ENTERPRISE PROPERTY MANAGEMENT
EMPLOYMENT VERIFICATION REQUEST**

(To Be Completed By Applicant)

Employee Name: _____

Employer/Company Name: _____

EMPLOYER PHONE #(____)_____-_____**EMPLOYER FAX #**(____)_____-_____

EMPLOYER EMAIL: _____

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:** _____

**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: _____

LANDLORD EMAIL: _____

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: _____

(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: _____

(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.
825 TIMBER CREEK DR., SUITE 101
CORDOVA, TN 38018**

Or fax to: 901.260.0210