



## Instructions

Please review and fill out in its entirety. When you turn in your application, please bring:

- Completed Application (Double check you have signed and filled out everything.)
- Social Security Card Per Adult
- Identification (i.e., Driver's License) Per Adult
- Proof of Income Per Adult (i.e., 3 Most Current Pay Stubs)
- Deposit equal to the monthly rent amount for the unit you are applying for
- \$40.00 Application Processing Fee Per Adult (Cash, Cashier's Check, Money Order: non-refundable)

*Failure to provide all documentation will slow the processing timeframe.*



**RESIDENT SELECTION CRITERIA**

White Oak Properties fully adheres to State & Federal Fair Housing laws which stipulate that it is illegal to discriminate against any person(s) because of race, color, creed, religion, sex, national origin, disability or marital status.

**OCCUPANCY STANDARDS**

Occupancy by no more than two (2) persons per bedroom will be permitted per federal occupancy standards. White Oak Properties reserves the right to restrict certain properties to occupancy by a single person only depending on the size and/or location of the unit(s).

**RESIDENT SELECTION**

The following items outline the determination of eligibility and acceptability of each household. White Oak Properties reserves the right to request additional documentation dependent on content of the applicant screening.

- A completed formal application is required from anyone 18 years of age or older that will be living in the household. All adults must be named in and sign the rental contract and will be equally responsible parties thereto.
- An investigative consumer report will be prepared by a private screening agency.
- A minimum of three (3) recent pay stubs or tax records for the most recent year will be required to verify employment and income. If the applicant has less than six (6) months at the current place of employment, additional screening for job stability will be required. Gross income must be 3.5 times the monthly rental amount.
- Banking references for confirmation of income or savings may be required.
- Present and past landlords for the past 6-24 months as well as any rental addresses returned in the screening results will be contacted for references. If the applicant has never held a lease, a co-signer will be required.
- A background check will be conducted on all household members 18 years of age or older.

**CO-SIGNER REQUIREMENTS**

We do accept co-signers with the following qualifications:

- Must meet all previous resident selection criteria except for income. A verifiable income of 6 times the monthly rental amount will be required. Three (3) months of pay stubs or tax records from the previous year will be required to verify income.
- Can be a relative, legal guardian, or any qualified individual.
- A separate application fee will be required.

**SELECTION & DENIAL CRITERIA**

A decision of approval or denial will be made after considering the following items:

- Whether information provided on application is sufficient and accurate.
- Whether the applicant has the satisfactory history of meeting financial obligations.
- Whether the applicant demonstrates financial responsibility to pay the rent by the 1<sup>st</sup> of each month.
- The applicant has never been convicted of or plead guilty or no contest to a felony, any drug or paraphernalia related offense, more than two (2) DUI's or similar offense, any stalking or harassment offense and/or any other offense constituting the denial of the application at the discretion of management.
- No household member 18 years of age or older has never been party to an eviction regardless of its current status.
- No household member 18 years of age or older is currently in bankruptcy or has been in bankruptcy within the last ten (10) years.
- The applicant demonstrates responsibility to maintain the leased premises in a clean, sanitary condition.

I, the undersigned, have read the above listed requirements and initialed beside any requirement that I do not meet. I understand that failure to meet any one or more of these requirements may result in my application being declined. I further acknowledge that it is the responsibility of the applicant(s) to provide any requested documentation to verify compliance with any and all above listed requirements.

Signature of Applicant #1 \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant #2 \_\_\_\_\_

Date \_\_\_\_\_

**WHITE OAK PROPERTIES, PROPERTY MANAGEMENT**  
1461 Battleground Drive, Suite A, Murfreesboro, TN 37129  
Phone: (615) 895-5314 • Fax: (615) 538-2140  
E-mail: whiteoakpropertyinfo@gmail.com  
1000 - Rental Application (Updated May 2017)



## RENTAL APPLICATION

APPLICANT #1	FIRST Applicant Full Name:				
	Applicant Telephone Number:		Applicant E-mail Address:		
	Present Address:		City:	State:	Zip Code:
	Name of Present Landlord:		Telephone Number of Landlord:		Length of Occupancy:
	Previous Address:		City:	State:	Zip Code:
	Name of Previous Landlord:		Telephone Number of Landlord:		Length of Occupancy:
	Name of Current Employer:				
	Address of Employer:		City:	State:	Zip Code:
	Telephone Number of Employer:		Monthly Income:	Length of Employment:	
	Name of Previous Employer:				
	Address of Employer:		City:	State:	Zip Code:
	Telephone Number of Employer:		Monthly Income:	Length of Employment:	
	<p>Have you ever been evicted from tenancy? <input type="checkbox"/> No <input type="checkbox"/> Yes: _____</p> <p>Have you ever willfully and intentionally refused to pay rent when due? <input type="checkbox"/> No <input type="checkbox"/> Yes: _____</p> <p>Do you know of anything which may interrupt income or ability to pay rent? <input type="checkbox"/> No <input type="checkbox"/> Yes: _____</p> <p>Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes: _____</p> <p>Have you ever filed bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes: _____</p> <p>Have you own real estate? <input type="checkbox"/> No <input type="checkbox"/> Yes - Where: _____</p> <p>Do you smoke? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><i>Yes answers must be explained. If additional room is needed, please use backside of page.</i></p>				

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APPLICANT #2	SECOND Applicant Full Name:				
	Applicant Telephone Number:		Applicant E-mail Address:		
	Present Address:		City:	State:	Zip Code:
	Name of Present Landlord:		Telephone Number of Landlord:		Length of Occupancy:
	Previous Address:		City:	State:	Zip Code:
	Name of Previous Landlord:		Telephone Number of Landlord:	Length of Occupancy:	
	Name of Current Employer:				
	Address of Employer:		City:	State:	Zip Code:
	Telephone Number of Employer:		Monthly Income:	Length of Employment:	
	Name of Previous Employer:				
	Address of Employer:		City:	State:	Zip Code:
	Telephone Number of Employer:		Monthly Income:	Length of Employment:	
	Have you ever been evicted from tenancy?		<input type="checkbox"/> No	<input type="checkbox"/> Yes:	_____
	Have you ever willfully and intentionally refused to pay rent when due?		<input type="checkbox"/> No	<input type="checkbox"/> Yes:	_____
Do you know of anything which may interrupt income or ability to pay rent?		<input type="checkbox"/> No	<input type="checkbox"/> Yes:	_____	
Have you ever been convicted of a felony?		<input type="checkbox"/> No	<input type="checkbox"/> Yes:	_____	
Have you ever filed bankruptcy?		<input type="checkbox"/> No	<input type="checkbox"/> Yes:	_____	
Have you own real estate?		<input type="checkbox"/> No	<input type="checkbox"/> Yes - Where:	_____	
Do you smoke?		<input type="checkbox"/> No	<input type="checkbox"/> Yes		
Yes answers must be explained. If additional room is needed, please use backside of page.					

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OCCUPANTS	Name (List All Including Yourself)	Sex	DOB	Social Security No.	Relationship	License Number/State
EMERGENCY CONTACT	Emergency Contact Name:				Relationship:	
	Telephone Number:			E-mail Address:		
	<p>1. Is the Emergency Contact listed above allowed to enter your apartment/house in case of serious illness or death?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<p>2. Is the Emergency Contact, listed above, allowed to enter your apartment/house and remove all your personal belongings in case of serious illness or death?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No						
VEHICLES	Make	Model	Year	Color	Tag Number / State	

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1000 - Rental Application (Updated May 2017)



## RENTAL APPLICATION ACKNOWLEDGEMENT AND CONSENT

I hereby certify that the answers I have given in this application are true and correct to the best of my knowledge. I understand that any false answers or statements made by me will be sufficient grounds for eviction and loss of any security deposit. I authorize investigation and verification of all references given to include a Credit Report, past rental history, police records, and verification of employment.

Furthermore, if for any reason I become delinquent in rents, fees, deposits, charges or cost, you are hereby authorized to use my MasterCard or Visa account and my authorization is hereby given.

A non-fundable application fee of **\$40.00 per adult** is required to process this application. A Move-In Maintenance Fee and Security Deposit (total equaling one month's rent) is required to hold a specific property. Once your Application Fee, Move-In Maintenance Fee, and Security Deposit have been paid (cash, cashier's check, or money order only) we will remove the property from the market. For this reason, should you decide not to rent the property, your Application Fee, Move-In Maintenance Fee, and Security Deposit will be forfeited. In the event the Property Manager by White Oak Properties declines to rent, the Move-In Maintenance Fee and Security Deposit will be refunded.

\_\_\_\_\_  
Signature of Applicant #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant #2

\_\_\_\_\_  
Date



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1099 - Rental Application (Updated May 2017)



## RENTAL APPLICATION EMPLOYMENT VERIFICATION

Employer (Name, Address, City, State, Zip Code)	Employer Telephone Number:
	Employer Fax Number:
Employer's Contact Name or Department:	E-mail Address:

I authorize investigation and verification of all references given to include a credit report, past rental history, police records, and verification of employment.

Applicant Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### TO BE FILLED OUT BY EMPLOYER

Job Title/Description: \_\_\_\_\_

Is Applicant presently employed?     No     Yes

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Applicant Paid:     Daily     Weekly     Bi-Weekly     Monthly     Other: \_\_\_\_\_

Applicant Earns:    \$ \_\_\_\_\_ per \_\_\_\_\_    If hourly, how many hours per week does the applicant work? \_\_\_\_\_

Overtime Amount:    \$ \_\_\_\_\_    Number of Overtime Hours: \_\_\_\_\_ per \_\_\_\_\_

Tips, Bonuses, Commissions:    \$ \_\_\_\_\_ per \_\_\_\_\_

Is there an anticipated layoff period during the next 12 months?     No     Yes: When? \_\_\_\_\_ How Long? \_\_\_\_\_

Gross Year-to-Date Amount Earned:    \$ \_\_\_\_\_ as of \_\_\_\_\_

Signature: \_\_\_\_\_ Title of Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### SEND COMPLETED FORM

E-mail, Fax, or Mail  
Attention: Property Manager

WHITE OAK PROPERTIES PROPERTY MANAGEMENT  
1461 Battleground Drive, Suite A, Murfreesboro, TN 37129  
Phone: (615) 895-5314 • Fax: (615) 538-2140  
E-mail: whiteoakpropertyinfo@gmail.com



## RENTAL APPLICATION LANDLORD VERIFICATION

Landlord (Name, Address, City, State, Zip Code)	Landlord Telephone Number:
	Landlord Fax Number:
Name of Applicant:	Landlord E-mail Address:

I authorize investigation and verification of all references given to include a credit report, past rental history, police records, and verification of employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Social Security Number: \_\_\_\_\_

### TO BE FILLED OUT BY LANDLORD

Date Applicant Leased: From: \_\_\_\_\_ To: \_\_\_\_\_ Number of Occupants on Lease: \_\_\_\_\_

Monthly Rent Amount: \$ \_\_\_\_\_ Number of Late Payments: \_\_\_\_\_ Number of NSF: \_\_\_\_\_

Did the Tenant provide notice to vacate?  No  Yes: How many days are required? \_\_\_\_\_

Have you ever received complaints on this tenant?  No  Yes -- Explain: \_\_\_\_\_

Have you ever begun the eviction process on this resident?  No  Yes

Did/Does the resident keep their unit in a clean and orderly manner?  No  Yes

If previous landlord, was the security deposit refunded?  No  Yes

Is/Was there any damage to the unit (inside unit or outside property)?  No  Yes

Any past due amount owed?  No  Yes -- How much? \_\_\_\_\_

Would you rent to this resident again?  No  Yes

Signature: \_\_\_\_\_ Title of Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### SEND COMPLETED FORM

E-mail, Fax, or Mail  
Attention: Property Manager

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1001 - Landlord Verification (1/4 dated April 2011)





## WHITE OAK PROPERTY RULES AND REGULATIONS

1. **SAFETY IS EVERYONE'S RESPONSIBILITY!** It is vital that everyone work to insure the safety of themselves and others. Smoke detectors shall be provided. Tenants must make periodic checks and replace batteries as needed to insure proper working conditions. Never disarm detectors. Any problems must be reported to management. All occupants must know escape options in the event of an emergency. **REMAIN CALM - DO NOT PANIC IN THE EVENT OF AN EMERGENCY.** Do not use the elevator. Use stairs where applicable. Contact local authorities and alert neighbors.
2. Tenants may entertain friends and have guests, but order and tranquility must prevail at all times and at all places on the premises. No house parties. No keg parties. No loud, improper, or boisterous conduct that may disturb and/or interrupt the privacy of others. All radios, television sets, audio, etc. must be turned down to a level of sound that does not annoy or interfere with others. Outdoor cookers or grills are prohibited on apartment and/or condo premises. No cooking methods allowed that may cause smoke or excessive odors.
3. Nuisance. No use or practice shall be permitted which is the source of annoyance to residents, or which interferes with the peaceful possession and proper use of the property by its residents. All parts of the Property shall be kept in a clean and sanitary condition, and no rubbish, refuse, or garbage shall be allowed to accumulate, nor any fire hazard allowed to exist. No tenant or occupant shall permit any use of property, or of the Common Elements, which will increase the rate of insurance. No immoral, improper, offensive, or unlawful use shall be made of the Property or any part thereof.
4. The driveways, sidewalks, courts, entry passages, stairs and halls shall not be obstructed or used for any purpose other than ingress and egress. Authorized vehicles only in the designated private parking lot. Any vehicle not operable or properly registered is prohibited. Parking is at owner's risk. Use of Lessor furnished water for cleaning vehicles is prohibited.
5. Tenant must obtain additional documents and follow property specific Parking Policies, Dumpster Policies, Use of Common Areas Rules, Condominium requirements, HOA rules and other general guidelines.
6. Windows and doors shall not be obstructed. Nothing shall be thrown out of windows or doors. Lessee must exercise caution and care about leaving windows and doors open during inclement weather. Lessee shall be liable for any damage to the interior, including paint, plaster, cabinets, carpets, floors or damage to any parts of the premises resulting from failure to exercise reasonable care. Clothing, sheets, posters, etc., shall not be hung from windows.
7. Lessor will furnish two (2) sets of keys for each outside door lock to the residence. All original and key copies must be returned to the Lessor upon termination of the occupancy. Failure to return the original keys will result in a charge of \$100.00 per key set. In the event of a lost key, a \$45.00 charge shall be incurred for each replacement key.

8. Lavatories, sinks, toilets and all water and plumbing apparatus shall be used only for the purpose for which they are constructed. Sweepings, rubbish, rags, ashes or other foreign substances shall not be thrown therein. Any damage to such apparatus and the cost of cleaning or plumbing repair resulting from misuse shall be borne by Lessee. Report plumbing leaks to management immediately including running commodes and/or sticking commode handles. If a plumber is needed to unclog and/or repair the commode, sinks or garbage disposal (If applicable), and the plumber determines that the obstruction or problem resulted from the Lessee's negligence or improper use, Lessee will be responsible for the plumber's bill for services. Do not dispose of sanitary napkins in the toilet. Stoppages from this shall be billed to the Lessee.

9. Place all trash and garbage in the proper receptacles. Leaving trash out in plastic bags or other container is prohibited! No commercial or off-site debris allowed. Follow Dumpster Rules where a common dumpster is supplied.

**10. PETS ARE PROHIBITED!**

11. Lessee shall replace the clean air filters for the heating/cooling system every month or sooner if needed at Lessee's expense. Changing the filter on this schedule should result in lower heating and cooling expenses to Lessee. As a reminder, every time the Lessee receives his/her electric bill, they should change the filter. If problems develop with the heating and air conditioning system as a direct result of Lessee's failure to replace the filters as needed, Lessee will be responsible for payment of the repair charges. Lessee is responsible for changing light bulbs through the duration of the lease.

12. Lessee shall not alter, replace, add locks or bolts, or install any other attachments such as door knockers, upon any door except where written approval is given by Lessor. Any alterations or repairs to premises must be by authorized personnel. Satellite dishes are prohibited.

13. Lessor acknowledges the Lessee's right to have guests; however, no person(s) not listed on the rental application and Lease Agreement may occupy the leased premises for a period in excess of three (3) days without the Lessor's prior written permission.

14. Lessee is responsible for general housekeeping. It is expected for Lessee to own vacuum, broom and other general cleaning supplies to keep a reasonably sanitary and safe environment. Failure to do so may result in problems with pests for which the Lessee may be held responsible.

**15. WATERBEDS OR FISH AQUARIUMS OVER TEN (10) GALLONS ARE NOT PERMITTED.**

16. Lessor/Manager may inspect the property at any time and from time to time and reserves the right to prescribe such additional rules and to make such changes to the Rules and Regulations set forth and referred to above as Lessor shall in its judgement determine to be necessary for the safety, care and cleanliness of the premises and for the preservation of good order, comfort or benefit of all Lessees generally.

By signing below Lessee/Tenant acknowledge understanding these rules and the terms of the lease agreement

\_\_\_\_\_  
Lessee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessor's Signature

\_\_\_\_\_  
Date