



APPLICATION INSTRUCTIONS

Please review and complete all pages of the Application. When submitting the completed application, please bring:

- *Completed Application (Please be sure all sections are filled out and signed)*
- *Photo Identification For Each Applicant (Driver's License, Passport, etc.)*
- *Social Security Card*
- *Proof of Income (Three Most Recent Pay Stubs)*
- *Deposit (Money Order, Cashier's Check, Cash)*
- *\$75 Application and Processing Fee Per Applicant (Money Order, Cashier's Check, Cash)*

Bring everything to our office located at 1461 Battleground Drive, Suite A, Murfreesboro, TN 37129. We are open Monday-Thursday from 8:00 am until 4:30 pm and 8:00 am until 3:30 pm on Fridays. Feel free to contact us at 615-476-6322 with any questions.

Website: whiteoakpropertytn.com



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:	
	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.					



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.					



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		



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-refundable** application fee of **\$75.00 per adult** is required to process this application. A Move-In Maintenance Fee plus Security Deposit (usually 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 while the application is being processed. 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





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: _____

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

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



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 & 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 & 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 & 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 times the monthly rental amount.
- Banking references for confirmation of income or savings may be required.
- Present & 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 Guarantor will be required.
- A background check will be conducted on all household members 18 years of age or older.

CO-SIGNER/GUARANTOR REQUIREMENTS

We do accept GUARANTORS with the following qualifications:

- Must meet all previous resident selection criteria with the exception of income. A verifiable income of six (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 1st 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