



Rental Information and Application Instructions

Hassle Free Homes will assist all applicants without regard to race, color, creed, sex, religion, national origin, familial status, marital status, handicap, or ancestry

Thank you for your interest in our homes. This document outlines our application process and requirements.

1. A separate application is required for each applicant over the age of 18. This guarantees our compliance with Federal, state, and local Fair Housing laws.
2. Please fax your **completed** application to 901-273-0334 or 901-382-6596 or scan and email it to apps@RentAMemphisHome.com
3. The application fee is either \$40 (one applicant) or \$60 (two or more applicants). This fee is to offset the cost of processing your application. You may pay the fee securely on our website <http://www.RentAMemphisHome.com/app> via our payment processor paypal.com. You will need a debit or credit card to pay. You DO NOT have to create a paypal.com account unless you want to. If you do not have access to the internet, you may contact us to make other arrangements to pay the application fee. Your application won't be processed until the application fee is received.
4. The information requested on our application provides the basis for selection. Please fill in all spaces and answer all questions as fully as possible (*more information is better than less*). Incomplete applications will not be processed.
5. Applicants are not accepted on a "first-come, first-served" basis, but on a best-qualified basis.
6. One of our credit report providers requires that applicants authorize us to see their credit and background reports. If you provide an email address, you may be getting an email from the credit bureau (Transunion) with instructions to provide your authorization. Let us know if you don't have easy access to your email account.
7. If you have credit problems or any negative factors on your application, explain it on the application. A letter of explanation *may* help you to qualify. Please be upfront with us as we have a low tolerance for dishonesty.
8. Any false statements or deliberate misrepresentation of facts will disqualify the application.
9. **We normally do not accept applicants with evictions filed against them in the last 5 years.**
10. Please fax copies of your two most recent pay stubs along with your application. If you are self-employed, you will be required to verify your income with copies of tax returns, 1099s and/or other relevant data.
11. If you are accepted for Tenancy, the total move-in amount (first month's rent + security deposit) must be paid by USPS money order or a cashier's check from a local bank and is due when the contract is signed. In some cases, we may be able to hold the property for one or two weeks with a holding deposit. If you do not have all the funds available, contact us before submitting your application. We can't accept personal checks for the move-in funds.
12. If you have pets and they are accepted there is an additional fully-refundable pet deposit of \$200/pet.
13. It usually takes 2-5 business days for us to get back to you with a decision. It depends on how quickly you and your references get back to us with requested information. Feel free to call us if you need an update.

We provide quality homes and want you to be happy and content in your new home.

We look forward to working with you!

Rental Application



ADDRESS OF PROPERTY: _____

How did you hear about this property? _____

PLEASE NOTE: A separate application is required for each applicant over the age of 18 who will reside at the property. This guarantees our compliance with Federal, state and local Fair Housing laws. **Incomplete applications will not be processed.**

THE FOLLOWING TWO OPTIONS* ARE MADE AVAILABLE TO ALL APPLICANTS:

First Option: Applicants desiring to live together as a single housekeeping unit may elect to financially qualify for tenancy as a group, in which case Landlord has the right to immediately terminate the rental contract when any one member of that group vacates the property.

Second Option: Each legal entity may elect to financially qualify for tenancy individually, in which case the occupant may continue to lease the property if one or more of the other parties to the rental contract vacate the property for any reason.

**Note: All applicants desiring to live together must choose the same option*

I elect the first option. I elect the second option. **Desired move-in date?** _____

NOTE: APPLICANTS WILL **NOT** BE ACCEPTED ON A "FIRST-COME, FIRST-SERVED" BASIS, BUT ON A BEST-QUALIFIED BASIS. LANDLORD WILL ASSIST ALL PERSONS WITHOUT REGARD TO RACE, COLOR, CREED, SEX, RELIGION, NATIONAL ORIGIN, FAMILIAL STATUS, MARITAL STATUS, HANDICAP, OR ANCESTRY.

Please Print or Type

	First	Middle and/or Maiden	Last	
Applicant's full legal name	_____ / _____ / _____			Soc Sec # _____
Other name(s) used within the past 3 yrs	_____			Date of birth _____
Home phone	_____	Work phone	_____	Cell phone _____
Email address	_____			
Length of desired rental contract?	_____	How long do you want to stay?	_____	
Have you applied for residency or leased from us in the past?	_____	If so, when?	_____	
What is the best way for us to contact you regarding this application?	_____			

List your last four years residence history & at least your last two addresses

Current address _____ City _____ State _____ Zip _____

Type of property (apartment, duplex/4-plex, townhouse, condo, mobile home, house, etc.) _____

How long at present address? _____ Occupancy dates _____ Monthly Rent or Mortgage _____

Landlord or Mortgage Company _____ Phone _____ Related to Landlord? Y / N

Loan # (if applicable) _____ Why are you moving? _____

Former address _____ City _____ State _____ Zip _____

Type of property (apartment, duplex/4-plex, townhouse, condo, mobile home, house, etc.) _____

How long at address? _____ Occupancy dates _____ Why moved? _____

Landlord: _____ Related? Y / N Phone _____ Monthly rent or Mortgage _____

Former address _____ City _____ State _____ Zip _____

Type of property (apartment, duplex/4-plex, townhouse, condo, mobile home, house, etc.) _____

How long at address? _____ Occupancy dates _____ Why moved? _____

Landlord: _____ Related? Y / N Phone _____ Monthly rent or Mortgage _____

List your vehicles that will be parked at the property Driver's License # _____ State _____

<u>Vehicle</u>	<u>Make/Model/Year</u>	<u>License No./State</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

List your employment history for the last four years (Please include titles or military ranks, etc. Note: If you are self employed you will be required to substantiate your income with copies of tax returns, 1099s and/or other relevant data.)

Current Employer _____ Dates _____ Phone _____
Address _____ City _____ State _____ Zip _____
Position / Job description _____ Monthly gross pay _____
Mo take-home _____ Superior's name & position _____ Phone _____
List any additional monthly income you wish to be considered in qualifying your application (child support, SS, etc.) _____

Former Employer _____ Dates _____ Phone _____
Address _____ City _____ State _____ Zip _____
Position / Job description _____ Monthly gross pay _____
Superior's name & position _____ Phone _____

If you have worked for more than two employers in the last 4 years, please list them in the comment section.

Other occupants – Please list all other people who will be living in the property

<u>First, Middle, Last Name</u>	<u>Adult? (Yes/No)</u>	<u>Relationship</u>	<u>First, Middle, Last Name</u>	<u>Adult? (Yes/No)</u>	<u>Relationship</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List bank accounts

<u>Bank Name</u>	<u>Checking/Savings</u>	<u>Approx. Balance</u>
1. _____	_____	_____
2. _____	_____	_____

Credit References - Credit Cards & Loans What are your approximate scheduled monthly payments? _____

<u>Name</u>	<u>Purpose</u>	<u>\$ Limit</u>	<u>Balance</u>	<u>Mo Payment</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

List nearest relatives (for Emergency Contact and/or Reference)

<u>Name</u>	<u>Address</u>	<u>City/St/Zip</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

List two personal / professional (accountant, lawyer, banker, etc.) references

<u>Name</u>	<u>Address</u>	<u>City/St/Zip</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

List all pets that you desire to have live on the premises

<u>Pet's Name</u>	<u>Type/Breed/Size</u>	<u>Sex/Neutered/Spayed</u>	<u>Indoor/Outdoor/Both</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Personal Skills: Plumbing Carpentry Painting Electrical Mechanical

Other _____

Tools You Own: Tool Box Mower Yard tools Hoses/Sprinklers

Please answer the following questions *(please explain your answers below on additional page(s) as necessary)*

1. Have you ever been evicted? Yes No
2. Have you ever had an eviction filed or started against you? Yes No
3. Have you ever broken a rental agreement or lease? Yes No
4. Have you ever willfully and intentionally refused to pay rent when due? Yes No
5. Do you know of anything that might affect your ability to pay rent? Yes No
6. Are there any outstanding judgments against you? Yes No
7. Have you had property foreclosed upon or given title or deed in lieu of foreclosure in the past 7 years? Yes No
8. Have you ever filed a petition of bankruptcy? *(If yes, please note when and where, if the bankruptcy has been discharged and date of discharge.)* BK information: Chapter _____ Date: _____ Yes No
9. Are you involved in a criminal proceeding, lawsuit or unlawful detainer filing? Yes No
9. Have you ever initiated or been the defendant in a lawsuit? Yes No
10. Have you or anyone in your household ever been convicted of a felony or misdemeanor? *(explain below)* Yes No
11. Rent is due in advance on the 25th day of the month. Are you able to fulfill this requirement? Yes No
12. Are you obligated to pay child support, alimony or separate maintenance? *(If yes, how much?)* _____ Yes No
12. Have you ever had your wages garnished? Yes No
14. Do you plan to conduct any commercial business from the residence? Yes No
15. Is there anything that would prevent you from putting the utilities in your name? Yes No
16. Is this a lease purchase application (if the property is offered for lease purchase)? Yes No
17. Do you have an Individual Retirement Account (IRA) or 401(k) plan account? Yes No
17. Do you or anyone in your household smoke? *Note our properties are non-smoking, must smoke outside.* Yes No

List any additional info you think will help us process your application *(attach additional pages if necessary)*

Applicant agrees to pay an application fee to Landlord for the processing of this application.

AUTHORIZATION: I do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to Hassle Free Homes, Quality Realty Solutions, LLC, SGS Properties, LLC or their successors and/or assigns. The intention of this authorization is to provide information which will be utilized in connection with a rental or lease purchase application, current lease, former lease, lease renewal and/or collection of funds due the companies above, their successors and/or assigns. If this is a lease purchase application, I authorize the parties above to discuss it with a mortgage company of their choice to assess my ability to qualify for a mortgage loan.

For authorization to release information, we will fold this page on the dotted line and fax the information below:

I hereby authorize current and past landlords, current and past employers, financial institutions, personal references, Courts of law and any other person/entity to release information regarding my rental, employment, credit and/or criminal history to Hassle Free Homes, Quality Realty Solutions LLC, SGS Properties LLC or their agents. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request. This authorization shall survive the original application process and be valid during or subsequent to any lease term. A copy of this authorization may be accepted as an original.

Applicant's Full Name

DOB

SSN (Last 4 digits)

Applicant's Signature

Date

APPLICATION CHECKLIST

Before you submit your application, please use this checklist to make sure you have provided all the necessary information. By providing the required information, you help us avoid delays in processing your application.

Please ensure that ...

You have completed the personal information section including telephone number(s) and a correct email address.

You have listed a minimum of four (4) years of verifiable, residence history.

You have provided your last 2 addresses even if you've lived at your current address for more than four (4) years.

You have listed your last four (4) years of employment history, including income. You may include schooling if not employed during some of those years.

You have listed all other occupants that will be living in the property.

You have completed banking, credit and personal references. Please make sure you include current, approximate balances. We do not need account numbers.

You have completed pet information, if applicable.

You have listed personal skills.

You have read and answered all the questions on page three (3) and provided explanations if applicable.

You have read and signed the authorization for release of information.

You have paid the application fee. If It has not been paid yet, it can be paid via Paypal at <http://www.rentamemphishome.com/app/> or contact us for other options.