



# EQUITY CAPITAL MANAGEMENT CORPORATION

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## APPLICATION INSTRUCTIONS AND LEASING POLICY

Thank you for your interest in an ECMC property. Below, you will find instructions and the general criteria required for applying for a property managed by ECMC. It is important that you read the information below to understand what is required for renting an apartment prior to submitting an application. Please contact the apartment community manager if you have any questions not answered below or need any additional information or clarification.

### Application

- Each potential occupant, 18 years of age or older, is required to complete a separate lease application and is subject to a background and credit check by Landlord/Owner or its designated representative.
- Only the individuals listed in the application will be allowed to reside in the apartment.
- Prior to processing an application, **each applicant must provide a completed and signed application, government issued photo identification, verifiable proof of social security number, two of the most recent pay stubs and payment of the application fee in certified funds (cashier's check or money order only).**
- Failure to supply any of the above documentation, payment or submit a completed and signed application is grounds for immediate denial.
- Applications are to be submitted to the management office at the property where you desire to reside.

### Application/Processing Fee

- **A \$30 application fee is required per application, without exception, and is immediately non-refundable.**
- Once processed, the application and related reports are valid for a maximum of thirty (30) days.
- After thirty (30) days a new application must be completed and a new application fee must be paid.

### Apartment Reservation

- If an applicant (and each co-applicant) is APPROVED, then a security deposit is required to reserve an apartment.
- Once a security deposit is provided, it becomes non-refundable in all circumstances except as contemplated in a fully executed Lease.
- Once an apartment is RESERVED, all applicants must sign a Lease within five (5) days.
- If an apartment is reserved and a Lease is NOT signed within five (5) days, the security deposit will be forfeited to Landlord and the apartment will be released.

### Basic Criteria

- The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on any one or more of these areas can cause denial of an application.
- Providing false information or documentation is immediate grounds for denial of an application.
- ECMC supports Fair Housing Laws. All lease applications are considered equally without discrimination on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin, disability or any other class protected by applicable laws.

**Applicant's Initials:** \_\_\_\_\_

Residential Lease Application Jan/2016



Applicant's Initials: \_\_\_\_\_

- Guarantors (Co-signors) are subject to the same basic criteria as applicants; however, they must be able to qualify for double the monthly rental rate. Co-signors must enter into the Lease with the applicant.

### **Income**

- Total income for all applicants must be a minimum of 2.5 times the rental rate to qualify.
- Total income for all co-signers must be a minimum of 5 times the rental rate to qualify.
- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- ECMC must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

### **Credit**

- ECMC obtains a credit report for all applicants and co-signers, and does not accept copies of any reports from applicants, no exceptions.
- Negative credit reports can be grounds for denial of an application.
- All references must be verifiable.
- Negative or unverifiable references can be grounds for denial of an application.
- If a guarantor or co-signor is required, the co-signor must sign the Lease as a tenant/occupant.

### **Background and Criminal History**

- ECMC obtains a background report for all applicants, and does not accept copies of any reports from applicants, no exceptions.
- Negative findings can be grounds for denial of an application.
- Any Conviction of a crime directly or indirectly involving fraud, violence, sexual abuse or theft of property is grounds for denial of an application.

### **Rental History or Property Ownership**

- ECMC requires a minimum of three (3) years of rental history and/or homeownership.
- All references must be verifiable.
- Negative or unverifiable references can be grounds for denial of an application.

### **TO APPLY**

#### **Please return completed application along with:**

- Last two paystubs or other form of income, if a college student a copy of your FAFSA
  - Driver's License AND Social Security Card or Passport
  - \$30.00 Money Order or Cashier's Check Only

# RESIDENTIAL LEASE APPLICATION

1. **APARTMENT COMMUNITY:** North Quarter / Pavilion
2. **APARTMENT PREFERENCES:** *(floor preferences do not guarantee availability)*  
 Bedrooms: \_\_\_\_\_ 1 Bedroom Unit      \_\_\_\_\_ 2 Bedroom Unit      \_\_\_\_\_ 3 Bedroom Unit  
 Floor: \_\_\_\_\_ First Available      \_\_\_\_\_ Upstairs      \_\_\_\_\_ Downstairs
3. **LEASE COMMENCEMENT:** *(Lease must commence within thirty (30) days of application submission)*  
 Desired move in date: \_\_\_\_\_  
 Lease term: \_\_\_\_\_ Twelve (12) months
4. **APPLICANT:** *(Each prospective occupant eighteen (18) years or older is required to complete this rental application)*  
 Name (Last, First Middle): \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_ DL State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cellular: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
 Applicant Marital Status: \_\_\_\_\_ Single      \_\_\_\_\_ Married      \_\_\_\_\_ Separated      \_\_\_\_\_ Divorced  
 Have you ever lived at an ECMC affiliated Property? \_\_\_\_\_  
 If yes, which one: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
**I am a co-applicant with** (list all): \_\_\_\_\_
5. **OTHER OCCUPANTS:** *(Each person under the age of eighteen (18) years of age as of the lease commencement)*  
 (1) Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 (2) Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 (3) Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Relationship: \_\_\_\_\_
6. **CURRENT ADDRESS:** *(Security Deposit, if provided, will be returned to this address is application is denied)*  
 Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Landlord Name: \_\_\_\_\_ Move In: \_\_\_\_\_ Move Out: \_\_\_\_\_  
 Landlord Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Reason for moving: \_\_\_\_\_
7. **PREVIOUS ADDRESS:** *(if within three years)*  
 Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Landlord Name: \_\_\_\_\_ Move In: \_\_\_\_\_ Move Out: \_\_\_\_\_  
 Landlord Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Reason for moving: \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_

**8. EMERGENCY CONTACT:** *(An adult who does not reside in the apartment community)*

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

**9. CURRENT EMPLOYER**

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Company Address: \_\_\_\_\_

Take home pay (per month): \_\_\_\_\_

Other Income (per month): \_\_\_\_\_ Source: \_\_\_\_\_

Other Income (per month): \_\_\_\_\_ Source: \_\_\_\_\_

Total Monthly Income: \_\_\_\_\_

**10. STUDENT STATUS:** *(mark as applicable)*

\_\_\_\_ Not Applicable      \_\_\_\_ Full Time Student      \_\_\_\_ Part Time Student

Name of Institution: \_\_\_\_\_

**11. BANK REFERENCE(S):** *(minimum of one is required)*

Bank Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Type of Account: \_\_\_\_\_

Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Type of Account: \_\_\_\_\_

Address: \_\_\_\_\_

**12. CREDIT REFERENCE(S):** *(minimum of one is required)*

Type of Credit: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

Type of Credit: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

**13. PERSONAL REFERENCE(S):** *(minimum of one is required)*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

**14. VEHICLES:** *(Landlord may restrict the number of vehicles allowed per apartment in the apartment community)*

(1) Make: \_\_\_\_\_ Model: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

(2) Make: \_\_\_\_\_ Model: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

(3) Make: \_\_\_\_\_ Model: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_

**15. PETS/ANIMALS:**

Applicant understands and agrees that the lease and apartment community will place restrictions or limitations on pets/animals that are allowed to be present in the apartment and apartment community. Applicant agrees to adhere to all rules, regulations, policies, terms and conditions associated with pets/animals within the apartment community as the same may change from time to time, in landlord's/owner's sole discretion.

**Initial to confirm agreement with this section:** \_\_\_\_\_

**16. REPRESENTATION:**

Applicant agrees and understands that the landlord and all staff and employees affiliated with the apartment community represent the Landlord/Owner exclusively in the apartment application and leasing process. Applicant further understands that he or she may, at his or her own expense, select an agent or agents to represent him or her in the apartment application and leasing process.

**Initial to confirm agreement with this section:** \_\_\_\_\_

**17. CREDIT AND CRIMINAL BACKGROUND CHECK:**

I hereby consent to allow Landlord/Owner and its designated agents and employees, to obtain a consumer credit report, criminal record information and verify the information contained in my application for the purpose of determining whether to lease an apartment to me. I also agree and understand that Owner and its agents and employees may obtain additional consumer credit reports and criminal record reports on me in the future to update or review my account. Upon my request, Owner will tell me whether consumer credit reports or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports.

**Initial to confirm agreement with this section:** \_\_\_\_\_

**18. INSURANCE:**

Applicant acknowledges that neither Landlord/Owner, Equity Capital Management Corporation nor any agent affiliated with the apartment community carries or will carry at any time insurance on the personal property of residents. Renters insurance is required with minimum liability coverage of \$25,000.

**Initial to confirm agreement with this section:** \_\_\_\_\_

**19. CERTIFICATION:**

Applicant certifies to Landlord/Owner and Equity Capital Management Corporation that neither applicant nor any potential occupants of the apartment have ever been charged with or convicted of any felony or a crime involving theft, violence, fraud, illegal drugs, or a sexual offense of any kind whatsoever.

**Initial to confirm agreement with this section:** \_\_\_\_\_

**20. RECEIPT:**

Application Fee (nonrefundable):	\$ <u>30.00</u>	(Per Applicant)
Security Deposit (may or may not be refundable):	\$ <u>300.00</u>	(Not Required for Application)
Pet Fee (\$200 per pet nonrefundable):	\$ <u>200.00</u>	(Not Required for Application)
Total of above application fee and Security deposit:	\$ <u>525.00</u>	(Plus \$30 for each additional applicant)

Applicant understands a Security Deposit is required to reserve an apartment and failure to sign a lease within five (5) days of reserving an apartment will result in immediate forfeiture of the security deposit.

**Initial to confirm agreement with this section:** \_\_\_\_\_

**21. FAIR HOUSING:**

We do business in accordance with Federal Fair Housing Laws. All lease applications are considered without discrimination on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin, disability or any other class protected by applicable laws.

**Applicant's Initials:** \_\_\_\_\_

The undersigned hereby makes this application to North Quarter/ Pavilion Apartments to rent an apartment (as described above in this application) for twelve (12) months commencing no later than the Lease Commencement at a monthly rental of \$\_\_\_\_\_.

By signing below, I represent that all of the information in this rental application is true and accurate to the best of my knowledge, and I acknowledge that Landlord/Owner, Equity Capital Management Corporation and their respective agents and representatives will rely on this information in considering this application. All persons and/or firms listed above may freely give any requested information concerning me, and I hereby waive all right of action for any consequence resulting from such information. Furthermore, in the event that any of the foregoing information is discovered to be false, I waive any rights that I may have under applicable law to notice or the establishment of grounds for eviction and grant Landlord/Owner or its agents or representatives the unconditional right to cancel my lease and immediately cause my eviction without prior notice or the establishment of grounds for eviction. I have been advised and understand that residency at these apartments is subject to qualification. I agree that, if approved, in addition to execution of a Lease Agreement that I will execute a resident certification attesting to the information contained herein which certification will be made under the penalty of perjury.

**APPLICANT:**

**LANDLORD'S/OWNER'S AGENT:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Application Received On: \_\_\_\_\_ By: \_\_\_\_\_ Processed Date: \_\_\_\_\_

INITIAL NEXT TO EACH REFERENCE ONCE VERIFIED

**IF DENIED:**

Spoke with ( ) or left message for ( ) Applicant on: \_\_\_\_\_ Initials: \_\_\_\_\_

**IF APPROVED:**

Contacted Applicant on: \_\_\_\_\_ Initials: \_\_\_\_\_

Security Deposit Amount: \$ \_\_\_\_\_ Received On: \_\_\_\_\_ Initials: \_\_\_\_\_

Leased must be signed no later than: \_\_\_\_\_

Apartment Reserved: \_\_\_\_\_ Until: \_\_\_\_\_

Scheduled Move-In Date: \_\_\_\_\_

Initial Month's Rent (due prior to receiving keys): \_\_\_\_\_

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Entered Into System On: \_\_\_\_\_ Initials: \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_