

# AUSTIN RENTALS

243 Signal Mountain Road, Chattanooga, TN 37405  
423.266.7708, Monday-Friday 8-5, nights and weekends by appointment  
www.austinrentals.org  
austinrentals@comcast.net

We want you to live with us.  
If you agree, please fill out this  
Rental Application Package for  
everyone who wants to live here.

The Package contains:

- 1 Statement of Rental Policy (*sign together*)
- 1 Rental Application (*fill out and sign together*)
- 1 Request for Rental History (*sign together in the box marked Authorized Signature*)
- 2 Permission to Verify Income (*fill out and sign one for each job and each person*)
- 1 Additional Questions (*fill out and sign together if all have the same answers*)
- 1 Reservation Deposit (*bring with you to turn in with the application*)

Please fill out any extra forms needed.

Then bring or mail the completed package, the \$25 cash or money order application fee and the Reservation Deposit to our office at the address above.

We are normally able to give you an answer within one business day.

We look forward to you living here.  
Thank you for giving us the  
opportunity to serve you.

**AUSTIN RENTALS APPLICATION**

243 Signal Mountain Road, Chattanooga, TN 37405  
 423.266.7708, Monday-Friday 8-5, nights and weekends by appointment  
 You can also visit us at austinrentals.org

(Please type or print clearly)

Date \_\_\_\_\_ Address of apartment applying for \_\_\_\_\_

<b>ADULT APPLICANT</b>	<b>ADULT APPLICANT</b>
Name _____	Name _____
Employment _____	Employment _____
Business Phone _____	Business Phone _____
How long employed _____	How long employed _____
Date of birth _____	Date of birth _____
Social Security number _____	Social Security Number _____
<b>PRESENT HOME</b>	<b>PRESENT HOME</b>
Address _____	Address _____
How long _____ Phone _____	How long _____ Phone _____
E-mail _____	E-mail _____
Landlord _____ Phone _____	Landlord _____ Phone _____
<b>CHILDREN</b>	<b>PETS</b>
Name _____ Age _____ Sex _____	Do you have or anticipate having a pet? _____ If so, please describe (type, weight, gender, fixed, declawed, etc.) _____
Name _____ Age _____ Sex _____	
Name _____ Age _____ Sex _____	
<b>CREDIT REFERENCES</b>	<b>IN CASE OF EMERGENCY, NOTIFY</b>
Bank name _____	Name _____
Credit cards _____	Address _____
Currently 30 days late on any payment? _____	Phone _____
If so, explain _____	Relationship _____
<b><u>PLEASE READ AND SIGN BELOW</u></b>	
This application is made subject to the approval of the Landlord and may, without designating cause, be disapproved by same, its being agreed that such disapproval shall not be considered a reflection upon applicant. We acknowledge that the above information shall become part of the lease and hereby affirm said information to be true and correct. We agree to abide by the rules and regulations of the Landlord. We have no objection to the imposition of late charges for rent payment as follows: \$20 late fee if received or postmarked after the fifth of the month plus \$2 a day until paid in full up to 10 percent or the maximum allowed by law. We agree to notify the Landlord of any change in the information provided on this Rental Application.	
X _____ Signature of applicant	X _____ Signature of applicant
_____	_____
Date	Date

*Thank you for applying for this home. We look forward to having you as our neighbor.*

**FOR MANAGEMENT USE ONLY**

Date \_\_\_\_\_ Time \_\_\_\_\_

Rental History \_\_\_\_\_ Employment \_\_\_\_\_ Credit \_\_\_\_\_ App. Fee paid cash/money \_\_\_\_\_

Approved: Yes/No By: \_\_\_\_\_ Date \_\_\_\_\_

Notified Applicant: Attempt at \_\_\_\_\_ Date \_\_\_\_\_ Success Date \_\_\_\_\_

Deposit: Amount \_\_\_\_\_ Date Paid \_\_\_\_\_ Deposit Agreement Signed \_\_\_\_\_

Estimated move in date/time/rent \_\_\_\_\_ Keys required \_\_\_\_\_

Additional Information \_\_\_\_\_

\_\_\_\_\_

# AUSTIN RENTALS

SHOPPING CENTERS

SUITE A SIGNAL OFFICE PLAZA

APARTMENTS, DUPLEXES, RENTAL HOMES

243 SIGNAL MOUNTAIN ROAD

COMMERCIAL AND OFFICE BUILDINGS

CHATTANOOGA, TENNESSEE 37405

TELEPHONE 423.266.7708

FAX 423.265.5418

## REQUEST FOR RENTAL HISTORY

**Applicant(s), please sign only in this box.  
Do not fill out the rest of this form.**

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_ 1 page, including this page

To: \_\_\_\_\_ Fax number: \_\_\_\_\_

From: Dawn, Secretary Fax number: 423.265.5418

Re: Applicant(s) \_\_\_\_\_

Address \_\_\_\_\_

By signing above, the applicant(s) authorizes you to release information to us regarding rental history. Your comments and/or recommendations are appreciated.

1. Amount of rent? \_\_\_\_\_

Is rent current? \_\_\_\_ If not, how much is owed? \_\_\_\_\_

2. Rent paid: On time \_\_\_\_ Occasionally late \_\_\_\_ Often late \_\_\_\_\_

If late, how often? \_\_\_\_\_ Have required late charges been paid  
when due? \_\_\_\_\_

3. How long has the resident(s) lived here? \_\_\_\_\_

4. Is the resident(s) breaking the lease? \_\_\_\_\_

5. Has the resident(s) given a required notice? \_\_\_\_\_

6. Have you had complaints of any kind? \_\_\_\_\_

If yes, explain \_\_\_\_\_

7. Would you rent to the resident(s) again? \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of person filling out form

\_\_\_\_\_  
Title

# AUSTIN RENTALS

SHOPPING CENTERS  
APARTMENTS AND DUPLEXES  
COMMERCIAL AND OFFICE BUILDINGS

SUITE A SIGNAL OFFICE PLAZA  
243 SIGNAL MOUNTAIN ROAD  
CHATTANOOGA, TENNESSEE 37405

TELEPHONE 423.266.7708  
FAX 423.265.5418  
[www.AustinRentals.org](http://www.AustinRentals.org)  
[AustinRentals@comcast.net](mailto:AustinRentals@comcast.net)

## RENTAL APPLICATION ADDITIONAL QUESTIONS

1. Have any of the individuals listed on the Rental Application ever been evicted, received a notice to vacate, or been served with a detainer warrant for nonpayment of rent or for any other reason?

(circle one)                      Yes                      No

2. If approved for this apartment, will you abide by all of the terms of the Lease and all the rules and regulations, and if you do not will you agree to move out upon request by the Lessor, pay all sums owed, clean the apartment and return the keys in a timely manner?

(circle one)                      Yes                      No

3. Do you agree that these answers and all answers, statements and information provided by you on the Rental Application are material, important and used by Lessor in deciding whether to lease to you, and do you acknowledge that the Rental Application and other forms you sign become part of the Lease?

(circle one)                      Yes                      No

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

# AUSTIN RENTALS

SHOPPING CENTERS

SUITE A SIGNAL OFFICE PLAZA

APARTMENTS, DUPLEXES, RENTAL HOMES

243 SIGNAL MOUNTAIN ROAD

COMMERCIAL AND OFFICE BUILDINGS

CHATTANOOGA, TENNESSEE 37405

TELEPHONE: 423.266.7708

FAX: 423.265.5418

EMAIL: AustinRentals@comcast.net

## PERMISSION TO VERIFY INCOME

**Applicant(s), please fill out only this portion of the form.**

I, (Print name) \_\_\_\_\_, applying for credit from Austin Rentals, do hereby state that my monthly income (before taxes) is \$ \_\_\_\_\_ at employer \_\_\_\_\_.

I grant Austin Rentals, its employees, agents, assigns and successors, permission to investigate this income.

I further grant my employer, its employees, agents, assigns, or successors, permission to disclose my income to Austin Rentals.

SIGNED: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE: \_\_\_\_\_

*NOTE: Any information received shall be held in strictest confidence by Austin Rentals and shall be used only to determine the applicant's credit worthiness.*

Date:

1 page, including this page

To:

Fax number:

From: Dawn, Secretary

Fax number: 423.265.5418

Please verify the above income by signing below and fax back.

Thanks! Verified by \_\_\_\_\_  
(signed)

Print name and Title \_\_\_\_\_

# AUSTIN RENTALS

SHOPPING CENTERS  
APARTMENTS AND DUPLEXES  
COMMERCIAL AND OFFICE BUILDINGS

SUITE A SIGNAL OFFICE PLAZA  
243 SIGNAL MOUNTAIN ROAD  
CHATTANOOGA, TENNESSEE 37405

TELEPHONE 423.266.7708  
FAX 423.265.5418  
[www.AustinRentals.org](http://www.AustinRentals.org)  
[AustinRentals@comcast.net](mailto:AustinRentals@comcast.net)

## RESERVATION DEPOSIT

By paying \$ \_\_\_\_\_\* at the time of application, we the undersigned agree to the following:

1. If approved for the apartment home at \_\_\_\_\_ (Home), we will sign the Lease not later than 4:30 p.m. on \_\_\_\_\_ for \$ \_\_\_\_\_ per month.
2. The purpose of paying the deposit is to induce Lessor/Landlord to process the application and hold the Home for us and not to lease the Home to anyone else.
3. If all the information supplied to Lessor is true and complete and our application is not approved, then we will receive a refund of this deposit.
4. If any information supplied to Lessor is false or incomplete, we agree to forfeit this deposit and have no further recourse.
5. If for any reason we do not sign the lease by the above-stated date and/or occupy the Premises, we agree to forfeit the deposit in its entirety, and Lessor shall not have any further obligations to us.
6. If the deposit is paid by check that fails to clear the bank for any reason, we agree to forfeit the deposit in its entirety, and Lessor shall not have any further obligations to us.
7. Interest earned, if any, on the deposit shall accrue to the benefit of the Lessor.
8. After the lease is signed, the lease shall govern the deposit and this Deposit Agreement shall be of no further force or effect, except item 4 shall survive and be a part of the Lease.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\*Reservation Deposit is \$150 for 127 Goodson Avenue, \$200 for Hixson 1 and 2 bedrooms, and \$300 for Hixson 3 bedrooms.

**STATEMENT OF RENTAL POLICY**

Austin Rentals and all its affiliates and related entities provide Equal Housing Opportunity without regard to race, color, religion, sex, familial status, handicap, or national origin, and are committed to following federal and state fair housing practices.

1. AVAILABILITY. We will inform all prospective residents of all available apartments within their preferred price range, floor plan and amenities. "Availability" can change at any time based on notices given to and received by our office, status of previously submitted applications, and estimated time to complete turnkey repairs.
2. CREDIT STANDARDS. Applicants are required to complete and sign all paperwork and to pay a non-refundable \$25 cash or money order application fee prior to our beginning review of the application. We consider information contained in the credit report, verifiable income and employment data, and referrals from current and recent landlords. Applicants must have no collections by landlords, must have few other collection judgments, slow pays and no pays, must not have filed bankruptcy recently, must earn total monthly income equal to three to four times rent, must have a favorable landlord recommendation, and must tell the complete truth in all aspects of the application.
3. APPROVAL. If an application is approved, we will notify you at the phone number you provide. You then will have one business day to bring the deposit to our office in cash or money order and sign the Deposit Agreement if you have not done so already. This is your promise to take the apartment and sign a lease and our promise to hold this particular apartment for you and not to rent it to someone else. Failure to pay the deposit and sign the Deposit Agreement and Lease Agreement on time could result in loss of the apartment and forfeiture of all moneys paid.
4. DENIAL. We will notify you of a denied application at the phone number you provide and by letter. We will also notify you if there is anything you can do to make your application more likely to be favorably considered, such as extra deposit, extra rent, co-signor, etc.
5. RENTAL PAYMENTS, LATE FEES. Rent is due on the first (1<sup>st</sup>) day of each calendar month in advance. Late fees/charges begin on the sixth (6<sup>th</sup>) day of each month. Late charges are the lesser of 10 percent of the balance due or \$20 plus \$2 per day. Acceptance of late rent does not obligate us to accept late rent ever again. Late rent may be accepted with reservation, which means we reserve our rights to continue with an unlawful detainer process.
6. OCCUPANCY. We allow up to two (2) people per bedroom. Any excess is a violation of the lease.
7. ROOMMATES. Unmarried or unrelated roommates will each be fully responsible for all obligations under the lease, including but not limited to rental payments, damages, and care and use of the apartment. Each roommate's full responsibility continues even if the other roommate vacates the apartment.
8. PARKING. You and all your guests must park only in paved areas designated for your apartment. We have the unrestricted right but no obligation to regulate the types of vehicles parked on our property. Parking on grass or in front of mailboxes and trash can pickup sites is prohibited, as is parking in other residents' designated areas.
9. WATERBEDS, RENTER'S INSURANCE. Waterbeds are allowed. Residents are responsible for all damages caused thereby, whether their fault or not. Renter's insurance is recommended. We are not responsible for and do not insure your personal property, no matter how damaged.
10. PETS. Pets are strictly prohibited for any amount of time unless we grant prior written approval and you sign a Pet Agreement and pay the required deposits and fees.
11. SECURITY. We do not provide security or regulate or referee personal disputes. Call the police or fire department as needed.

Lessee \_\_\_\_\_ Date \_\_\_\_\_

Lessee \_\_\_\_\_ Date \_\_\_\_\_