



# GREENTREE VILLAGE | APPLICATION FOR RENTAL

FOR OFFICE USE ONLY					
Apt. Leased	Rental Rate	Washer/Dryer	Move-In Date	Lease Term	Leasing Agent
		N/A			
DEPOSIT & FEES					
Security Deposit	Admin. Fee	Application Fee	Co-signer App. Fee	Parking Fee	Pet Fee
\$200 per apt.	\$150 per apt.	\$30 per applicant			

## **APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_ Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SS# \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Driver License # \_\_\_\_\_ State \_\_\_\_\_

Present Address \_\_\_\_\_ How Long \_\_\_\_\_  
street city/state/zip code

Present Phone ( \_\_\_\_ ) \_\_\_\_\_ ( \_\_ cell / \_\_ home) E-mail address \_\_\_\_\_

Present Employer \_\_\_\_\_ Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_  
City/State/Zip Code

Position \_\_\_\_\_ Part Time \_\_\_\_ Full Time \_\_\_\_ Income \$ \_\_\_\_\_ Monthly \_\_\_\_ Yearly \_\_\_\_

Immediate Supervisor \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_

Other Income \$ \_\_\_\_\_ Source: \_\_\_\_ Parents \_\_\_\_ Scholarships \_\_\_\_ Loans \_\_\_\_ Other (please describe) \_\_\_\_\_

## **SPOUSE INFORMATION**

Spouse's Name \_\_\_\_\_ Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SS# \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Driver License # \_\_\_\_\_ State \_\_\_\_\_

Present Phone ( \_\_\_\_ ) \_\_\_\_\_ ( \_\_ cell / \_\_ home) E-mail address \_\_\_\_\_

Present Employer \_\_\_\_\_ Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_  
City/State/Zip Code

Position \_\_\_\_\_ Part Time \_\_\_\_ Full Time \_\_\_\_ Income \$ \_\_\_\_\_ Monthly \_\_\_\_ Yearly \_\_\_\_

Immediate Supervisor \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_

Other Income \$ \_\_\_\_\_ Source: \_\_\_\_ Parents \_\_\_\_ Scholarships \_\_\_\_ Loans \_\_\_\_ Other (please describe) \_\_\_\_\_

## **EMERGENCY CONTACT** (Emergency contact person must be over 18 years of age, who will not be living with you)

\_\_\_\_\_  
Name Relationship Home or Cell Work Phone

\_\_\_\_\_  
Street Address City/State/Zip Code Email

**OTHER OCCUPANTS** Names of all persons under 18. All occupants above 18 years of age are required to submit an application and application fee.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_ Birthdate: \_\_\_\_\_ DL# \_\_\_\_\_ State: \_\_\_\_\_

Employed By: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Sex: \_\_\_\_ Birthdate: \_\_\_\_\_ DL# \_\_\_\_\_ State: \_\_\_\_\_

Employed By: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**PET** Please describe below.

Pet Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

**VEHICLES** All vehicles must have valid state registration and operable. Vehicles not approved in writing may be towed away at owner's expense.

1.) Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

2.) Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

### **PREVIOUS RESIDENCE HISTORY**

Previous Address: \_\_\_\_\_ Own \_\_\_\_ Rent \_\_\_\_  
Street Address City / State / Zip Code

If you are renting, please name the apartment community or landlord: \_\_\_\_\_

How Long? \_\_\_\_\_ Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

### **PREVIOUS EMPLOYMENT HISTORY**

Previous Employer \_\_\_\_\_ How Long? \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Position \_\_\_\_\_ Part Time \_\_\_\_ Full Time \_\_\_\_ Income \$ \_\_\_\_\_ Monthly \_\_\_\_ Yearly \_\_\_\_

Spouse's Previous Employer \_\_\_\_\_ How Long? \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Position \_\_\_\_\_ Part Time \_\_\_\_ Full Time \_\_\_\_ Income \$ \_\_\_\_\_ Monthly \_\_\_\_ Yearly \_\_\_\_

### **REFERENCES** (no relative or employee)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ How Long Have You Known This Person? \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ How Long Have You Known This Person? \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**HOW DID YOU LOCATE US** Apartment Guide \_\_\_\_\_ Greentree Village Website \_\_\_\_\_ Other (please name) \_\_\_\_\_

Why are you moving? \_\_\_\_\_

What features or services are important to you? \_\_\_\_\_

Application is hereby made to rent a \_\_\_\_\_ bedroom apartment or Apartment # \_\_\_\_\_ beginning on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ for a period of \_\_\_\_\_ months for \$\_\_\_\_\_ per month payable in advance on the first day of each month. Applicant promises that all the above information is true and correct and acknowledges that all such information is material to Greentree Village's decision whether to lease an apartment to applicant.

Applicant hereby deposits with Greentree Village \$200 which shall be held in a non-interest bearing account. **IN THE EVENT APPLICANT CANCELS THIS APPLICATION AFTER 3 DAYS HAVE ELAPSED FROM RECEIPT OF DEPOSIT AND FEES, OR IF THE APPLICANT FAILS TO SIGN A LEASE WHEN REQUESTED TO DO SO, THE DEPOSIT AND FEES SHALL BE APPLIED TO GREENTREE VILLAGE LOSS OF RENT.** If this application is not approved, the deposit will be returned to the applicant. If this application is approved, Applicant agrees to execute Greentree Village standard form residential lease, pay a security deposit of \$200 and an administrative fee of \$150 and pay any monies owing on the first month's rent. This deposit will be applied to the security deposit in the event applicant and Greentree Village enter into a lease agreement. **IF YOU CANCEL YOUR MOVE-IN AFTER YOUR APPLICATION IS APPROVED AND YOUR APARTMENT HAS BEEN RESERVED, YOU WILL LOSE YOUR SECURITY DEPOSIT OF \$200, YOUR ADMINISTRATIVE FEE OF \$150, AND REQUIRED PAYMENT OF ONE MONTH'S RENT TO COMPENSATE FOR OUR LOSS OF RENT ON YOUR RESERVED APARTMENT.**

Applicant hereby pays a \$30 non-refundable application fee to Greentree Village in consideration for accepting and investigating this application.

ANYTHING HEREIN CONTAINED SHALL NOT BE DEEMED TO CREATE ANY LIABILITY ON THE PART OF GREENTREE VILLAGE FOR FAILURE TO DELIVER THE PREMISES ON THE DATE SPECIFIED, NOR SHALL ANYTHING HEREIN BE DEEMED TO RELEASE THE APPLICANT AND/OR LESSEE FROM ANY LIABILITY CREATED HEREIN TO LEASE THE ABOVE REFERENCE APARTMENT, EXCEPT TO THE EXTENT THAT THE RENTAL PROVIDED FOR SHALL BE ABATED UNTIL SUCH TIME AS THE TENANT TAKES POSSESSION OF THE PROPERTY OR COULD HAVE TAKEN POSSESSION OF THE PROPERTY.

I HAVE READ AND I FULLY UNDERSTAND THE TERMS AND CONDITIONS SET FORTH IN THIS APPLICATION. I UNDERSTAND THAT THIS APPLICATION IS PART OF MY LEASE AGREEMENT, ESPECIALLY THOSE AREAS REGARDING EARNEST MONIES. I UNDERSTAND AND GIVE GREENTREE VILLAGE PERMISSION THAT AS A PART OF NORMAL PROCEDURE FOR PROCESSING THIS APPLICATION AN INVESTIGATION WILL BE CONDUCTED AS TO THE VALIDITY OF THE CONTENTS THAT ARE CONTAINED IN THIS APPLICATION. **I UNDERSTAND THAT THIS INVESTIGATION MAY INCLUDE, BUT IS NOT LIMITED TO, A CONSUMER CREDIT REPORT, VERIFICATION OF EMPLOYMENT WITH SALARY, PAST RENTAL HISTORY, CRIMINAL HISTORY AND I, THEREFORE, CONSENT TO THIS INVESTIGATION, AND I CERTIFY THAT ALL STATED FACTS ARE TRUE.** IT IS UNDERSTOOD THAT ANY MISREPRESENTATION OR OMISSION IS CAUSE FOR THE MANAGEMENT AND/OR OWNER TO REJECT THIS APPLICATION AND/OR TERMINATE LEASE. I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN 30 DAYS OF THE TIME THIS APPLICATION IS MADE FOR A COMPLETE AND ACCURATE DISCLOSURE OF ADDITIONAL INFORMATION CONCERNING THE NATURE AND SCOPE OF THE REPORT. I UNDERSTAND THAT GREENTREE VILLAGE WILL COMPILER THE REPORT AND THAT I MAY OBTAIN THIS INFORMATION BY WRITING DIRECTLY TO REALPAGE, INC.

_____ PRINT APPLICANT NAME	_____ APPLICANT'S SIGNATURE	_____ DATE
_____ PRINT CO-APPLICANT NAME	_____ APPLICANT'S SIGNATURE	_____ DATE
_____ PRINT CO-APPLICANT NAME	_____ APPLICANT'S SIGNATURE	_____ DATE





## **Thank you for choosing Greentree Village Apartments.**

**We WELCOME you to live at our community and make our property your HOME.**

**Before you make your decision to live here, we want you to be informed of our standards. Because we care about our resident community, we desire each resident to respect their neighbors and to help preserve this community as an enjoyable and peaceful place to live.**

**We, as a Management Staff, will not tolerate disturbing acts in or outside the apartment that will interfere with the rights, comfort or convenience of other residents.**

**Our Passion is to make Greentree Village a unique place to live, a home base that is rich in community, and a launching pad for positive life impact through residents that move in, get involved, and make a difference.**

**I CERTIFY THAT I HAVE READ ALL THE ABOVE STATEMENT AND WILL ADHERE TO IT.**

\_\_\_\_\_  
Signature of agreement



## RENTAL QUALIFICATION

In signing the application and submitting your application fee, you are giving **Dominion Management Group & Greentree Village Apartments** the right to research the information you have provided us to make the recommendation for acceptance.

- **We will check your residence history.** (No outstanding balances or evictions)  
If you are a full-time student, with no rental history established, it will not count against you.
- **We will check present employer.**  
If you are a full-time student, with no employment established, we will require a Co-Signer.
- **We require your verifiable income to be at least three times the rental amount monthly. You must provide 60 days of pay stubs; OR last year W-2 form; OR financial aid statement with the loan amount; OR recent bank statements showing recurring deposits; OR proof of assets such as bank or mutual fund statements; OR official letter from your new employer stating salary amount.** (This requirement applies to all roommates and Co-Signors)
- **We will check your credit rating with the credit bureau.** (Good history required)  
If you are a full-time student, with no credit history established, we will require a Co-Signer.
- **We do not allow any felonies on your criminal background check.**
- **We do not allow any sex offenders to live at Greentree Village.**
- **Evictions or bad debt to other apartment communities will be reason for denial.**
- **Bankruptcy will need to be discharged and recent credit will need to be in good standing.**

The income required for qualification is based on verifiable gross income. Your salary must be in line with the following amounts.

- 1.) An individual will need 3 times the rental amount per month.
- 2.) Roommates will need a combined income of 3 times the rental amount per month.
- 3.) Married couples' income will be combined.

We require that every adult (18 years or older) who resides in the apartment must have an approved application on file.

To be a qualified Co-Signer, you will need to meet the same qualifications as an applicant and have perfect credit. You must sign the lease agreement along with the applicant(s) when they move in.

Please understand that any falsification or omissions deemed deliberate are grounds for immediate disapproval. Approval is on the sole discretion of the management. We practice under equal housing opportunity codes and we do not discriminate based on age, race, color, religion, sex, family status, handicap, or national origin.

In signing the application, you are aware that if the application is not approved, the application fee of **\$30.00** per person is non-refundable. Upon submitting your application, we require two separate checks (or money order). One is for the security deposit and the other one is for the administrative fee. Our security deposit is **\$150.00** that would be refundable within 30 business days after your move-out and an administrative fee of **\$150.00** that is not refundable.

**IF YOU CANCEL YOUR MOVE-IN AFTER YOUR APPLICATION IS APPROVED AND YOUR APARTMENT HAS BEEN RESERVED, YOU WILL LOSE YOUR SECURITY DEPOSIT OF \$150.00, YOUR ADMINISTRATIVE FEE OF \$150.00, AND REQUIRED PAYMENT OF ONE MONTH'S RENT TO COMPENSATE FOR OUR LOSS OF RENT ON YOUR RESERVED APARTMENT.**

**By signing below you acknowledge that you have read and understand the foregoing rental standards.**

\_\_\_\_\_  
Primary Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Signer

\_\_\_\_\_  
Date



## RENTAL VERIFICATION REQUEST

<b>TO:</b>		<b>FROM:</b>	
<b>PROPERTY:</b>		<b>PROPERTY:</b>	Greentree Village Apartments
<b>FAX:</b>		<b>FAX:</b>	(865) 588-8335
<b>PHONE:</b>		<b>PHONE:</b>	(865) 588-6437

### **AUTHORIZATION FOR RENTAL HISTORY**

I, \_\_\_\_\_, authorize the release of my rental history to Greentree Village Apartments.  
 I'm a \_\_\_ current/\_\_\_ past resident of apartment community known as \_\_\_\_\_ and my  
 address there is: \_\_\_\_\_.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

### **THE FOLLOWING MUST BE COMPLETED BY THE LANDLORD**

We have received an application for lease from your current/former resident. Please provide the following information. If you have any questions, please contact our office. Thank you for your time and attention.

Applicant Name: \_\_\_\_\_ Apartment Community Name: \_\_\_\_\_

When did the Tenant move in and move out of the property?  
 Move-In: \_\_\_\_\_ Move-out: \_\_\_\_\_ Rental Rate: \_\_\_\_\_

Did the applicant pay his/her rent promptly?  
 Yes  No Comments \_\_\_\_\_  
 If no, how many times were they late? \_\_\_\_\_ NSF's? \_\_\_\_\_

Did the applicant ever have any pets in the apartments/house?  
 Yes  No Comments \_\_\_\_\_

Did the applicant incur any cost for damages, late fees or other charges?  
 Yes  No Comments \_\_\_\_\_

Were any complaints made against the Tenant by any neighbors or any within the rental community?  
 Yes  No Comments \_\_\_\_\_

Were you given proper notice and a reason for the rental/lease agreement being terminated?  
 Yes  No Comments \_\_\_\_\_

Did the resident adhere to the rules, regulations, and terms of their lease?  
 Yes  No Comments \_\_\_\_\_

Would you lease to this individual if he/she applied with you again?  
 Yes  No Comments \_\_\_\_\_

Please use the space below for additional comments you may wish to make.  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

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