

CREDIT APPLICATION

DATE _____

What address are you applying for? _____ Date wanted _____

Who referred you (Agency) _____

AS REQUIRED BY TENNESSEE LICENSE, WE ARE INFORMING YOU THAT GILBERT REAL ESTATE & PROPERTY MANAGEMENT IS WORKING AS THE AGENT FOR THE OWNER OF ALL LEASED PROPERTIES.

APPLICANT NAME _____ SS# _____
TELEPHONE # _____ DATE OF BIRTH _____
DRIVER'S LICENSE # _____ STATE ISSUED _____ BANK NAME _____
EMPLOYERS NAME _____ EMPLOYER PHONE # _____ POSITION _____
EMPLOYERS ADDRESS _____ NET SALARY \$ _____ WK MTH

SPOUSE/ROOMATE _____ SS# _____
TELEPHONE # _____ DATE OF BIRTH _____
DRIVER'S LICENSE # _____ STATE ISSUED _____ BANK NAME _____
EMPLOYERS NAME _____ EMPLOYER PHONE # _____ POSITION _____
EMPLOYERS ADDRESS _____ NET SALARY \$ _____ WK MTH

PRESENT ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOW LONG _____ REASON FOR MOVING _____ RENT AMOUNT \$ _____
PRESENT LANDLORD NAME _____ PHONE # _____
PREVIOUS ADDRESS _____ CITY _____ STATE _____ ZIP _____

NUMBER OF PEOPLE THAT WILL BE LIVING IN UNIT _____ . Additional Tenant info:
NAME _____ RELATION _____ # _____ DOB _____ SSN _____
NAME _____ RELATION _____ # _____ DOB _____ SSN _____
NAME _____ RELATION _____ # _____ DOB _____ SSN _____

Pets: Yes/No NUMBER OF PETS _____ BREED/DESCRIBE _____

CREDIT REFERENCES (ANYTHING YOU MAKE MONTHLY PAYMENTS ON)

COMPANY _____ PHONE NUMBER _____
COMPANY _____ PHONE NUMBER _____
COMPANY _____ PHONE NUMBER _____

OF AUTOMOBILES _____ MAKE _____ MODEL _____ YEAR _____
MAKE _____ MODEL _____ YEAR _____

DOES APPLICANT(S) HAVE A CRIMINAL RECORD? Y N EXPLAIN _____

HAS APPLICANT(S) EVER BEEN EVICTED? Y N EXPLAIN _____

EMERGENCY CONTACT: NAME _____ PHONE _____ RELATION _____
ADDRESS _____

BY SIGNING I AM STATING I HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS SET FORTH IN THIS APPLICATION, FRONT AND BACK. WE (I) GIVE PERMISSION FOR GILBERT REAL ESTATE & PROPERTY MANAGEMENT TO PROCURE A CREDIT CHECK ON ALL APPLICANTS. THIS APPLICATION IS SUBJECT TO APPROVAL OF CREDIT REPORT AND PROPERTY OWNER'S APPROVAL. I DEPOSIT HEREWITH \$20.00 (WHICH IS NON-REFUNDABLE TO COVER THE COST OF THE CREDIT CHECK). **IN THE EVENT THAT WE (I) CHANGE OUR MIND ABOUT THE PROPERTY, I KNOW I FORFEIT MY SECURITY DEPOSIT THAT I HAVE PUT DOWN.** THE SECURITY DEPOSIT WILL ONLY HOLD THE PROPERTY FOR ONE WEEK. AFTER THAT RENT WILL BEGIN. I ALSO UNDERSTAND, I AM ACCEPTING THE PROPERTY IN ITS "AS IS" CONDITION. **CO-SIGNER HAS TO BE PRESENT WHEN THE LEASE IS SIGNED. WE ONLY ACCEPT CHECK OR MONEY ORDER AS A FORM OF PAYMENT, NO CASH.**

APPLICANT'S SIGNATURE _____

APPLICANT SIGNATURE _____

APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>	COSIGNER <input type="checkbox"/>
MONTHLY RENT \$ _____	LEASE TERM _____	APPLIANCES _____
DEPOSIT \$ _____	PAID DEPOSIT _____	PAID APP FEE <input type="checkbox"/>

Application Process:

- Prior to turning in an application, applicant(s) must have seen the interior of the property.
- Each person over 18 must complete an application. A **\$20.00** processing fee for each person must be paid at this time. There will be a **\$10.00** processing fee for Co-signers. This is **nonrefundable**.
- Upon approval, applicant may leave a security deposit to secure the property. Applicant must be approved before paying the deposit.
- If applicant places a security deposit, the property will be held for up to seven days. After the seven days, the lease must be signed and rent begins. If he or she decides they do not want the property, the security deposit will **NOT** be refunded. No exceptions.
- Unit cannot be held without a security deposit. If no security deposit is applied to a unit someone else could be approved and rent the property. It is a first-come first-serve basis.
- All applications may not be processed within the same day. Gilbert Real Estate manages property and does not own the properties. They are owned by individuals. Please be mindful it may take some time to discuss each application with the owners of the apartment/house.

Rules Upon Renting:

- You are accepting the unit in its “as is” condition. If the unit has not been cleaned, etc. you will need to wait until work is completed before you sign your lease.
- Work orders may not be processed in the same day; unless it is an emergency. Please bring in your maintenance requests during business hours unless it is an extreme emergency. Our maintenance workers are independent contractors (self-employed). They are not employees of Gilbert Real Estate & Property Management.
- If you are a student, all parents must co-sign. We must have all applications, including cosigner, in our office before we email/fax the lease to parents. We do not email/fax blank leases.
- All cosigners must sign the lease in our office or have it notarized if they cannot be present.
- The cosigner(s) must sign lease before tenant can be given any keys.
- Everyone, including cosigners, is equally responsible.
- Our form leases cannot be altered in any way.
- Every tenant must be present in our office to sign the lease.
- We can fax/email the completed lease to the co-signer after everyone has signed the lease.
- In the event that one or more roommates move out, everyone on the lease is still responsible for the apartment whether you live there or not. All co-signers are responsible until the lease is fulfilled and all tenants have vacated.
- **We only accept one money order or one check for rent payments.**

You may need a co-signer if you are/have:

- Under 21 years of age
- Unemployed, self-employed or retired
- Employed less than 90 days (no temporary hire)
- Part time employed
- Receiving disability and/or any government assistance (includes social security)
- Student

Your co-signer may be required to be:

- 21 years of age
- Employed full time (not self-employed)
- Employed for more than 90 days (no temporary hire)
- Credit worthy
- Free from disability and/or any government assistance (includes social security)

I have read and understand the above policies. By signing, I acknowledge these facts.
