

Rental Application Criteria

The following are the standards by which we will judge your application for tenancy. You must meet the following standards to qualify for a rental in any apartment home at University Village. Applicants are judged on the same standards, one person or family at a time, on a first come/first served basis.

- **\$50 Non-Refundable Application Fee:** Every occupant over the age of 18 must fill out an application. Each applicant/cosigner/tenant is required to pay an application fee. Cosigners for applicants are subject to the similar criteria as the renter.
- **Identification:** All applicants must provide current and valid photo identification at the time of application.
- **Employment Requirements:** Employment will be verified. At a minimum, employment history should reflect six months with current employer and/or six months with previous employer. Self-employed applicants must provide a current CPA-prepared financial statement or most recent year's tax return.
- **Income Requirements:** The combined gross income of all persons living in the rental must be three times the monthly rental rate. Applicants that do not meet the above employment or income requirements must provide a cosigner and/or savings account statements showing a minimum balance equal to 12 months rental payments. Cosigner must have an income equal to five times the monthly rental rate.
- **Rental History:** Applicants must provide name, address and dates of tenancy for previous landlords for two years. An application will not be approved if there are any previous evictions, defaults in lease agreements, untimely rental payments or outstanding balances owed to another landlord.
- **Credit History:** Your credit must reflect that all accounts are in good standing or you may be required to pay a higher or additional deposit if approved. Any bankruptcy must have been discharged at least one year from the date of application. If you are currently in a bankruptcy, if approved, you must provide us with a letter from your attorney stating University Village will not be included in the bankruptcy. All rental/collections accounts must show as being paid in full or you could be subject to a higher deposit if approved or in some cases denied.
- **Criminal History:** Your application will be rejected if you have been convicted of a felony or any type of crime that would be considered a serious threat to the rental property, other residents or neighbors.
- **Students:** Full-time students (if not employed) can qualify with written verification of financial aid, parental support, scholarships and/or supplemental savings equal to 12 months of rental payments.
- **Maximum Occupancy:** 2 persons/1 bedroom; 4 persons/2 bedroom; 6 persons/3 bedroom.

University Village is committed to equal housing opportunity. We do not discriminate against anyone on the basis of race, color, religion, sex, disability, family status, national origin, source of income, sexual orientation or gender identity.



University Village Apartment Homes

10 Hull Cove, Jackson, TN 38305 • 731-512-0000

universityvillage@freemanwebb.com



PLEASE TELL US ABOUT YOURSELF

Applicant's Last Name
()

(Jr, Sr)

First Name
()

Middle Name
()

Home Phone

Work Phone

Cell Phone

Email

Marital Status (Single, Divorced, Married)

Social Security #

Date of Birth

Driver's License #

State of Issue

List people who will occupy the apartment
(Include BIRTH DATE if under 18. Individuals over the age of 18 will be required to complete a separate application.)

I found out about this apartment community through

☐ Newspaper Ad

☐ Property Website

☐ Apt. Guide

☐ Drive By

☐ Flyer

☐ Billboard

☐ Referred By

☐ Other

RENTAL HISTORY

Have you ever been evicted? (Y/N)
Have you ever been sued for rent? (Y/N)
Sued for property damage? (Y/N)
Have you ever broken a lease? (Y/N)

If so, WHEN?
Are you in the U.S. legally? (Y/N)
What verifying documentation do you have to prove this?

Have you ever been convicted of a felony or misdemeanor? (Y/N)
If so, please specify date, place and charge:

All convictions will be reviewed based upon an individualized assessment of the entire record and will not necessarily result in rejection.

Current Address

Apt. #

City

State

Zip

Own ☐
Rent ☐

Monthly Payment

Move-in Date

Reason for Leaving

Has Notice Been Given? (Y/N)

Name of Manager

Day Phone #

Fax #

Email

PREVIOUS RESIDENCE

Address

Apt. #

City

State

Zip

Own ☐
Rent ☐

Monthly Payment

Move-in Date

Reason for Leaving

Name of Manager

Day Phone #

Fax #

Email

CURRENT EMPLOYMENT

Employer

Address

City

State

Zip

Name of Supervisor

Day Phone #

Fax #

Email

Job Type

Job Title

Start Date

Gross Income (Annual, Monthly, etc.)

Additional Income

Source of Additional Income

PREVIOUS EMPLOYMENT

Employer

Address

City

State

Zip

Name of Supervisor

Day Phone #

Fax #

Email

Job Type

Job Title

Start Date

End Date

Reason for Leaving

Annual Income

EMERGENCY CONTACT

IN CASE OF ILLNESS, ACCIDENT, EMERGENCY, PLEASE NOTIFY:

Name
Relation

Address
City
State
Zip

Home Phone
Wk Phone
Cell Phone

Fax
Email

In the event of serious illness or other circumstances that would make you unavailable, the emergency contact has permission to enter your unit and to remove property from your unit and common areas.
Yes
No

VEHICLE INFORMATION

We do not allow vehicles without written permission. Vehicles not approved in writing may be towed away at owner's expense.

1.

Vehicle Type (Car, Boat, Motorcycle, Truck) _____ Make (Ford, Honda, etc.) _____ Model (Taurus, Civic, etc.) _____

Year _____ Color _____ Tag No. _____ State _____
2.

Vehicle Type (Car, Boat, Motorcycle, Truck) _____ Make (Ford, Honda, etc.) _____ Model (Taurus, Civic, etc.) _____

Year _____ Color _____ Tag No. _____ State _____

PETS
Restricted breed list: Chow Chows, Rottweilers, Malamutes, Dalmations, Doberman Pinschers, Pit Bulls, American Staffordshire Terriers, American Bulldogs, German Shepherds, Akitas, wolf hybrids, Bull Mastiffs, Siberian Huskies, Presa Canario and any other aggressive breeds are prohibited. A mix of any above breed not permitted. *** List subject to change at management discretion.**
Type (Dog, Cat) _____ Breed _____ Size in Pounds _____ Color _____ Age _____ Name _____
Type (Dog, Cat) _____ Breed _____ Size in Pounds _____ Color _____ Age _____ Name _____

Applicant proposes to lease Apartment No. _____ Beginning on the _____ day of _____ 20____ for a period of _____ months for \$ _____, payable in monthly installments of \$ _____ in advance on the first day of each month. LESSEE agrees that a 10% late penalty will be added to the monthly installment if payment is not received at or before 5:00 PM on the fifth day of each month.

An application fee of _____ DOLLARS (\$ _____) and a non-refundable administration fee of _____ DOLLARS (\$ _____) is payable with this application. Applicant understands that the application fee and processing charge will not be refunded under any circumstance or applied as payment or credit on any monies due LESSOR.

A Hold Fee in the amount of **ZERO DOLLARS (\$0.00)** is payable with the application. I agree, in the event of approval of this application, to execute a lease in accordance with the terms set forth herein. The Hold Fee will be refunded only if application is rejected. If applicant merely changes his/her mind about the apartment after the Hold Fee has been paid or otherwise fails to execute a lease, the Hold Fee will be retained by the LESSOR as liquidated damages.

A non-refundable pet fee through **SureDeposit** at the currently charged amount is payable before or upon execution of the Lease Agreement. In addition, a pet rent of _____ DOLLARS (\$ _____) per pet will be required and due at the same time as rent, each month. Pets are subject to the approval of the manager. Approval must be in writing.

Electricity will be furnished by the Resident. Notice in writing may be mailed to the Resident at leased premises or delivered to Resident in person. LESSOR’S failure to deliver possession of the premises at the time agreed upon shall not subject LESSOR to damages in any amount. _____ I have read and agree with this statement.

PLEASE READ THE FOLLOWING CAREFULLY.

Applicants listed above are required to pay the appropriate application fee with this application. If the application fee is not paid at the time of submission; applicants understand and agree that the application shall not be considered by Management until the fee is paid in full. Applicants understand and agree that the application fee is used by Management for processing the application which includes verifying the authenticity of the information provided and to obtain, or otherwise procure, information regarding applicant’s credit history, criminal background, and rental references. As such, Applicant(s) understands and agrees that the Application Fee is nonrefundable. By signing this Application for Occupancy, Applicant(s) represent that the information provided herein is true and correct to the best of their knowledge. Should Applicant fail to answer (whether by leaving blank or answering the question as “N/A” or “not applicable”) any question related to past evictions or criminal history, it shall be presumed that the applicant has represented the answer as being “No”. In the event that Management discovers that any information herein is false, Applicant(s) understands and agrees that Management may, at Management’s sole option, reject the Application and immediately rescind any current or future agreement with Applicant(s). By signing this Application for Occupancy, the undersigned Applicant(s) acknowledges that he/she must meet Applicant Qualifying Criteria which will be provided upon request and authorize(s) Management to obtain a consumer credit report and any other information necessary, in Management’s sole discretion, to assist in the evaluation of this application for occupancy. Applicant(s) understands and agrees that any such information obtained by management may include, but is not limited to, Applicant’s credit history, criminal record, evidence of any civil litigation and civil judgment(s), records of arrest, past rental history, employment history, salary information and history, vehicle records, Driver’s License records, driving history or any other information. Applicant(s) release(s) Management , its Principals, Investors, Employees, Agents, Vendors, The Owner(s) of the community or property generally described in this Application, any furnisher or supplier of information related to this Application, from any and all liability in the procurement, use, distribution, and possession of all obtained information. Applicant(s) also understands and agrees that the information provided in this Application and other consumer reports, to include credit reports, criminal records, evidence of any civil litigation or civil judgments, records of arrest, past rental history, employment history or any other information, may be provided to State, Local and/or Federal Government Agencies if requested.

APPLICANT QUALIFYING CRITERIA

Freeman Webb Company does business in accordance with the Federal Fair Housing Law. We do not discriminate in the rental of housing based on race, color, religion, sex, national origin, familial status, or handicap. In order to ensure consistency the following criteria shall be used in qualifying each applicant applying to live at a Freeman Webb Company community.

Renter’s Insurance is required by Freeman Webb Company as part of our rental qualifications procedure. If my application is approved, I agree to provide Freeman Webb Company with a copy of my renter’s insurance policy upon move-in. I agree to maintain a renter’s insurance policy during my entire residency at a Freeman Webb Company community. Any additional qualifying criteria for any particular property will be provided upon request. _____ I have read and agree with this statement.

Criminal Background Screening:

A criminal background search is performed on each person applying to live at a Freeman Webb-managed community. It is our policy not to accept prospective residents who have been convicted of certain felonies or serious misdemeanors which would indicate that they pose a threat to the apartment community. An independent consumer reporting agency processes criminal background searches using a sophisticated multi-state criminal search and decision system that objectively categorizes criminal records based on offense type and disposition. Decisions are returned automatically based on predetermined criteria. Each rejection is then individually screened to be sure the record reflects an actual conviction and warrants a rejection based upon an individualized assessment of the entire record. The factors which will be considered are: a) the seriousness of the crime; b) the recency of the crime; c) the number of convictions on the record; and, d) the person’s history since conviction. The application of anyone with a pending charge will be held until there is a final determination. Some examples of crimes which may warrant a rejection include, but are not limited to, sexual offenses, homicide, kidnapping, any crimes of violence against a person, arson, and crimes involving the selling or manufacturing of drugs. An automatic denial will occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC) or other federal, state, or local agency. A clean record for five (5) years or more may result in eligibility to lease except in the case of the more serious felonies, depending on the other factors above. If your application is rejected based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report An applicant who is

rejected based on such a criminal background report may obtain a copy of the report and may initiate an investigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the actions that you may take in order to do so.

I have read and fully understand the terms and conditions set forth in this application. I understand that this application is a part of my lease agreement especially those areas regarding earnest monies. I certify that the information given herein is complete, true and correct. I hereby authorize management to make appropriate inquiries as to the authenticity of the information provided above.

I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that CoreLogic-SafeRent will compile the report and that I may obtain this information by writing directly to Experian Information Solutions or visiting their site online at www.experian.com.

I understand that by submitting this application via e-mail, I have agreed to the aforementioned credit, residential and employment inquiries. Further, I understand that upon receipt of the completed application and applicable fees and deposits, Freeman Webb Company will begin processing the information contained herein and that any false information will constitute grounds for rejection of the application or termination of any future agreement.

_____ I have read and agree with this statement.

Freeman Webb Company will not be responsible for maintaining the security of information transmitted via the Internet. The choice to submit this application to Freeman Webb Company via the web is voluntary. Freeman Webb Company will not be held liable for maintaining the security of the personal information that is contained herein. If you wish not to send this application via e-mail, you may print out this application and mail it to the management office with the application fee check.

_____ I have read and agree with this statement.

(PROPERTY NAME)

Applicant’s Signature

Witnessed By

Following to be completed by Office:

DATE RECEIVED _____

☐ Approved ☐ Not Approved

Signature _____

Notification to Applicant by _____

TIME _____

Date/Time _____

Date/Time _____