



BROWNING-GORDON & CO., INC., CRMC®
PROPERTY MANAGEMENT

3015 POSTON AVENUE, SUITE 101
NASHVILLE, TN 37203

OFFICE (615) 383-3999
Fax (615) 383-2168
www.browning-gordon.com

Tenant Application Form

H:\Applicationform\09252018

PROPERTY ADDRESS:

FOR OFFICE USE ONLY

DATE _____ TIME _____
DEPOSIT _____ APP FEE _____
TOTAL PAID _____
MOVE-IN DATE _____
ACCEPTED _____ REJECTED _____
COPY GIVEN _____ MAILED _____

FILL IN BLANKS COMPLETELY

Applicant's Full Name _____
Social Security #/TaxID _____ Birthdate _____
Other Occupants/Relation to Applicant/Birthdates _____
Best # to reach _____ email address _____

Present Address _____ City _____ State _____ Zip _____
Telephone _____ How Long? _____ Rent Amount _____
Reason For Moving _____ Phone # _____
Landlord's Name & Address _____ City _____ State _____ Zip _____
Previous address _____ City _____ State _____ Zip _____
Reason For Moving _____ Rent \$ _____
Landlord's Name & Address _____ Phone # _____

Applicant's Employment _____ Supervisor _____
Address _____ City _____ State _____ Zip _____ Telephone _____
Position _____ Salary \$ _____ per month Starting Date _____
Additional Income _____

****If self employed, we will need proof of income: i.e. 3 months' bank statements or latest tax return.****

1. Bank _____ Branch _____ Phone # _____
City _____ State _____ Acct. # _____ Check () Savings () Loan ()
2. Bank _____ Branch _____ Phone # _____
City _____ State _____ Acct. # _____ Check () Savings () Loan ()

Personal References

1. _____ Address _____ Phone # _____
2. _____ Address _____ Phone # _____
3. _____ Address _____ Phone # _____

NO PETS WITHOUT PRIOR APPROVAL. EACH PET SUBJECT TO \$50 PET APPLICATION FEE(DUE WITH REGULAR APPLICATION FEE)AND \$300 NON-REFUNDABLE PET FEE (DUE WITH FIRST MONTH'S RENT).

Number of Pets _____ Type(s) _____ Breed (s) _____ Weight _____
Age _____ Color _____ How long owned? _____ Housebroken? Yes () No ()

OFFICE USE ONLY: ACCEPTED () REJECTED () INITIALS

VEHICLES: We do not allow vehicles on the property without permission. Vehicles not approved in writing may be towed away at the owner's expense. One vehicle allowed per licensed driver/tenant

1. Vehicle Make _____ Model _____ Year _____ Color _____ License # _____ State _____
2. Vehicle Make _____ Model _____ Year _____ Color _____ License # _____ State _____
3. Driver's License #'s: _____ State _____

List any boats, trailers, or recreations vehicles with identifying license numbers.

Have you ever been evicted from any residential rental property? Yes _____ No _____
Have you ever pled guilty, or have you ever been convicted, or do you have any pending charge(s) of a felony or misdemeanor? _____
An arrest or conviction does not necessarily disqualify you from being approved for residency. Yes _____ No _____
If yes, please explain: _____

EMERGENCY CONTACT INFORMATION:

Name _____ Relationship _____ Phone # _____
Address _____ City _____ State _____ Zip _____
In the event of an emergency or death, do you authorize the release of a key to your property to this person? Yes _____ No _____
How did you hear about Browning-Gordon & Co., Inc? _____
Please tell us which websites you searched: _____

***Please note that Browning-Gordon & Co., Inc. has a NO CASH POLICY. Please be prepared to pay all fees, deposits and rents by cashier's check or money order. Application fees for individuals and pets may be combined. Escrow Deposit must be separate. Thank you.**

BROWNING-GORDON & CO., INC., APPLICATION POLICY

- 1) **APPLICATION FEES:** A non-refundable application fee is payable with this application. The application fee will not, under any circumstances, be refunded or applied to any debt owed by the applicant to Browning-Gordon & Co., Inc. (hereafter referred to as BGC). Application fees are \$70.00 for each applicant and/or cosigner, and will be accepted only in the form of a cashier's check or money order. All adult occupants and/or applicants (over 18 years of age) must fill out an application and sign the lease.
- 2) **ESCROW DEPOSIT:** An escrow deposit is also due and payable with this application. In the event this application is not approved, the deposit will be refunded. Deposits will be accepted only in the form of a cashier's check or money order and must be separate from application fees. The applicant will be provided with a blank lease form, upon request. **Applicant understands that the escrow deposit will be forfeited as liquidated damages if applicant cancels or withdraws the application or merely changes his/her mind (whether or not the lease has been signed).** Escrow deposits will be deposited in Regions Bank upon approval of application.
- 3) **APPROVAL:** BGC can normally approve or decline an application within three business days. However, there may be delays due to criminal background checks, employment verifications, and rental verifications. Every effort is made to expedite the process. If the applicant fails to submit the necessary application fees and escrow deposit, this application will be considered withdrawn and BGC and the applicant will be under no further obligation. It is necessary to have all applications, application fees, and escrow deposits before the property will be taken off the market for lease. Once the application is approved and the lease is signed, the escrow deposit will become the security deposit. A portion of the security deposit will be designated as a non-refundable cleaning fee. The remainder of the deposit will be refundable. The first month's rent will also need to be paid in the form of a cashier's check or money order. Please know that two valid forms of identification will be required of all persons on the lease. One of these will need to be a photo I.D. These will need to be shown at lease signing. If applicant gives false information, BGC has the option of voiding this application and/or any subsequent lease. Denial of one applicant will result in denial of all applicants. Notice in writing may be mailed to applicant at present address or last known address, if present address is not available.
- 4) **RENTAL POLICY: We are an equal opportunity housing provider.** We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, national origin, handicap or familial status. We adhere to all applicable state and local fair housing laws. Metro Codes does not allow a group of more than three unrelated persons to live together in a dwelling unit. To qualify for a rental unit through BGC, you must meet the following rental criteria: **1)** Your monthly income must be at least three times the monthly rent and must be verified. **2)** If there are any rental (or landlord/tenant) judgements/collections/monies owed, these must be paid in full and written notice of this fact must be received by BGC. **3)** If there are more than four other types of unpaid collections, judgements or charge offs, the application will be declined. **4)** We do not accept or approve applications that show a current or pending Chapter 11 or 13 Bankruptcy. A Chapter 7 Bankruptcy may be considered if it has been discharged and evidence of that fact has been received by BGC, and if applicant has since maintained a good credit history. **5)** The burden of proof rests with the applicant. **6)** There are three parts of the credit application: rental history, employment/income verification, and credit history. If you do not meet one of the above credit criteria, you may qualify for the unit if you can get a third party to guarantee your lease. The guarantor will need to pass the same application and screening process and will be required to sign the lease. BGC will also not accept any applicant with a prior rental eviction or unfavorable rental reference. **7)** There is also a criminal background check. All convictions will be evaluated and decisions made based on factors that concern the health and safety of other residents and the property. Please be advised that BGC does not take into account any misdemeanor over two years old nor any felony over seven years old unless the conviction is against the health/safety/property of others, in which case, we do not take into account anything over ten years old. However, BGC will not lease to any individual who has ever been convicted or pled guilty to the manufacture and/or distribution of an illegal substance, arson, or who is on the lifetime sex offender list.
- 5) **AGENCY DISCLOSURE:** Applicant acknowledges and understands that BGC represents the owner of the property in the lease of the property for which applicant is applying.
- 6) **LEAD PAINT DISCLOSURE:** Applicant is hereby notified that any property built prior to 1978 may contain lead based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, LESSORS must disclose the presence of known lead based paint and lead based paint hazards in the dwelling. LESSEES will receive a Federally approved pamphlet on lead poisoning prevention at the lease signing. If you would like this pamphlet prior to signing your lease, please make this request prior to returning your application to Browning-Gordon & Co., Inc.
- 7) **PETS:** There is a \$50 pet application fee per pet. Most of our properties do not allow pets. All pets are subject to prior approval by BGC and the owner of the property. For each approved pet, the applicant must pay a non-refundable pet fee. The minimum pet fee is \$300 per pet. There may be additional pet deposits required. Where pets are allowed, there is a limit of two pets per property. Unauthorized pets may be subject to penalties per the lease agreement. A pet addendum will become a part of the lease agreement. The following types of dogs are prohibited: Pit Bulls, Alaskan Malamutes, Rottweilers, Akitas, Chow Chows, American Staffordshire Terriers, Doberman Pinschers, German Shepards, Great Danes, Siberian Huskies, Wolf hybrids, Perro de Presa Canarios and any dog that has any one of the previously listed breeds in their lineage. If a dog has a history of violent behavior, it is determined to be a dangerous dog no matter what the pedigree and it is then not allowed on the property.
- 8) **ADMINISTRATIVE FEE:** There will be a \$100 administrative fee due at lease signing which needs to be in a cashier's check or money order, separate from the rental payments.
- 9) **RETURN POLICY:** There is a \$30 processing charge for any payment that is returned for any reason. Please provide two separate cashier's checks or money orders for the application fees and the escrow deposit, both made payable Browning-Gordon & Co., Inc.
- 10) **POSSESSION:** Failure by BGC to deliver possession of the premises at the time agreed upon, shall not subject BGC to damages in any amount whatsoever. If the applicant's lease application is approved, the rent and other obligations, as outlined in the lease agreement, must begin no more than seven (7) days from the date of the approval.
- 11) **STATEMENT OF UNDERSTANDING:** Applicant agrees that he/she has read and agrees to above application policies. Applicant also understands that this application is part of the lease agreement and certifies that all information is correct. Any misrepresentations, misleading or false statements made by LESSEE and later discovered by LESSOR will, at LESSOR's option, void the lease agreement. Applicant hereby authorizes BGC to check whatever sources BGC deems necessary to verify or update information before, during, or after tenancy and authorizes the investigation of all statements contained in this application. Applicant agrees that application may be shared with the owner of the property. Your credit/criminal report is based on information received from Resident Research, LLC. If you have any questions regarding information received, you may contact them at 1 (800) 566-2320 or info@residentresearch.com. Applicant agrees to pay any court costs, attorney fees, or collection costs which may be necessary to enforce any of the application policies.

****APPLICATION FEES & ESCROW DEPOSIT ARE DUE WHEN SUBMITTING THE APPLICATION & MUST BE MADE PAYABLE WITH SEPARATE CASHIER'S CHECKS OR MONEY ORDERS****

Lessee

Date

