



# TOWN & COUNTRY PROPERTY MANAGEMENT

1944 Hwy 45 Bypass #8  
Jackson, TN 38305  
731-668-7078  
www.townandcountryrentals.com

## FOR OFFICE USE ONLY

Address \_\_\_\_\_ Property No. \_\_\_\_\_ Lease date \_\_\_\_\_  
Application Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

A NON-REFUNDABLE processing charge of \$30.00 per applicant (\$50 for a married couple) is payable with this application. Applicant understands that the processing charge will not be returned under any circumstances or applied to any monies due applicant.

### PERSONAL INFO

#### Applicant's Information

E-Mail Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth \_\_\_\_\_ DL# \_\_\_\_\_ ST \_\_\_\_\_ Martial Status \_\_\_\_\_

Current Address: \_\_\_\_\_ Previous Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

#### Applicant Employment Information

Your Status:  Full-Time  Part-Time  Student  Retired  Unemployed

EMPLOYER  CURRENT  PREVIOUS Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date Employed \_\_\_\_\_ Employed As \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Phone No. \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_ If employed by above less than 6 months, give name and address of previous employer or school \_\_\_\_\_ If weekly, # of hours/wk \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT need to reveal alimony or child support since we do not consider it in this application.

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

#### Co-Applicant's Information

E-Mail Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth \_\_\_\_\_ DL# \_\_\_\_\_ ST \_\_\_\_\_ Martial Status \_\_\_\_\_

Current Address: \_\_\_\_\_ Previous Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Relation to Applicant \_\_\_\_\_

#### Co-Applicant Employment Information

Your Status:  Full-Time  Part-Time  Student  Retired  Unemployed

EMPLOYER  CURRENT  PREVIOUS Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date Employed \_\_\_\_\_ Employed As \_\_\_\_\_

**Co-Applicant Employment Information cont'd**

Supervisor \_\_\_\_\_ Supervisor Phone No. \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_ If employed by above less than 6 months, give name and address of previous employer or school \_\_\_\_\_ If weekly, # of hours/wk \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contract for confirmation. You do NOT need to reveal alimony or child support since we do not consider it in this application.

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

Applicant and Co-Applicant Combined total monthly indebtedness \$ \_\_\_\_\_ Rental Price Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_ (excluding rent, utilities, & insurance)

Other Residents	Relationships	Age

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Tag No. \_\_\_\_\_ St \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Tag No. \_\_\_\_\_ St \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Tag No. \_\_\_\_\_ St \_\_\_\_\_

Ever rented with Town & Country before?  Yes  No Sec 8 funding?  Yes  No

Filed Bankruptcy?  Yes  No Pets?  Yes  No How many? \_\_\_\_\_ Size Fullgrown \_\_\_\_\_

Breed? \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_ relationship \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Contact Numbers Day \_\_\_\_\_ Night \_\_\_\_\_

Co-Applicant Name \_\_\_\_\_ Contact Numbers Day \_\_\_\_\_ Night \_\_\_\_\_

I hereby deposit \$ \_\_\_\_\_ as earnest money, half of which will be retained as the security deposit and then other half will be held as a nonrefundable cleaning deposit. I understand that this deposit will hold the property for which I am applying for up to 14 days upon acceptance, within which time I must take possession of the property or forfeit the deposit. Only if application is not approved by Town & Country Property Management will deposit be refunded. Deposit is nonrefundable if applicant refuses occupancy once application is signed. Your deposit will be held in escrow at The Bank of Jackson, Jackson, TN.

I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with my present and former employers and landlords, and any other applicable agencies. This inquiry includes information as to my character, general reputation and mode of living.

Signature of applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of co-applicant \_\_\_\_\_ Date Signed \_\_\_\_\_



1944 Highway 45 By-Pass, Suite #7 • Jackson, TN 38305  
Ph: 731-668-7078 Fx: 731-664-3407  
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## APPLICANT AUTHORIZATION RELEASE

In connection with my application for residence at Town & Country Property Management Inc., I hereby authorize any consumer agency, current and previous employer, current and any former landlord, law enforcement agency, any check authorization agency, and state employment security agency to release all information any of them may have about me to Resident Data, Inc. I hereby release all these parties from any liability in connection with release of such information. I also authorize the use of Resident Data, Inc. of data contained in my application for residence for demographically or other type of studies or reports.

A facsimile or other copy of this authorization shall be sufficient for release by aforesaid parties.

I have submitted a **nonrefundable** fee of **\$30.00 (\$50 for a married couple)** to process my credit for residence. I understand that this sum is not rental payment or deposit and will not be refunded even if my credit is denied or cancelled by me after submission.

This authorization is for this transaction only and continues in effect for one (1) year unless limited by state law, in which case the authorization form continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

1.) \_\_\_\_\_  
Date (Printed Name) Signature

\_\_\_\_\_  
Driver's License # Social Security # Date of Birth

2.) \_\_\_\_\_  
Date (Printed Name) Signature

\_\_\_\_\_  
Driver's License # Social Security # Date of Birth



PLEASE FILL OUT THIS PAGE COMPLETELY  
OR APPLICATION WILL NOT BE PROCESSED

### Applicant Rental History Verification

Names On Current Lease: \_\_\_\_\_  
Address of Current Rental Unit: \_\_\_\_\_

#### Current Landlord Information:

Landlord Name & Phone Number: \_\_\_\_\_  
Dates Rented: \_\_\_\_\_

#### Employment Verification

Company Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Address & Phone Numbers: \_\_\_\_\_

Salary: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Comments: \_\_\_\_\_

#### Signed:

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

#### For Office Use Only

#### Questions?

When did tenant rent from you?(move-in & move-out dates) \_\_\_\_\_  
What was the monthly rent? \_\_\_\_\_ Did tenant pay rent on time? \_\_\_\_\_  
Was tenant considerate of neighbors-that is, no loud parties and fair, careful use of common areas? \_\_\_\_\_  
Did tenant have any pets? \_\_\_\_\_ If so, any problems? \_\_\_\_\_  
Did tenant make any unreasonable demands or complaints? \_\_\_\_\_  
Why did tenant leave? \_\_\_\_\_  
Did tenant give the proper amount of notice before leaving? \_\_\_\_\_  
Did tenant leave the place in good condition? Did you need to use the security deposit to cover damages? \_\_\_\_\_  
Any particular problems you'd like to mention? \_\_\_\_\_  
\_\_\_\_\_  
Would you rent to this person again? \_\_\_\_\_  
Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PLEASE FILL OUT THIS PAGE COMPLETELY  
OR APPLICATION WILL NOT BE PROCESSED

### Co-Applicant Rental History Verification

Names On Current Lease: \_\_\_\_\_  
Address of Current Rental Unit: \_\_\_\_\_

#### Current Landlord Information:

Landlord Name & Phone Number: \_\_\_\_\_  
Dates Rented: \_\_\_\_\_

#### Employment Verification

Company Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Address & Phone Numbers: \_\_\_\_\_

Salary: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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

Comments: \_\_\_\_\_

#### Signed:

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

#### For Office Use Only

##### Questions?

When did tenant rent from you?(move-in & move-out dates) \_\_\_\_\_

What was the monthly rent? \_\_\_\_\_ Did tenant pay rent on time? \_\_\_\_\_

Was tenant considerate of neighbors-that is, no loud parties and fair, careful use of common areas? \_\_\_\_\_

Did tenant have any pets? \_\_\_\_\_ If so, any problems? \_\_\_\_\_

Did tenant make any unreasonable demands or complaints? \_\_\_\_\_

Why did tenant leave? \_\_\_\_\_

Did tenant give the proper amount of notice before leaving? \_\_\_\_\_

Did tenant leave the place in good condition? Did you need to use the security deposit to cover damages? \_\_\_\_\_

Any particular problems you'd like to mention? \_\_\_\_\_

Would you rent to this person again? \_\_\_\_\_

Other Comments: \_\_\_\_\_



# Town & Country Property Management, Inc.

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[www.townandcountryrentals.com](http://www.townandcountryrentals.com)



## PAYMENT OPTIONS AVAILABLE

### Deposit(s), Rent, and Fee(s)

**Cashier's Check-** For those who have an account with a bank here in Jackson you may purchase a cashier's check to submit payment to Town & Country Property Management.

**Money Order-** Money orders may be purchased near our office at K-Mart. You must have cash only to purchase a money order from this location. If cash is not available and you need to purchase a money order using a debit card you may do this at Wal-Mart. A money order can be submitted as payment to Town & Country Property Management.

**Directions: K-Mart-** From our office take the 45 Bypass South one Red Light to Old Hickory Blvd. Take a Right on Old Hickory Blvd and K-Mart is on the Left.

**Directions: Wal-Mart-** From our office take the 45 Bypass North to the next exit Vann Drive. Take the Van Drive Exit and at the Red Light Take a Right onto Stonebridge Blvd. Wal-Mart is straight ahead on the Right.

**Debit/Credit Card-** A debit or credit card can be used at Town & Country Property Management with a 5% processing fee added to the amount paid.

**Wire Transfer-** You may have your bank wire payment to an account we have established at a bank here in Jackson. *Note: Please check with your bank for applicable fees. Our office may also charge fees accordingly.*

**Note:** You may pay this \$30.00 (\$50 for a married couple) application processing fee in cash. But, your first month's rent and deposit(s) must be paid with one of the payment options listed above.

**\*After you have moved into your new home and the lease has been signed, for your convenience you may pay your remaining monthly installments with a personal check.\***

## **Criteria of Approving Credit for Renting Property**

- 1.) Judgements or collection accounts from previous landlords and delinquent utility accounts must be paid before any further consideration can be given.
- 2.) Bad credit is determined by multiple late payments on accounts. All items on the report are considered. Unpaid Medical or Delinquent Student Loans will be given less consideration if there is enough good credit to out weigh them.
- 3.) When bad credit is 3-4 years old and new credit is good (6 months or longer) most recent history is considered.
- 4.) When there is no good credit history on any accounts, credit reports are not approved regardless of age of history.
- 5.) Bankruptcies should be old enough to establish new credit history.
- 6.) Rental history must be verifiable and be six months or longer.
- 7.) Employment and income must be verifiable. Self-employed persons must supply proof of income (i.e. a copy of their last W-2 or 1099 forms or letter from CPA stating income). Unemployed applicants are required to pay lease in advance or may be given option of a co-signer, if credit requirements are met.
- 8.) Need to be on present job for three months or previous job within last three months.
- 9.) Section 8 applicants must have full rent paid by Housing Authority or have sufficient garnishable income.
- 10.) Co-Signers should have indebtedness less than 35% of their gross income and be employed three months or longer.
- 11.) Applicants with no credit history will require a co-signer.
- 12.) Income needs to be at least 2 times the amount of general indebtedness.
- 13.) All roommates' credit and background check will need to meet criteria also.
- 14.) Anyone who is 18 years or older must qualify and be on the lease contract.
- 15.) Applicants with no social security number available will need further approval by Town & Country Property Management.