

# LOFTS

## AT SOUTH BLUFFS

5 0 5 T E N N E S S E E S T R E E T

### LEASE APPLICATION PACKET & GUIDELINES

Please complete the attached documents. All occupants must sign page three and complete their own copy of the Employment and Residency Verification forms. The management requires the following fees be paid at the time of application:

- \$50 non-refundable application fee, checks only made out to the *Lofts at South Bluffs*.
- One month's rent deposit, checks only, made out to the *Lofts at South Bluffs*.

Your monthly rent fee will include the following amenities:

- All appliances, including washer & dryer
- One Tennessee Street Garage parking space
- Basic cable
- WI-FI
- All utilities except electricity
- Use of the Rooftop Skyline Club, including the gym, sauna, lap pool, gas grills, and roofdeck

If you require an extra parking space, they are available for an additional \$40/month. Storage units are available for an additional \$45/month.

Pet policy:

- The management allows 2 pets per unit. There are no size or breed restrictions; however, no aquarium animals are permitted.
- \$500 non-refundable pet deposit fee, payable at time of lease, checks only, made out to the *Lofts at South Bluffs*.
- An additional \$30/month/pet will be added to your monthly rent.

Application processing typically requires 2 to 4 business days to complete.

Thank you for choosing the Lofts at South Bluffs, where we're *Creating America's Best Loft Living!*

Unit Number \_\_\_\_\_ Move-In Date \_\_\_\_\_  
 Lease Term \_\_\_\_\_ Rental Rate \_\_\_\_\_  
 Security Deposit \_\_\_\_\_ Application Fee \_\_\_\_\_  
 Pet Deposit \_\_\_\_\_ Monthly Pet Fee \_\_\_\_\_  
 Total Parking Spaces \_\_\_\_\_



# LEASE APPLICATION

**Applicant's Name:** \_\_\_\_\_  
 SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Driver's License \_\_\_\_\_  
(Number) (State) (Expiration Date)

**Roommate's/Spouse's Name:** \_\_\_\_\_  
 SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Driver's License \_\_\_\_\_  
(Number) (State) (Expiration Date)

**Occupants:**  
 1. \_\_\_\_\_ SSN \_\_\_\_\_  
 2. \_\_\_\_\_ SSN \_\_\_\_\_  
 3. \_\_\_\_\_ SSN \_\_\_\_\_

**Pets:**  
 Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_  
 Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_

**Present Address:**  
 \_\_\_\_\_  
(Street) (Apt #) (City/State/Zip)  
 \_\_\_\_\_  
(Present Landlord/Mortgage Co) (Monthly Rent/Mortgage) (Dates of Residency: mm/yy - mm/yy)

**Previous Address(es) Within the Past Three Years:**  
 1. \_\_\_\_\_  
(Street) (Apt #) (City/State/Zip)  
 \_\_\_\_\_  
(Landlord/Mortgage Co, Phone #) (Monthly Rent/Mortgage) (Dates of Residency: mm/yy - mm/yy)  
 2. \_\_\_\_\_  
(Street) (Apt #) (City/State/Zip)  
 \_\_\_\_\_  
(Landlord/Mortgage Co, Phone #) (Monthly Rent/Mortgage) (Dates of Residency: mm/yy - mm/yy)  
 3. \_\_\_\_\_  
(Street) (Apt #) (City/State/Zip)  
 \_\_\_\_\_  
(Landlord/Mortgage Co, Phone #) (Monthly Rent/Mortgage) (Dates of Residency: mm/yy - mm/yy)

Have you ever been evicted? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

**Present Employer:**  
 \_\_\_\_\_  
(Company Name) (Address) (Position Title)  
 \_\_\_\_\_  
(Supervisor's Name & Phone Number) (Annual Gross Income) (Dates of Employment: mm/yy - mm/yy)

**Previous Employer(s) Within the Past Three Years:**  
 \_\_\_\_\_  
(Company Name) (Address & Phone Number) (Dates of Employment: mm/yy - mm/yy)  
 \_\_\_\_\_  
(Company Name) (Address & Phone Number) (Dates of Employment: mm/yy - mm/yy)

Additional Sources of Income: \_\_\_\_\_

**Roommate's/Spouse's Present Employer:**  
 \_\_\_\_\_  
(Company Name) (Address) (Position Title)  
 \_\_\_\_\_  
(Supervisor's Name & Phone Number) (Annual Gross Income) (Dates of Employment: mm/yy - mm/yy)

**Vehicles:**

(Make)	(Model)	(Year)	(Color)	(License Plate #)	(State)	(Exp. Date)
(Make)	(Model)	(Year)	(Color)	(License Plate #)	(State)	(Exp. Date)

**Emergency Contact:**

(Name & Relationship)	(Address)	(Phone Number)
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**ALL BLANKS ARE TO BE COMPLETELY FILLED OUT**

1. I certify that the facts set forth in this **LEASE APPLICATION** are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that a knowing and willful false statement on this application is grounds for rejection by the rental manager. I consent that the information provided above may be verified, and I further authorize management of this property to make ay investigation of my residential history, employment history, and credit/financial record. It is understood that the **LEASE APPLICATION** is a part of the Lease and Resident hereby affirms that the statements and information contained in the **LEASE APPLICATION** are true and correct and that the Resident's authority to the Landlord to obtain credit information through the use of a Credit Reporting Agency, including, but not limited to the obtaining of a Consumer Credit Report on the Resident is a continuing right agreed upon by the Resident, including, but not limited to credit verification, skip-tracing, or the collection of any delinquent accounts which the Resident may maintain with the Landlord.

2. I agree that the Damage Deposit may not be applied as rent and that the full monthly rent will be paid on or before the first day of every month including the last month of occupancy. I further agree that the deposit will not be refunded if I elect not to lease the apartment, unless management is notified within 72 hours of receipt of this application.

3. I hereby authorize without reservation any law enforcement agency, institution, information service bureau, and references contacted by the Lofts at South Bluffs or its agents to furnish the information required to conduct a pre-rental background investigation.

**Applicant(s):**

(Signature)	(Date)
(Signature)	(Date)

**Agent:**

(Signature)	(Date)
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*It is the policy of this property to rent to qualified persons regardless of race, color, religion, sex, national origin, handicap, or familial status, and in compliance of all federal, state, and local laws.*

**General Policy for Leasing:**

- Rent to qualified persons, regardless of race, sex, color, creed, religion, national origin, or familial status, and in compliance with all federal, state, and local laws.
- Verify all information furnished by applicant in the LEASE APPLICATION.
- Hold a vacant apartment only with a deposit and LEASE APPLICATION for a period of no longer than fourteen (14) days.
- Collect a non-refundable processing fee with each LEASE APPLICATION.
- Refund application deposits only in cases of rejection. Cancellations are not acceptable grounds for deposit refunds, unless requested within 72 hours of receipt of application.
- Accept all payments in the form of check or money order. No cash except to Henry Turley Company offices, located at 65 Union Avenue, Suite 1200, Memphis, TN, 38103.
- Accept leases for less than six (6) months only at properties where permitted.
- Advise applicant of the above policies before filling out the LEASE APPLICATION.

**General Rental Standards:**

- Rental Standards**
  - Income**
    - Applicant must have gross income of \$50,000 annually. Incomes for roommates may be combined to meet this standard.
    - For applicants who are self-employed, management requires the previous two years' tax returns for income verification.
  - Credit**
    - There must be two (2) credit accounts either open or closed or any combination thereof, where the applicant is current in his/her payments. In addition, for any account listed by the credit agency used, the applicant may have made late payments no more than four (4) times late (thirty days past due) within the latest 12 month period reported and no more than eight (8) times late (thirty days past due) within the last 24 months reported.
    - The applicant must have had no bankruptcy judgment or wage earners serving within the prior two (2) years.
    - In case of roommates, the good credit of one cannot be used to offset the bad credit of the other.
  - Prior Landlord Reference**  
An applicant who meets the income and credit qualifications may be disqualified based on a poor reference from a prior landlord. A poor reference would consist of an eviction or asked to leave for non-payment of rent or disturbances. Also, a poor reference would consist of statement from the prior landlord that they would not re-rent to the tenant because of undesirable characteristics such as loud music, fighting, or not obeying apartment rules.
  - Background Investigation**
    - In connection with an application for rental property, applicants understand that a background investigation may be requested that will include information as to the applicant's character, financial responsibility, criminal and civil history. The applicant also understands that as directed by company policy, the management may be requesting information from public and private sources about the applicant's court records, arrests, credentials, credit and references.
    - A fax or photographic copy shall be valid as original. The release is valid for most federal, state, and county agencies.
    - A complete disclosure of the nature and scope of this investigation may be obtained by a written request received within a reasonable time.
    - Management will not accept applicants with any of the following felonies: conviction of selling/manufacturing illegal drugs, conviction of assault, conviction of possessing drugs within the last 10 years, or conviction of burglary within the last 10 years.
- Exceptions**
  - An applicant who has been employed by the same company for a period of two (2) years or longer but who has no credit will be accepted if he/she meets the income and prior landlord qualification requirements.
  - An applicant who has two (2) good credit accounts but one bad credit account may be accepted if he/she meets the income and prior landlord qualification requirements and if the poor credit account reported involves a balance of less than \$500.00.
  - An applicant who has insufficient credit and has been employed under two years must be advised that a co-signer will be considered. A qualified co-signer must have earnings equal to \$50,000 gross annually, must fill out a LEASE APPLICATION, and must pay an application processing fee. The standard credit check and income verification will be made. The co-signer must sign the lease. The co-signer must be advised that he/she is individually as well as jointly liable for all the obligations of the lease as outlined in the lease. Applicant with poor credit cannot use a co-signer.

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## EMPLOYMENT VERIFICATION

**Applicant's Authorization of this Inquiry:**

_____	_____	_____
(Applicant's Name)	(Social Security Number)	(Dates of Employment: mm/yy – mm/yy)
_____	_____	_____
(Employer)	(Employer's Address)	(Position Title)
_____	_____	_____
(Human Resource Director/Supervisor's Name)	(HR Director/Supervisor's Phone Number)	(HR Director/Supervisor's Fax Number)
_____	_____	_____
(Applicant's Signature)	(Date)	

*Applicants, please do not write below this line.*

The person listed above has applied for apartment/housing rental with the Henry Turley Company. The applicant, by his/her signature above, has authorized you to release information about prior employment. Your comments will be greatly appreciated. Please fax the completed form to the Lofts at South Bluffs at (901) 544-1427. No cover sheet is necessary. Thank you for your time.

**Employer's Comments:**

_____	_____
(Dates of Employment: mm/yy – mm/yy)	(Position Title)
_____	_____
(Gross Salary/Wage)	(Annually/Weekly/Hourly)

If employer earned an hourly wage, please disclose number of hours worked weekly: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
(Signature)	(Title)	(Date)

**Office Use Only:**

This request was submitted by \_\_\_\_\_ of Henry Turley Company via Fax/Phone/Mail/Courier.

**For questions regarding this form, please contact the management office at (901) 544-9184.**

**Please fax the completed form to the Lofts at South Bluffs at (901) 544-1427. No cover sheet is necessary.**

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## RESIDENCY VERIFICATION

**Applicant's Authorization of this Inquiry:**

(Applicant's Name)	(Dates of Occupancy: mm/yy – mm/yy)	
(Occupancy Address)	(City & State)	(Zip)
(Landlord/Management Co. Contact Name)	(Landlord/Management Co. Phone Number)	(Landlord/Management Co. Fax Number)
(Applicant's Signature)	(Date)	

*Applicants, please do not write below this line.*

The person listed above has applied for apartment/housing rental with the Henry Turley Company. The applicant, by his/her signature above, has authorized you to release information about prior residency. Your comments will be greatly appreciated. Thank you for your time.

**Property Owner/Management Agent's Comments:**

(Dates of Occupancy: mm/yy – mm/yy)	(Rent Amount)	
Did occupant give proper notice? _____		
What utilities/amenities were included in the rent amount? _____		
Rent was generally paid (please circle one): on time / occasionally late / often late Please indicate housekeeping habits (please circle one): good / average / poor		
Did you receive any complaints about the resident? _____		
If so, please comment: _____		
Would you rent to this applicant again? _____		
If you would not, please explain: _____		
Other comments: _____		
(Signature)	(Title)	(Date)

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