

QUALIFICATION REQUIREMENTS FOR RESIDENCY

It is the policy of Watts Realty Company, Inc. to thoroughly investigate all individuals applying for residency. Each individual applicant must meet requirements to be approved. **Individual owners may have higher or lower qualification requirements.** All applicants must provide two (2) forms of identification with one (1) form being government-issued picture identification. All applications signed outside the presence of a Watts Realty representative must be notarized by a certified Notary Public.

A cosigner may be requested at the company's discretion if the applicant is a full-time student, recently independent individual, or has non-garnishable wages. The cosigner must be in good standing with his or her credit, must demonstrate a stable employment history and must have available assets in the state of Alabama.

All applicants are processed through a professional credit bureau service. Our ability to process your application in a timely manner is dependent upon the thoroughness and accuracy of your responses. We will then inform you of the acceptance or refusal of your application. ALL QUESTIONS REGARDING YOUR CREDIT HISTORY SHOULD BE DIRECTED TO THE CREDIT BUREAU. **DO NOT DISCUSS YOUR CREDIT HISTORY WITH THE OFFICE STAFF.**

The application process will take a minimum of 48 hours and includes, but is not limited to, investigation of the following:

- 1. RESIDENCE HISTORY:** Verification of current and past residences include: length of residency, rental amount, payment history, the absence or presence of complaints, the condition of the property upon vacating, the cost of damages incurred, and history of proper notice given regarding intent to move. A stable rental history is expected of all applicants. If you currently own your residence, your mortgage payment amount and payment history may be verified.
- 2. EMPLOYMENT HISTORY:** Verification of current employment includes length of employment and gross salary. Your most recent employment and current employment must be of reasonable length of time and you should demonstrate stability in your employment history. Self-employed applicants must furnish their most recent tax return for review.
- 3. CREDIT HISTORY & CRIMINAL RECORD:** A full credit history and criminal record is prepared on each applicant and cosigner.
- 4. BANKRUPTCY:** The application may not be accepted if the applicant has filed for bankruptcy or with debtors court within the last two (2) years.

Once the application process has begun, the application fee is **NONREFUNDABLE**. Any potential problems should be discussed with office personnel when you submit your application. Complete and accurate information will facilitate rapid processing of your application. Any false or omitted information on the application will be considered immediate grounds for rejection of the application. We reserve the right to reject an application for any reason other than race, color, creed, gender, sexual orientation, familial status, religion, or national origin.

I (we) understand that an investigation will be made of me (us), for purposes which will provide information including, but not limited to, credit standing, character, mode of living, criminal record and reputation. By signing this form, I (we) give my (our) permission for this investigation and hereby authorize and instruct all recipients of a copy of this form to release any and all information, without limitation, requested by Watts Realty Co., Inc., both verbally and written. I (we) further hereby release and hold harmless Watts Realty Co., Inc., its agents or employees, and those parties providing such information, from any and all liability, loss or claim as a result of releasing or obtaining such information. I (we) also understand that the acceptance or rejection of this application for rental with Watts Realty Co., Inc. may or may not be based upon information gathered in this investigation and is at the sole discretion of Watts Realty Co., Inc.

Date: _____

Applicant: _____ SS#: _____ Birth Date: _____

Applicant: _____ SS#: _____ Birth Date: _____





RENTAL APPLICATION - PLEASE PRINT - MUST BE COMPLETED IN FULL

Minimum 48 hours to process - may take longer

Entity #: _____ Building #00- _____ Unit#: _____ Date: _____

Address Applied for: _____

Monthly Rent: \$ _____ Deposit: \$ _____ Start Date: _____

CONTACT NUMBER: _____ EMAIL ADDRESS: _____

Full Name: _____ Spouse Name: _____

Applicant Date of Birth: _____ Social Sec. #: _____ - _____ - _____ Driver's License #: _____

Spouse Date of Birth: _____ Social Sec. #: _____ - _____ - _____ Driver's License #: _____

Number to Live in Unit: Adults: _____ Children:(names/ages): _____

Call in case of emergency: _____ Relationship: _____ Phone: _____

Address of emergency contact: (street, city, state, zip) _____

Do you have the legal right to be in the United States? (please check one of the following):

____ Yes, because I am (we are) a United States Citizen

____ Yes, because I (we) have valid documentation from the U.S. Bureau of Citizenship and Immigration Service

If you answered "Yes" because you are a non-U.S. citizen with valid visa documentation, please provide:

Reason you are in the U.S.: _____

Visa Type: _____ Visa Expiration Date: _____

____ No

RESIDENCE HISTORY

Present Address: _____ Zip: _____ Phone: _____ How Long: _____

(street, city, state)

Reason for moving: _____

Monthly payments: _____ Landlord: _____ Phone: _____

Previous Address: _____ Zip: _____ Phone: _____ How Long: _____

(street, city, state)

Monthly payments: _____ Landlord: _____ Phone: _____

EMPLOYMENT & BANK REFERENCES

Employed by: _____ Phone: _____ How Long: _____

Address: _____ Position: _____ Approx. Gross Mo Incom: \$ _____

Other Employment: _____ Phone: _____ How Long: _____

Address: _____ Position: _____ Approx. Gross Mo Incom: \$ _____

Spouse Employment: _____ Phone: _____ How Long: _____

Address: _____ Position: _____ Approx. Gross Mo Incom: \$ _____

Bank Reference: _____ Phone: _____ How Long: _____

Address: _____ Account No.: _____

Other income (source & amount): _____

CREDIT REFERENCES & OTHER SPECIAL VERIFICATIONS

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Car Make: _____ Model Year _____ License Tag _____ State _____

Care Make: _____ Model Year _____ License Tag _____ State _____

Have you inspected the unit applied for? _____ What repairs are needed? _____

Have you ever been involved in a bankruptcy, debtor's petition, garnishment, unlawful detainer, suit for rent, other lawsuit or repossession of living quarters? _____ If answer yes, please explain: _____

Have you ever been arrested or convicted of misdemeanor, felony, illegal possession of drugs or weapons, sexual or physical abuse, or disturbance of the peace? _____ If yes, identify what and when: _____

Do you have any recreation vehicles, vans, boats, or motorcycles? _____ If yes, specify: _____

Do you have any pets? _____ If yes, how many? _____ weight? _____.

NO PETS ARE AUTHORIZED EXCEPT BY A SEPARATE PET AGREEMENT & DEPOSIT

All intended occupants of the premises over 18 years of age should complete and sign an application.

I (WE) UNDERSTAND THAT A NON-REFUNDABLE APPLICATION FEE is charged each rental applicant and that an investigation will be made of me (us) which will provide information on my (our) credit standing, character, mode of living, criminal record & reputation. By signing this application I (we) give my (our) permission for this investigation. I (we) understand that the acceptance or rejection of this application may or may not be based upon information gathered in this investigation and is at the sole discretion of the Landlord or his Agent. I (we) warrant that the premises for which this application is made will be occupied only by the persons listed above. I (we) have read and understood the Agency Disclosure printed on the reverse side hereof (see reverse).

Applicant: _____ Spouse: _____

WATTS REALTY CO., INC.^{TN}

AGENCY DISCLOSURE NOTICE FOR RESIDENTIAL RENTALS

Relative to our residential property management accounts and the renting or leasing of those properties, Watts Realty Co., Inc. is the agent of the property owners and/or landlords as our clients

EQUAL HOUSING OPPORTUNITY

We do business in Accordance with the Federal Fair Housing Law
It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status or National Origin

APPLICANTS - DO NOT COMPLETE ANYTHING BELOW THIS LINE FOR OFFICE USE ONLY

Lease and Rental Data Process & Verifications

PROCESS

Application Fee received by: _____ DATE: _____
Identification Attached by: _____ DATE: _____
Employment verification by: _____ DATE: _____ Comments: _____
Spouse employment verification by: _____ DATE: _____ Comments: _____
Rental History by: _____ DATE: _____ Comments: _____
Previous Rental History by: _____ DATE: _____ Comments: _____
Credit Report by: _____ DATE: _____ Comments: _____
Criminal Report by: _____ DATE: _____ Comments: _____

FINAL

Approved By: _____ DATE: _____ Comments: _____
Declined By: _____ DATE: _____ Reason: _____
Applicant Notified by written rejection form by: _____ Date: _____
Co-Applicants with this application: _____

Entity # _____ 01. _____ - _____ Address: _____
Building Unit

Lease Dates: _____ to _____ Proration Amount \$ _____

Lease prepared with attachments by: _____ Date: _____

Rent received \$ _____ By: _____

Sec. Dep. Rec'd \$ _____ By: _____

Pet Fee \$ _____ By: _____

Computer input(Move-in mode) by: _____ Date: _____

Post rent and deposits

Verify Temporary Utilities turned off: Gas _____ Power _____ Water _____ By: _____

Date: _____

Distribute files and records.