

# Vision Realty

## Rental Application Instructions & Application

276 Warfield Blvd., Ste. F  
Clarksville, TN 37043  
(931) 645-2220

**Application Fee of \$25.00 is Non-Refundable – MONEY ORDER ONLY!!**

**Please Read thoroughly.**

Thank you for your interest in our available rental properties. Sorry, we do not have floor plans or interior pictures for any our rental properties. **All rental units are rented on a first come, first served basis!**

The rent list changes frequently during the day or, from day to day as properties are rented or become available. A property you apply for may be taken before the completion of your application process. Properties are not put “on hold” without a processed and approved application with the deposit on file.

Due to the verification of information obtained on rental applications, please allow 1 to 3 business days for approval or denial of all rental applications. If approved, you will have 2 business days to pay the security deposit in full by means of money order or certified check. Under no circumstances will the property be removed from the market prior to receiving the security deposit.

All **move-in** monies are to be paid by **MONEY ORDER or CERTIFIED BANK CHECK**. Move-in monies consist of Security Deposit, one month's rent, and any pet fees. **The security deposit must be in separate money order or certified bank check.**

***You may send/place “earnest money” (certified check or money order – no credit cards – equal to the required deposit) with the application. If you are approved and the property is still available the earnest money becomes the deposit and will hold the property at that point (lease must be completed within 10 days after approval with deposit).***

**Please read/review the application very carefully.** If you think you qualify (first 2 pages of the application) and want to apply for a property – print out the application, fill it out completely, sign and initial where indicated/required.

**THERE ARE NO EXCEPTIONS TO ANY OF THE QUALIFYING REQUIREMENTS OR ANY PART OF THE APPLICATION REQUIREMENTS. WE WILL NOT PROCESS INCOMPLETE APPLICATIONS. WE WILL NOT APPROVE APPLICATION WITHOUT REQUIRED DOCUMENTATION.**

### **Required Documentation to Process Application:**

**Picture Identification of All Persons** – Applicant(s), occupants (over the age of 18), persons using Power of Attorney

**Verifiable Income** – Current LES (military); 6 months verifiable child support; current check stub showing income to date; self employed requires current tax records, etc.

**Rental Verification** - If you have rented before you will need to provide full up to date information on the landlord(s) of the property(s) you have rented over the past 2 years

**Power of Attorney** - A copy of the appropriate POA (if being used) must be received with the application.

**Section 8 Voucher** - A copy of your Section 8 Voucher must be received with the application. All other THDA/KYHC documents will be requested if your application is approved.

**Divorce, Separation, Newly Married** – Copy of legal papers, certificate, etc. must be received with the application

**\*\*\*\*\*All approved applications have a 30 day use period. After 30 days a new application must be submitted.\*\*\*\*\***

If a property is/comes available at your approved rental amount and you want to rent it, you or your POA representative will need to place the deposit (certified check or money order – no credit cards) if no “earnest money” was received with the application. The lease must be begin and be completed within 10 days after the deposit is received. ***You will forfeit the deposit if the lease does not begin and has not been completed within 10 days, or if you change your mind.***

Leases are completed by appointment for you or your POA representative on Tuesdays and Thursdays between the hours of 9:00AM and 4:00PM **ONLY**.

**After the lease is completed but before receiving keys to the rental property a move-in inspection will be completed between Vision Realty representative and you or your POA representative.** All move-in inspections are conducted **Monday through Friday** between the hours of **9:00am** and **4:00pm**. Utilities must be **ON IN THE TENANT’S NAME** in order to complete the inspection. If the utilities are not on at time of inspection or tenant is not present for inspection, you will be asked to reschedule, rent will start at date of first scheduled inspection and tenant will be charged a \$25.00 re-inspection fee. Keys to the property will be released only after a proper move-in inspection is completed. **NO EXCEPTIONS!**

**Once a property is approved with deposit and/or rented ---- there is no exception of any kind to get the deposit back or get out of the lease because the property is not what the applicant/tenant expected.**

Our office hours are Monday through Friday from 8:30AM to 5:30PM. Applications are accepted during all office hours. **Applications are processed Monday through Friday only.**

We look forward to assisting you and your family with all your rental needs.

Sincerely,  
Property Management.

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## Rental Application

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### The following is important qualifying criteria for a smooth and easy application:

- A. Qualifying level of income, after bills, that will meet or exceed the expected cost of rent. No bankruptcy in the last two years accepted. All stated income must be verifiable. Child support payment(s) must be verifiable for the last 6 months. Unemployment income is not accepted as qualifying income.
- B. Credit (a credit report is required to process an application)
- C. Good personal, job/business and prior tenant history references and verifiable income
- D. A non-refundable \$25.00 application fee – Money Order or Cash Only!! – and ID(s) with picture and signature is/are required to process the application for all applicants and occupants over the age of 18.
- E. A deposit is required – Separate Money Order or Bank Certified Check Only!! – Equal to the rent amount – on a approved application – to schedule an appointment for lease and/or hold the property for 10 days only.
- F. A non-refundable pet/animal fee is required if pets/animals are allowed - \$200.00 for the first pet/animal and \$100.00 for each additional pet/animal. Size standards are: Large – 50lbs & over, Medium – 26 to 49lbs, Small – 25lbs or less. Cats must be spayed or neutered. All animals are subject to management approval.
- G. Leases are by appointment only. The date of lease occupation is subject to determination of conditions.

A FULLY COMPLETED APPLICATION WITH THE FEE MUST BE SUBMITTED IN ORDER FOR US TO ASK FOR EXCEPTIONS FROM AN OWNER. IT WILL NOT BE PROCESSED UNTIL THE OWNER HAS RESONDED. **DO NOT REQUEST EXCEPTIONS ON ANY OF THE APPLICATION PAGES!**

**NOTE:** ALL Individual/Single people must qualify/apply individually to be Primary Tenants  
ALL Roommates must submit an application and pay a deposit equal to one months rent  
ALL Married persons must qualify/apply with spouse to be Primary Tenants (Check for possible exceptions).  
ALL Primary Tenant applicants that will not be living at the rental property must be documented relatives of pre-approved authorized occupants, reside in the state of the rental property and are solely responsible for any/all payments of rent, fees, damages, deficiencies, services and communications.  
ALL occupants must vacate the rental property when the Primary Tenant (on or off site) vacates.

\_\_\_\_\_  
Signature      Agent      Date

\_\_\_\_\_  
Signature      Applicant      Date

\_\_\_\_\_  
Signature      Applicant      Date

# Vision Realty Rental Application

276 Warfield Blvd., Ste. F, Clarksville, TN 37043 \* (931) 645-2220

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Property Address _____	Zip _____
Expected Move In Date: _____	Rent Amount: _____

## Primary Applicant

Primary Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Current Address:** \_\_\_\_\_ Rent or Own?

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long have you lived here? \_\_\_\_\_

Landlord: \_\_\_\_\_ Current Rent/Mortgage Amount \$ \_\_\_\_\_

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

**Previous Address:** \_\_\_\_\_ Rent or Own?

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long did you live here? \_\_\_\_\_

Landlord: \_\_\_\_\_ Current Rent/Mortgage Amount \$ \_\_\_\_\_

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

## Secondary Applicant

Secondary Applicant Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

**Current Address:** \_\_\_\_\_ Rent or Own?

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long have you lived here? \_\_\_\_\_

Landlord: \_\_\_\_\_ Current Rent/Mortgage Amount \$ \_\_\_\_\_

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

**Previous Address:** \_\_\_\_\_ Rent or Own?

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long did you live here? \_\_\_\_\_

Landlord: \_\_\_\_\_ Current Rent/Mortgage Amount \$ \_\_\_\_\_

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

**Dependants/Other Individuals who will be occupying premises with Applicant:**

<u>Name</u>	<u>Relationship to Applicant</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**DO ANY OF THE OCCUPANTS LISTED ABOVE HAVE A CRIMINAL OR ARREST RECORD? YES or NO IF YES DESCRIBE:**

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

**Reason for Moving:**

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

**Employment Information**

**Military Personnel Must Complete The Following:**

Unit \_\_\_\_\_ Unit Phone #: \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Rank \_\_\_\_\_ Years in Service \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_ BAH \$ \_\_\_\_\_  
Additional income (Child Support, Alimony, Retirement, etc.) Y or N If yes, how much per month \$ \_\_\_\_\_

**Non-Military Personnel Must Complete The Following:**

**Primary Applicant Employer** \_\_\_\_\_  
Address \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
How Long at this Job? \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_  
Additional income (Child Support, Alimony, Retirement, etc.) Y or N If yes, how much per month \$ \_\_\_\_\_

**Secondary Applicant Employer** \_\_\_\_\_  
Address \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
How Long at this Job? \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_  
Additional income (Child Support, Alimony, Retirement, etc.) Y or N If yes, how much per month \$ \_\_\_\_\_

**Total Household Monthly Income & Monthly Debt**

Gross Monthly Income: \$\_\_\_\_\_ Credit Cards:\$\_\_\_\_\_

Mil.BAH: \$\_\_\_\_\_ Car Loan: \$\_\_\_\_\_

Mil.BAS: \$\_\_\_\_\_ House Loan: \$\_\_\_\_\_

Spousal Income: \$\_\_\_\_\_ Student Loan: \$\_\_\_\_\_

Additional Income: \$\_\_\_\_\_ Other Debt: \$\_\_\_\_\_

**HAS APPLICANT/SPOUSE EVER FILED BANKRUPTCY? YES or NO**

(If yes please provide name(s), type of bankruptcy and discharge date of bankruptcy) \_\_\_\_\_

**DOES APPLICANT/SPOUSE OR ANY PROPOSED RESDIENT HAVE AN ARREST RECORD? YES or NO**

(If yes please provide name(s) and details of record) \_\_\_\_\_

**Vehicle: Color, Make, Model, Year**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Driver License Number & State Where Issued**

Primary Applicant \_\_\_\_\_

Secondary Applicant \_\_\_\_\_

**CREDIT/PERSONAL REFERENCES (No Relatives!!)**

1. \_\_\_\_\_ PHONE \_\_\_\_\_

2. \_\_\_\_\_ PHONE \_\_\_\_\_

3. \_\_\_\_\_ PHONE \_\_\_\_\_

**Pets**

1. Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

Description \_\_\_\_\_

2. Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

Description \_\_\_\_\_

**Emergency Contact (Other than Occupants of Household) Must be a relative!!**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone Number (s) \_\_\_\_\_

\_\_\_\_\_(INTL) If pets/animals are allowed by management, a non-refundable pet/animal fee of TWO HUNDRED DOLLARS (\$200.00) for the first and ONE HUNDRED DOLLARS (\$100.00) for each additional is payable upon execution of lease. Pets/animals are subject to the approval of the manager. **The fee(s) and written approval by Vision Realty must be obtained before any pets/animals are allowed on the premises. This also applies to pet/animal sitting at any time for any amount of time.**

\_\_\_\_ (INTL) Earnest Money equal to the required security deposit in the amount of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) has been received with this application. **Earnest Money** will be refunded if applicant is not approved. **Earnest Money becomes the Security Deposit if applicant is approved. The lease must be scheduled and start within 10 (ten) days. The Security Deposit is forfeited if applicant(s) change(s) their mind and no lease is completed. A non-refundable application fee of twenty-five (\$25.00) DOLLARS is due and payable with this application in order for it to be processed.**

\_\_\_\_ (INTL) Applicant(s) has examined the premises and agrees to take possession in their present condition without alterations or repairs except as noted under exceptions.

\_\_\_\_ (INTL) Leases are by appointment only and deposit is required to schedule the lease appointment. Date of lease occupation is subject to determination of conditions. Leases are completed by appointment for you or POA representative on Tuesdays and Thursdays between the hours of 9:00AM and 4:00PM ONLY.

\_\_\_\_ (INTL) After the lease is completed but before receiving keys to the rental property a move-in inspection will be completed between a Vision Realty representative and you or your POA representative. All move-in inspections are conducted Monday through Friday between the hours of 9:00am and 4:00pm. Utilities must be ON IN THE TENANT'S NAME in order to complete the inspection. If the utilities are not on at time of inspection or tenant is not present for inspection, you will be asked to reschedule, rent will start at date of first scheduled inspection and tenant will be charged a \$25.00 re-inspection fee. Keys to the property will be released only after a proper move-in inspection is completed. **NO EXCEPTIONS!**

**Release of Information to Vision Realty and Authorization to Obtain Credit Report:  
(PLEASE READ BEFORE SIGNING)**

The information I (we) have provided on the Vision Realty Rental Application is correct. I (we) authorize confirmation of all information that I (we) have provided and I (we) authorize Vision Realty to obtain a credit report. You may contact any person or company that I (we) have listed on the Vision Realty Rental Application and I (we) fully release all parties from all liability for any damage that may result. My (our) signature(s) below indicates that for purpose of confirmation, I (we) have voluntarily waived the protection of all rights to privacy laws. This rental application may be rejected if any information provided is found to be false.

**I AM APPLYING FOR A LEASE AND AM OVER EIGHTEEN (18) YEARS OF AGE.**

\_\_\_\_\_  
Signature                      Primary Applicant                      Date

**I AM APPLYING FOR A LEASE AND AM OVER EIGHTEEN (18) YEARS OF AGE.**

\_\_\_\_\_  
Signature                      Secondary Applicant                      Date

**Make sure all required documentation listed on page 1 is attached before submitting to Vision Realty. Incomplete applications will not be processed**

Agent Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Company \_\_\_\_\_ Branch \_\_\_\_\_

**VISION REALTY OFFICE USE ONLY:**

AGENT NOTIFIED VIA EMAIL ON: \_\_\_\_/\_\_\_\_/\_\_\_\_

RCVD BY ADMIN: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ BY: ☐ FAX ☐ MAIL ☐ PERSON ☐ DISTRO

☐ APPROVED ☐ DISAPPROVED REASON: \_\_\_\_\_

EXCEPTIONS: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_