



Thank you for choosing Ashley Grove Apartments.

We WELCOME you to live at our community and make our property your HOME.

Our Passion is to make Ashley Grove a Unique Place to Live.

Being rich in community by offering a wide range of activities and encouraging residents to be connected with each other provides a launching pad for positive life impact.

A Better Tomorrow Starts Here

Encouragement, service, and support go a long way to motivate a person to reach for better living. We believe that each day is a new day. By living at Ashley Grove a person will receive care and concern that we hope helps to strive for a better tomorrow.

High Standards

Each resident deserves to have an enjoyable and peaceful place to live. For that reason we do not tolerate disturbing acts in or outside the apartment that will interfere with the rights, comfort or convenience of other residents. As a result of the standards we have set, residents are taking pride in their community.

I CERTIFY THAT I HAVE READ ALL THE ABOVE STATEMENT AND WILL ADHERE TO IT.

Signature of agreement

HOW DID YOU LOCATE US?

Apartment Finder ___ Apartment Guide ___ Craigslist ___ Live in Area ___ Internet ___

Current resident ___ If so, name: _____

Other (please name) _____

What features or services are important to you?



APPLICATION

Date: _____

FOR OFFICE USE ONLY

Apt. #: _____ **Rent:** _____ **Water:** _____ **Other:** _____ **Move-In Date:** _____ **Lease Term:** _____

Amount Due: App. Fee(s) _____ Security Deposit _____ Pet Fee _____ Other _____

Leasing Consultant: _____ Approved by: _____ Date: _____

APPLICANT INFORMATION

Applicant Name _____

Phone (_____) _____ **Cell Phone**(_____) _____ **E-mail address** _____

SS#/ITIN ____ / ____ / ____ Birth Date ____ / ____ / ____ Driver License # _____ State _____

Present Address _____

Own ___ Rent ___ Monthly Payment: \$ _____ How Long have you lived at this address? _____ Move-In Date: _____
If you are renting, please name the apartment community or landlord: _____

Landlord Phone: (_____) _____ Landlord Fax: (_____) _____

Date of End of lease: _____ Have you given required notice to your landlord? _____

Why are you leaving your current residence? _____

Present Employer _____ Start Date ____ / ____ / ____

Address _____ Work Phone (_____) _____
City/State/Zip Code

Position _____ Part Time ___ Full Time ___ Income \$ _____ (Circle one: Weekly/Monthly/Annually)
Avg. hours worked weekly ____ Immediate Supervisor _____ Phone (_____) _____

Other Income \$ _____ Frequency _____ Source: Child Support ___ Social Security ___ Other _____

CO-APPLICANT INFORMATION

Applicant Name _____

Phone (_____) _____ **Cell Phone**(_____) _____ **E-mail address** _____

SS#/ITIN ____ / ____ / ____ Birth Date ____ / ____ / ____ Driver License # _____ State _____

Present Address _____

Own ___ Rent ___ Monthly Payment: \$ _____ How Long have you lived at this address? _____ Move-In Date: _____
If you are renting, please name the apartment community or landlord: _____

Landlord Phone: (_____) _____ Landlord Fax: (_____) _____

Date of End of lease: _____ Have you given required notice to your landlord? _____

Why are you leaving your current residence? _____

Present Employer _____ Start Date ____ / ____ / ____

Address _____ Work Phone (_____) _____
City/State/Zip Code

Position _____ Part Time ___ Full Time ___ Income \$ _____ (Circle one: Weekly/Monthly/Annually)
Avg. hours worked weekly ____ Immediate Supervisor _____ Phone (_____) _____

Other Income \$ _____ Frequency _____ Source: Child Support ___ Social Security ___ Other _____



OTHER OCCUPANTS Names of all persons under 18 years of age. Occupants over 18 will be required to fill out a separate application.

Name: _____ Relationship: _____ Sex: ____ Birthdate: _____ SSN/ITIN: _____

Name: _____ Relationship: _____ Sex: ____ Birthdate: _____ SSN/ITIN: _____

Name: _____ Relationship: _____ Sex: ____ Birthdate: _____ SSN/ITIN: _____

Name: _____ Relationship: _____ Sex: ____ Birthdate: _____ SSN/ITIN: _____

PREVIOUS RESIDENCE HISTORY Please sign a Rental Verification Request for each rental property you have lived in for the last 5 years.

Previous Address: _____ Own ____ Rent ____
Street Address City / State / Zip Code

If you were renting, please name the apartment community or landlord: _____

Phone: (____) _____ Fax: (____) _____

How long did you live at this address? _____ Move-In Date: _____ Move-Out Date: _____ Monthly Payment: \$ _____

PREVIOUS EMPLOYMENT HISTORY

Applicant's Previous Employer _____ How Long did you work here? _____ Supervisor _____

Address _____ Phone (____) _____

Position _____ Part Time ____ Full Time ____ Income \$ _____

Co-Applicant's Previous Employer _____ How Long did you work here? _____ Supervisor _____

Address _____ Phone (____) _____

Position _____ Part Time ____ Full Time ____ Income \$ _____

PETS Please describe below. **(Please attach copy of proof of inoculation and license as required by law & photo of pet(s) required for lease.)**

Pet Type: _____ Breed: _____ Name: _____ Color: _____ Age: ____ Weight: ____

Pet Type: _____ Breed: _____ Name: _____ Color: _____ Age: ____ Weight: ____

VEHICLES Vehicles must be registered with management. All other vehicles are subject to be towed or booted at owner's expense.

1.) Make _____ Model _____ Year ____ Color _____ License Plate _____ State ____

2.) Make _____ Model _____ Year ____ Color _____ License Plate _____ State ____

EMERGENCY CONTACT (Emergency contact person must be over 18 years of age, who will not be living with you)

Name Relationship Home or Cell Work Phone

Street Address City/State/Zip Code Email

REFERENCES (no relative or employee)

Name _____ Relationship _____ How Long Have You Known This Person? _____
Phone (____) _____

Name _____ Relationship _____ How Long Have You Known This Person? _____
Phone (____) _____



RENTAL QUALIFICATION In signing the application and submitting your application fee, you are giving **Dominion Management Group & Ashley Grove Apartments** the right to research the information you have provided us to make the recommendation for acceptance.

- **We will check your residence history.** (No outstanding balances or evictions)
If you are a full-time student, with no rental history established, it will not count against you.
- **We will check present employer.** If you are a full-time student, with no employment established, we will require a Co-Signor.
- **We require your verifiable income to be at least three times the rental amount monthly. You must provide 60 days of pay stubs; OR last year W-2 form; OR financial aid statement with the loan amount; OR recent bank statements showing recurring deposits; OR proof of assets such as bank or mutual fund statements; OR official letter from your new employer stating salary amount.** (This requirement applies to all roommates and Co-Signors requirement is at least five times the rental amount monthly.)
- **We will check your credit rating with the credit bureau.** (Good history required)
If you are a full-time student, with no credit history established, we will require a Co-Signor.
- **We do not allow any felonies on your criminal background check.**
- **We do not allow any sex offenders to live at Ashley Grove.**
- **Evictions or bad debt to other apartment communities will be reason for denial.**
- **Bankruptcy will need to be discharged and recent credit will need to be in good standing.**

The income required for qualification is based on verifiable gross income. Your salary must be in line with the following amounts.

- 1.) An individual will need 3 times the rental amount per month.
- 2.) Roommates will need a combined income of 3 times the rental amount per month.
- 3.) Married couples' income will be combined.

We require that every adult (18 years or older) who resides in the apartment must have an approved application on file.

I HAVE READ AND I FULLY UNDERSTAND THE TERMS AND CONDITIONS SET FORTH IN THIS APPLICATION. I UNDERSTAND THAT THIS APPLICATION IS PART OF MY LEASE AGREEMENT, ESPECIALLY THOSE AREAS REGARDING EARNST MONIES. I UNDERSTAND AND GIVE ASHLEY GROVE PERMISSION THAT AS A PART OF NORMAL PROCEDURE FOR PROCESSING THIS APPLICATION AN INVESTIGATION WILL BE CONDUCTED AS TO THE VALIDITY OF THE CONTENTS THAT ARE CONTAINED IN THIS APPLICATION. **I UNDERSTAND THAT THIS INVESTIGATION MAY INCLUDE, BUT IS NOT LIMITED TO, A CONSUMER CREDIT REPORT, VERIFICATION OF EMPLOYMENT WITH SALARY, PAST RENTAL HISTORY, CRIMINAL HISTORY AND I, THEREFORE, CONSENT TO THIS INVESTIGATION, AND I CERTIFY THAT ALL STATED FACTS ARE TRUE.** IT IS UNDERSTOOD THAT ANY MISREPRESENTATION OR OMISSION IS CAUSE FOR THE MANAGEMENT AND/OR OWNER TO REJECT THIS APPLICATION AND/OR TERMINATE LEASE. I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN 30 DAYS OF THE TIME THIS APPLICATION IS MADE FOR A COMPLETE AND ACCURATE DISCLOSURE OF ADDITIONAL INFORMATION CONCERNING THE NATURE AND SCOPE OF THE REPORT. I UNDERSTAND THAT ASHLEY GROVE WILL COMPILE THE REPORT AND THAT I MAY OBTAIN THIS INFORMATION BY WRITING DIRECTLY TO REALPAGE, INC.

Application is hereby made to rent a _____ bedroom apartment or Apartment No. _____ beginning on the _____ day of _____ 20____ for a period of _____ months for \$_____ per month payable in advance on the first day of each month. Applicant promises that all the above information is true and correct and acknowledges that all such information is material to Ashley Grove's decision whether to lease an apartment to applicant.

Applicant hereby pays a \$35 non-refundable application fee (**check or money orders only**) to Ashley Grove in consideration for accepting and investigating this application.

PRINT APPLICANT NAME	APPLICANT'S SIGNATURE	DATE
PRINT CO-APPLICANT NAME	APPLICANT'S SIGNATURE	DATE



RENTAL VERIFICATION REQUEST

To:		From:	
Property:		Property:	Ashley Grove Apartments
Fax:		Fax:	(615) 459-7082
Phone:		Phone:	(615) 459-6070

AUTHORIZATION FOR RENTAL HISTORY MUST BE SIGNED BY APPLICANT

I, _____, authorize the release of my rental history to Ashley Grove Apartments.
 I'm a ___ current/___ past resident of apartment community known as _____ and my
 address there is: _____.

_____ Date
 Applicant Signature

THE FOLLOWING MUST BE COMPLETED BY THE LANDLORD

We have received an application for lease from your current/former resident. Please provide the following information. If you have any questions, please contact our office. Thank you for your time and attention.

Applicant Name: _____ Apartment Community Name: _____

When did the Tenant move in and move out of the property?
 Move-In: _____ Move-out: _____ Rental Rate: _____

Did the applicant pay his/her rent promptly?
 Yes No Comments: _____
 If no, how many times were they late? _____ NSF's? _____

Did the applicant have any pets?
 Yes No Comments: _____

Did the applicant incur any cost for damages, late fees or other charges?
 Yes No Comments: _____

Were any complaints made against the Tenant by any neighbors or any within the rental community?
 Yes No Comments: _____

Were you given proper notice and a reason for the rental/lease agreement being terminated?
 Yes No Comments: _____

Did the resident adhere to the rules, regulations, and terms of their lease?
 Yes No Comments: _____

Would you lease to this individual if he/she applied with you again?
 Yes No Comments: _____

Please use the space below for additional comments you may wish to make.

Signature: _____ Title: _____
 Print Name: _____ Date: _____





417 Enon Springs Rd, East

Smyrna, TN 37167

615.459.6070 / 615.459.7082 Fax

EMPLOYMENT VERIFICATION

I, _____, hereby give permission for you to provide and verify my employment and gross monthly income with your company to the management of Ashley Grove Apartments.

Signature

Date

The above listed has applied for an apartment at Ashley Grove Apartments. A quick response is greatly appreciated. Please call if you have any questions.

Requesting Verification on: _____

Current / Previous Employer: _____

Phone Number: _____

Fax Number: _____

Start Date: _____

End Date: _____

Position: _____

Gross Monthly Income: _____

Information Provided By: _____

Title: _____

Please Fax back to 615.459.7082 within 48 hours. Thank You!

