



Audubon Park Place Apartments  
939 Getwell Road  
Memphis, TN 38111  
(901) 458-5111 - office  
(901) 552-4039 - mobile  
info@AudubonMemphis.com

## Application for Rental

- 1) Fill out this entire application LEGIBLY and be sure to sign and date the application. If you do not sign the application, we cannot complete your background check. This will delay your application process.
- 2) Please bring two forms of current identification (picture ID and social security card preferred) and two months of your most recent check stubs or any other source of income. If you do not include this information, it will delay your application process.
- 3) Be sure to sign and date at the employment and tenant verification forms. **Do not fill out anything in the middle of these forms.** We will send these forms to your employer and your previous landlord, THEY will fill them out and return them to us.
- 4) All checks or money orders are to be made payable to Audubon Park Place Apartments. The non-refundable application fee is \$75.00 **for each adult** that will be staying in the apartment and the deposit is \$500.00 and **must be made separately** from the application fee(s).
- 5) **We can only accept money orders for the application fee and the security deposit. We no longer accept personal checks or starter checks. We do not accept cash.**
- 6) The deposit of \$500.00 must be received in full before we can hold the apartment for you. The application fee will **not** hold an apartment.
- 7) Once the deposit is received, you have 30 days to move into the apartment. After 30 days, the security deposit is non-refundable.
- 8) The application process can take 2-5 business days from the time all the information has been returned. Make sure everything is turned in so we can start your application process.
- 9) The \$75.00 application fee is non-refundable and will be deposited immediately. If you are not approved, the \$500.00 will be returned to you.

If you have any questions, please do not hesitate to ask us.

*Thank you for your interest in Audubon Park Place Apartments!*





# Audubon Park Place Apartments

## APPLICATION FOR RENTAL

**Notice: All adult applicants (18 years or older) must complete a separate application for rental. Please make sure everything is legible and a copy of your ID and social security card are included along with your proof of income, it will only prolong the process if this is not included.**

APARTMENT SIZE DESIRED	SPECIFIC APARTMENT?	MOVE DATE	REFERRED BY
<b>APPLICANT INFORMATION</b>			
FIRST NAME	MIDDLE NAME	LAST NAME	SOCIAL SECURITY NUMBER
		DRIVER'S LICENSE # & STATE	
BIRTH DATE	MAIN PHONE (    )	WORK PHONE (    )	EMAIL ADDRESS
<b>CURRENT ADDRESS</b>			
STREET ADDRESS		CITY	STATE      ZIP
DATE IN	DATE OUT	LANDLORD'S NAME	LANDLORD'S PHONE (    )
MONTHLY RENT \$	REASON FOR LEAVING		
<b>PREVIOUS ADDRESS</b>			
STREET ADDRESS		CITY	STATE      ZIP
DATE IN	DATE OUT	LANDLORD'S NAME	LANDLORD'S PHONE (    )
MONTHLY RENT \$	REASON FOR LEAVING		
<b>OTHER OCCUPANTS</b>			
LIST NAMES AND BIRTH DATES OF <b>ALL</b> ADDITIONAL OCCUPANTS 18 YEARS OR OLDER			
LIST NAMES AND BIRTH DATES OF <b>ALL</b> OCCUPANTS 18 YEARS OR YOUNGER			
<b>Certified Service Animal?</b>			
KIND OF ANIMAL	DESCRIBE		
Please understand that a \$400.00 pet deposit will be required and all other requirements for a service animal must be met.			
<b>EMPLOYMENT &amp; INCOME INFORMATION</b>			
1. OCCUPATION		EMPLOYER/COMPANY	NET MONTHLY SALARY \$
SUPERVISOR'S NAME		SUPERVISOR'S PHONE (    )	START DATE      END DATE
2. OCCUPATION		EMPLOYER/COMPANY	NET MONTHLY SALARY \$
SUPERVISOR'S NAME		SUPERVISOR'S PHONE (    )	START DATE      END DATE
1. OTHER INCOME DESCRIPTION			MONTHLY INCOME \$
2. OTHER INCOME DESCRIPTION			MONTHLY INCOME \$
<b>EMERGENCY CONTACTS</b>			
1. NAME	ADDRESS	PHONE (    )	RELATIONSHIP
2. NAME	ADDRESS	PHONE (    )	RELATIONSHIP
<b>PERSONAL REFERENCES</b>			
1. NAME	ADDRESS	PHONE (    )	RELATIONSHIP
2. NAME	ADDRESS	PHONE (    )	RELATIONSHIP

BACKGROUND INFORMATION		
HAVE YOU EVER:	Filed for bankruptcy?	Intentionally refused to pay rent when due for any reason?
	Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Been convicted of a crime? If yes, please provide Type of Offense, County, and State. <input type="checkbox"/> Yes <input type="checkbox"/> No	
VEHICLE INFORMATION		
1. MAKE & MODEL & COLOR	YEAR	LICENSE NO. & STATE
2. MAKE & MODEL & COLOR	YEAR	LICENSE NO. & STATE
OTHER VEHICLES		
OTHER INFORMATION		
HOW DID YOU HEAR ABOUT THIS PROPERTY?		
PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUATE THIS APPLICATION		
<p>I/we, the undersigned Landlord and its agents to obtain an investigative consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search, and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. This investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information.</p> <p>ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PERSENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.</p> <p>If you have any questions about the interpretation or legality of this form, please consult an attorney or other qualified person.</p>		
Applicant Signature		Date





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## EMPLOYEE VERIFICATION

I consent to have my current employer \_\_\_\_\_ release background information on my job history to Audubon Park Place Apartments.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The employee listed above has applied to rent an apartment from Audubon Park Place Apartments. We would be grateful if you would provide the following job history and reference information about him or her.

**--- DO NOT FILL OUT INFORMATION BELOW THIS LINE, IT WILL BE SENT TO YOUR EMPLOYER ---**

How long has he or she been employed by you? \_\_\_\_\_

What is the title he or she holds? \_\_\_\_\_

How much does he or she make and how often? \_\_\_\_\_

Would you consider this employee full or part-time? \_\_\_\_\_

Is there anything that you would like to add? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Your Name and Position

\_\_\_\_\_  
Date

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

Thank you for supplying the information above. Please mail or email back.  
Email: info@audubonmemphis.com

\_\_\_\_\_  
Audubon Park Place Management

\_\_\_\_\_  
Date



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## RENTAL VERIFICATION

I consent to have my current landlord \_\_\_\_\_ release background information  
on my leasing history of \_\_\_\_\_ to Audubon Park Place Apartments.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

The resident listed above has applied to rent an apartment from Audubon Park Place Apartments. We would be grateful if you would provide the following leasing history and reference information about him or her. Thank you.

**--- DO NOT FILL OUT INFORMATION BELOW THIS LINE, IT WILL BE SENT TO YOUR EMPLOYER ---**

How long has he or she rented from you? \_\_\_\_\_

Did the tenant pay rent in full and on time? \_\_\_\_\_

How many late payments? How many NSF charges? \_\_\_\_\_

Did the tenant take good care of the rental property? \_\_\_\_\_

Did the tenant report issues that needed to be addressed in a timely manner? \_\_\_\_\_

Would you rent to this tenant again? Why or why not? \_\_\_\_\_

Is there anything that you would like to add? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Your Name and Position

\_\_\_\_\_  
Date

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

Thank you for supplying the information above. Please mail or email back.

Email: info@audubonmemphis.com

\_\_\_\_\_  
Audubon Park Place Management

\_\_\_\_\_  
Date