

## APPLICATION PROCESS

**Our homes are leased on a first come, first serve basis; we do not hold any properties.**

- 1) The prospective tenant(s) must physically view and walk-through the property he/she is interested in leasing.
- 2) Each adult planning to occupy the property must fill out a separate application and our authorization form which allows Great Smoky Investments, Corp. to perform credit checks, background checks, rental history, employment verification, and any and all other checks necessary to establish tenancy. If the applicant is a student or not employed, a guarantor/co-applicant must be used. The guarantor/co-applicant must also fill out the application and the guarantor form (which must be notarized).
- 3) There is a **\$30.00** non-refundable application fee for each applicant. This fee must be paid at the time of application and prior to any information being verified.
- 4) For each application, a valid Driver's License or ID card, Social Security Card/Passport/VISA, and Most Recent Pay Stub must be submitted at the time of application. If you are self employed, please bring your most recent tax return.
- 5) Upon receiving all above information, we will perform the checks needed to establish tenancy. We will contact you as soon as possible concerning your application.
- 6) Your application is valid for 30 days. After that time, you must re-submit all information.
- 7) If you have pets, you must submit a Pet Application and color photographs for each pet.
- 8) After your application is approved, you may then enter into a lease contract. ***In most cases, you will pay the first and last month's rent plus security deposit, when you sign the lease.*** Last month's rent may be paid in 2 installments, if approved by the Property Manager. If pets are approved, the non-refundable pet fees will be added to your monthly rent or the minimum amount paid in full on shorter leases.

**(All payments must be made by cashier check, money order, traveler's checks, or credit card)**

*When a credit card is used, a 3% convenience fee is added.*

**\*\*NO CASH\*\***

**NOTE: All homes/cabins/apts/townhomes/rooms require a Security Deposit.**

*\*If a security deposit is stated, it is an incentive, please inquire for details\**

**Pets:** For 12 month leases, there is a Non-Refundable Pet fee of \$25.00 *per* month for the 1<sup>st</sup> pet and \$10.00 *per* month for each additional pet, and it is added to the rent. For shorter leases, there is a Non-Refundable \$250.00 Fee per pet. The maximum number of pets allowed in any property is **(3) three**.

**NOTICE: Most properties allow non-aggressive Breeds. The weight limit for pets is 65 lbs per pet.  
\*See Pet Application for complete Policy. \* Birds and Fish are considered pets. Please ask for specifics.**

**Utilities: All utilities must be paid by tenants unless otherwise stated**

**We look forward to assisting you with your new home in the Great Smoky Mountains of TN!  
Questions, please call: (865)774-0006**

Phone: 865-774-0006 Fax#: 865-774-0060

Date: \_\_\_\_\_

RENTAL APPLICATION

Property: \_\_\_\_\_ Date Lease to Begin: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

Application Fee: \$30.00 Receipt #: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

DL#/State: \_\_\_\_\_ Email: \_\_\_\_\_

Main Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

Primary Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

How Long at Above Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Phone # of Landlord: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

US Citizen: \_\_\_\_\_ (Y) \_\_\_\_\_ (N) If no, do you have a work visa? \_\_\_\_\_ (Y) \_\_\_\_\_ (N) If no, Country of Citizenship \_\_\_\_\_

Passport/VISA # \_\_\_\_\_ (if applicable)

Have you ever been evicted? \_\_\_\_\_ Yes \_\_\_\_\_ No \*this does not necessarily exclude you from renting with us\*

Do you have a criminal record? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been charged with a criminal, civil, or sexual offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered YES to any of the above four (4) questions, please explain on a separate sheet of paper.

Do you have pets? \_\_\_\_\_ Yes \_\_\_\_\_ No # of pets: \_\_\_\_\_ There are additional pet fees. Please submit a pet application for each pet and a colored photograph (labeled with pet's name) of each pet separately. The maximum number of pets in any property is three (3).

Please list the name/s of co-applicant/s to be listed on the lease: \_\_\_\_\_

Monthly Income: \$ \_\_\_\_\_ Additional Source/s of Funds: \_\_\_\_\_

Employment Information

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Salary \$: \_\_\_\_\_

Alternate Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Salary \$: \_\_\_\_\_

**Rental History Information**

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

How Long at Above Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Phone # of Landlord: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

How Long at Above Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Phone # of Landlord: \_\_\_\_\_

**Please list names of anyone who will be living on the property. This includes co-applicants, roommates, and children. Each person 16 and older must have a copy of their Driver's License or Identification Card on file.**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

**Personal Vehicles and Owners:**

Name: \_\_\_\_\_ Make/Model/Year/Color: \_\_\_\_\_ St/Tag #: \_\_\_\_\_

Name: \_\_\_\_\_ Make/Model/Year/Color: \_\_\_\_\_ St/Tag #: \_\_\_\_\_

Name: \_\_\_\_\_ Make/Model/Year/Color: \_\_\_\_\_ St/Tag #: \_\_\_\_\_

**Personal / Credit References:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

I, the undersigned, have furnished the above information willingly and for the sole purpose of being considered as a prospective tenant. I have answered all questions truthfully and to the best of my knowledge and understand the information will be verified. By providing false information, I understand that my application will be immediately denied or revoked. I give Great Smoky Investments, Corp. and/or the property owner, permission to perform any checks needed to obtain approval for leasing/renting property managed by Great Smoky Investments, Corp. I understand these checks may be performed at any time during my tenancy. I waive my right to privacy to perform these checks. I also understand, that at any time, a copy of this application may be sent to the police department and/or any authorities, if deemed necessary and if so requested by those authorities. I further understand the property owner will have the right to review any and all information derived from these checks. The owners and/or property manager reserve the right to deny tenancy without explanation.

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

**Non-Refundable \$30 Application Fee: *\*\*NO CASH\*\****  
**All Fees must be paid by CASHIER'S CHECK, TRAVELER'S CHECK, MONEY ORDER, OR CREDIT CARD.**  
*When using a credit card, there is a 3% convenience fee charged to the credit card.*

*\*\*An approved application is valid for 30 days\*\**

Our homes are rented on a first come, first serve basis; we do not hold properties.



APPLICANT AUTHORIZATION

I give Great Smoky Investments, Corp. permission to perform any checks needed to obtain approval for leasing property managed by Great Smoky Investments, Corp. I understand the purpose of such verification is to process my rental application.

I give Great Smoky Investments, Corp. permission to obtain my present and previous rental information as well as any current and previous employment information. This includes any salary or other pertinent information that may assist in completing my rental application. I specifically authorize Great Smoky Investments, Corp. to verify my credit history and perform background checks or record searches by any means deemed reasonable.

I further authorize my current and former employers as well as other organization to provide such information. I hereby release and hold harmless Great Smoky Investments, Corp., my current and former employers, my current and former landlords, and any other organization who may have provided information; from any and all liabilities arising out of the use of such information in connection with my consumer report.

I understand the above checks may be performed at any time during my tenancy. I waive my right to privacy to perform these checks. I also understand, that at any time, a copy of this application may be sent to the police department and/or any authorities, if deemed necessary and if so requested by those authorities. I further understand the property owner will have the right to review any and all information derived from these checks. The owners and/or property manager reserve the right to deny tenancy, at any time, without explanation.

Full Name: \_\_\_\_\_

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

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_