

Phone: 865-223-5606
Fax: 865-444-8464
leasing@303Flats.com



303 W Blount Ave.
Knoxville, TN 37920
www.303Flats.com

Dear Future Resident:

Enclosed you will find the following forms and steps that need to be completed for you to begin the leasing process at **303 Flats**. **All items listed must be completed. No partial applications will be accepted.**

1. Complete the Resident Application.
2. The Guarantor form must be completed and notarized.
3. If not using a guarantor, you must submit proof of income greater than three (3) times the monthly rental amount.
4. Community Criteria must be signed by resident and guarantor.
5. All monies listed below.

It will be necessary for you to submit a minimum of 2 checks/money orders to **303 Flats** along with all the completed forms to begin the leasing process.

No cash is accepted. They are as follows:

1. Non-refundable Reservation Fee of \$150.00
2. Non-refundable Application Fee of \$35.00

We thank you in advance for your cooperation and look forward to hearing from you soon. If you have any questions, please contact me via email at leasing@303Flats.com or contact the leasing office at 865-223-5606.

Sincerely,

Leasing Manager
leasing@303Flats.com
303 Flats

Phone: 865-223-5606
Fax: 865-444-8464
leasing@303Flats.com



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RESIDENT APPLICATION

Move-In Date will be either August 18th or 19th, 2018 and will be assigned later based on unit location.

Desired Floor Plan: 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom

How did you hear about us? _____

Applicant Information

Name (First, Middle & Last)		Phone Number
Street Address		City, State & Zip
E-mail Address		Alternate Phone Number
Social Security Number		Date of Birth
Driver's License Number	State Issued	Employer & Monthly Income/ Employment Start Date

May we have your permission to send you text messages? Yes No

Rental and Criminal History

Current Street Address (rented or owned, do not include dorm)	City, State & Zip
Name of Landlord, Apartment Community and/or Mortgage Co.	Phone Number
Street Address	City, State & Zip
Monthly Payment	How long did you live there?
Prior Street Address (rented or owned, do not include dorm)	City, State & Zip
Name of Landlord, Apartment Community and/or Mortgage Co.	Phone Number
Street Address	City, State & Zip
Have you ever been evicted for non-payment of rent or any other lease violation? Yes No	
Have you ever been convicted of a felony? Yes No	

Emergency Contact Information

Emergency Contact Name	Emergency Contact Relationship
Emergency Contact Phone Number	Emergency Contact E-mail Address

In the event of serious illness, death, or other circumstances that would make you unavailable, can the individual listed above enter the apartment and/or remove your property from the unit or the common area? Yes No

Vehicle Information

Make of Car	Model	Year	Color	License Plate Number & State
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Pet Information (If you plan on bringing a pet)

Type	Breed	Age	Weight	Name of Pet	Color/Description
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RESIDENT APPLICATION (Continued)

This Section is Very Important: Applicant must read, understand, and sign this statement

Qualifying Criteria:

1. All forms must be completed, including Resident Application, Roommate Matching, and notarized Guarantor/Sponsor Guaranty.
2. Please refer to the Community Criteria for current income, credit, & rental history criteria needed to qualify.
3. Positive references and rental verifications may be required.
4. Subletting is prohibited without prior approval of management.
5. Only one occupant per bedroom for individual leases. Every occupant signs an individual lease for an assigned bedroom.

The undersigned hereby authorizes 303 Flats to obtain credit and/or criminal reports and conduct such other investigations of the Applicant and/or Guarantors as 303 Flats deems necessary in connection with this application and leasing of the Apartment to Applicant. The undersigned agrees that all information provided is true, correct and complete. Any misstatement or omission of facts in this application may result in termination of the Applicant's lease for cause.

Applicant Signature

Date

Income Requirements

I plan on qualifying with:

a Guarantor
(complete section below)

Self Qualify
(proof of income required, see Community Criteria for more details)

Guarantor Contact Information (if Applicable)

Guarantor's Name	E-mail Address
Street Address	City, State & Zip
Home Phone #	Work Phone #

Notary Area:

Phone: 865-223-5606
 Fax: 865-444-8464
 leasing@303Flats.com



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ROOMMATE MATCHING

The following information will be used to help you find the appropriate roommate. Please be aware that this information may be shared with other residents and applicants who also have requested roommate matching assistance. Please be honest with your answers and if your habits and/or preferences change prior to or during your tenancy, we ask that you submit an updated Roommate Matching Assistance form. Please be aware that when reviewing potential roommates' profiles that their habits and preferences may have changed or they may not have answered honestly. We strongly suggest that you contact your potential roommates that meet your criteria and verify that the information that they provide is correct.

Your Name	Age as of today
Phone Number	E-mail address
School/Employer	Major/Job Title
If in school, current class: Freshman Sophomore Junior Senior Graduate	

Description of Yourself

1	I drink:	Never	Sometimes	Often
1.1	If you do not drink, are you	Fine with someone who Drinks	Do Not Want to be matched with someone who Drinks	No preference
2	I am:	Very neat	Neat	Messy
3	I party:	Seldom	Weekends	All week
4	I am usually:	Morning person	Night person	Both
5	I usually study at:	Home	Library	Other
6	I own a car:	Yes	No	
7	I prefer a roommate who is:	Male	Female	Co-ed
8	I like to entertain guests:	Never	Sometimes	Often
9	I have overnight guests:	Never	Sometimes	Often
10	I am pet friendly:	Yes	No	Depends
I am allergic to (please list all allergens):				
Please describe your hobbies, interests and likes:				
Please describe any characteristics that you would NOT like in a roommate:				

Requested Roommates or Co-Occupants (If Applicable)

Name	Phone Number	Date of Birth	Relationship
Name	Phone Number	Date of Birth	Relationship

My Signature below signifies acceptance of roommates assigned by River Walk Management.

 Applicant Signature

 Date



Community Criteria

APPLICATION FEE: A non-refundable Application Fee may be required at the time of application. If management rejects the application or if Applicant cancels application, fails to sign the lease contract after approval, or withdraws the application before approval, the entire application fee is non-refundable unless otherwise dictated by state and local ordinances.

STATE AND LOCAL LAW: To the extent state or local law differs from these guidelines, state or local law will govern.

APPLICATION EVALUATION:

Screening Criteria: An outside consumer reporting agency is used to verify the applicants' income, credit, rental, and criminal history. No credit reports furnished by applicant/guarantor will be accepted. Information from several credit report agencies may be used to determine credit status. The consumer reporting agency considers several factors in its determination, including, but not limited to, the following: credit history, criminal history, income, applicant's debt, and debt service requirements, debt payment history, eviction history, Social Security fraud history, information about applicants contained in databases of Federal, state, and local law enforcement organizations, and other such relevant information.

International Applicants with no Social Security Number: With verification of income, employment verification, completion of criminal background check; and any of the U.S. Citizenship and Immigration Services documents that prove entitlement to be in the United States, will require Conditional Approval (see below).

Rental History Requirements: Applicant must have a clean rental history. All evictions will result in a denial.

Income Requirements: You certify that your monthly household income is at least three (3) times the monthly rental amount in an individual lease. If the applicant does not meet the monthly income requirement stated above, the applicant has the option of providing documentation of any financial aid, scholarships, grants, or any other future income that the applicant may be entitled to that is accessible to the applicant within 30 days of taking possession of the apartment. If the documentation indicates that the applicant is entitled to funds equal to seventy percent (70%) of five (5) monthly rent installment, the applicant will have the option of accepting Conditional Approval (see below) to qualify.

Credit Requirements: Satisfactory credit rating for the prior two (2) years will be required. Applicants with no credit, slow credit or marginal credit will have the option of accepting Conditional Approval (see below) to qualify.

Guarantor: Applicants who do not qualify with the above financial qualifications, except for negative criminal history or rental history, may qualify with a Guarantor. The Guarantor must meet all Application Evaluation criteria as listed above. Guarantor must sign the guarantor agreement and all other documents required by Management. Guarantor will be fully responsible for the lease if the Resident(s) default.

Conditional Approval: Standard Conditional Approval will be required to pay all fees and deposits plus pre-pay one (1) month's rent to complete the application process. Prepayment will remain in the account until last month of residency. Financial Aid/Scholarship/Grants Conditional Approval will be required to pay the entire lease term in two installments. First installment will cover August thru January and the second installment will cover February thru July.

EQUAL OPPORTUNITY HOUSING: We are committed to compliance with all federal, state and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination based on race, color, religion, national origin, sex, familial status, disability, and any other local laws protecting specific classes.

ADA STATEMENT: We are committed to compliance with the Americans with Disabilities Act by allowing the modification of existing premises for reasonable accommodations at the expense of the disabled person, if the person agrees to restore the premises at their own expense to the pre-modified condition provided the modification would not affect the use and enjoyment of the premises.

ANIMALS (PETS): Acceptable animals include domestic cats, dogs (specific breeds are not permitted-see below), turtles, non-poisonous frogs, domestic hamsters, hermit crabs, gerbils, and small domesticated birds and domestic fish. The following breeds of dogs (or any mix of the following breeds) are not permitted: Pit bulls, (this includes American Staffordshire Terriers and Staffordshire Bull Terriers), Rottweiler's, German Shepherds, Huskies, Alaskan Malamutes, Doberman Pinschers, Chow Chows, Great Danes, St. Bernard's, and Akita's. All other animals are prohibited, including snakes, spiders, ferrets, and iguanas. When and if an approved animal is permitted on a property, additional fees are required. Additional requirements may be imposed. Visiting animals, for any reason, are not permitted. This policy does not apply to disabled persons who require the use of a support animal, which will be reviewed on an individual basis. Animals must be registered prior to bringing them onto the property.

I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE RENTAL CRITERIA.

Applicant's Signature

Date

Management Signature

Date



303 FLATS, KNOXVILLE, TN, GUARANTY OF LEASE

- THIS GUARANTY OF LEASE is executed by the person or persons whose names are signed below. It is understood that _____ has applied to become a Resident in the apartment community known as 303 FLATS, Knoxville, TN. The Lease and Rules and Regulations are incorporated herein and will be signed by the Resident, subject to completion as appropriate. The Landlord requires, as a condition of the acceptance of such Resident, that all monetary and non-monetary obligations of the Resident with respect to the Lease and the Rules and Regulations be personally and unconditionally guaranteed by the undersigned.
- In order to induce the Landlord to lease to the Resident identified above, the undersigned do or does hereby (if more than one, jointly and severally) unconditionally guarantee to the Landlord, its successors and assigns, the payment by Resident of all monetary obligations under such Lease, to be executed by Resident, and fully executed amendments, modifications, renewals, addenda or additions and the performance by Resident of all the terms and provisions of the Lease, as if the undersigned had executed said Lease as Resident, and, upon any default by Resident, agree or agrees to perform each and every obligation of Resident under the Lease or any renewal, modification, amendment, addendum, assignment, subletting or extension thereof, including, but not limited to, the payment of such sum or sums of money as may be due.
- This guarantee is absolute and unconditional and shall not be affected or diminished by an assignment of the Lease or subletting of the Premises. The rights herein granted shall be in addition to any rights of the Landlord against the Resident, and shall exist regardless of any re-entry of the Premises by the Landlord and shall not be waived by any failure on the part of the Landlord to assert rights or remedies against the Resident. Landlord shall not be required to resort to the Resident before instituting action against any individual guarantor or guarantors jointly. The undersigned agree or agrees that any proceedings to enforce this Guaranty of Lease may be instituted in a court of competent jurisdiction located in Knox County, Tennessee and that the undersigned is or are subject to the jurisdiction of any such court.
- The undersigned hereby waive or waives his, her or their rights to require Landlord to proceed against the principal obligor(s), to realize upon Landlord's security and to take (or refrain from taking) other actions in pursuing its rights and remedies, and the undersigned specifically waives all of his, her or their rights which are or may be in conflict with, or in derogation of, the rights, remedies and privileges granted or otherwise afforded to Landlord under the terms of the Guaranty of Lease.
- The undersigned further waive or waives (1) notice of renewal or extension of the Lease or notice of extension of time within which any payment of rental, damages or repairs or the performance of other obligations shall be due; (2) necessity of recourse against Resident; (3) any understanding that any other person, firm or corporation was to sign this guaranty; (4) the incapacity or bankruptcy of Resident or any other guarantor; (5) any notice of change or amendment to the Lease, the Rules and Regulations, or the right to any notice of default.
- Failure of Landlord to enforce rights of recovery against other occupants of the unit and any third parties shall not release the undersigned, provided that the undersigned is or are only liable for payments or obligations of Resident whose name is set forth above in accordance with the terms of the Lease but shall be solely responsible as though the undersigned were the Resident.
- If at any time or times hereafter Landlord employs counsel to pursue collection, to intervene, sue for enforcement of the terms of the Lease or to file a petition, complaint, answer, motion, or other suit proceedings related to this Guaranty of Lease or the Lease, then in such event, all of the reasonable attorney's fees and expenses relating thereto shall be an additional liability of the undersigned to Landlord, payable on demand.
- If the Guarantor wishes to be released from this agreement before the Resident enters into a subsequent renewal term, the Resident must find an approved replacement Guarantor.
- Guarantor acknowledges and agrees that their execution of this Guaranty does not in any way entitle them to occupy the unit, unless so specified in the Lease itself.

Guarantor's Name (First, Middle & Last)		E-mail Address	
Street Address		City, State & Zip	
Home Phone #		Work Phone #	
Employer		Monthly Income	
SSN	Date of Birth	DLN	State Issued

 Signature of Guarantor

 Date

The execution of this document is a material inducement for Landlord to enter into a lease contract, and Landlord is fully relying upon the due and valid execution by all persons whose names are shown above. Landlord reserves all recourse, civil or criminal, in the event of a false or forged execution hereof. Further, this agreement shall remain in effect for the entire term of the Lease Contract, or any renewal, extension or subsequent lease contract to which Resident and Landlord, or its successors or assigns, are parties.

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____

 Signature of Notary

(SEAL)