

# **APPLICATION PROCESS**

**For**

## **XAC Properties**

### **You will need:**

- A Valid Government Photo Identification
- A Social Security Card or Green Card
- Automobile Information including Tag Number
- List all additional occupants including both adults and children
- Landlord or Mortgage Contact Information for the Last Three Years
- Employer's Contact Information including Salary for the Last Three Years
- Personal Reference Contact Information
- Three months of Bank Statement, Credit Card Statements and other loan information
- Describe any pets including vaccination information
- There is a \$50.00 per Adult Application Fee

### **Application Procedure:**

- Fill out application
- Pay application fee (All occupants over the age of 18 must submit an application, government ID and a \$50 application fee).
- Credit Check performed
- Criminal Background Check performed
- Civil Background Check performed
- Employment verified
- Landlord or Mortgage verified
- References verified
- Generally 24-72 Hour Average Turn Around Time for Approval or Denial
- Sign lease & pay reservation fee (becomes security deposit) within 24 hours of Approval Notification

### **Note:**

**In this very fast paced rental market it is very common for there to be multiple applications on the same property. For an application to be considered all adults over 18 are required to submit a completed application with fee. All applications will be dated and time stamped. Other applications can still be submitted as BACK UP applications. We do not consider or process back up applications unless the primary applicant is denied. We follow all Federal Fair Housing Laws.**

# **Rental Criteria**

All occupants over the age of 18 must submit an application, government ID and a \$50 application fee.

We require established income and employment in the Metro Nashville area. If you are unable to provide this but have other documentation you may still be approved with additional deposit, rent paid in advance and/or a co-signer.

You must be able to show proof of three times the monthly rent in pre-tax income (combined between all adults residing in the new unit). We will verify income and employment stability.

We must be able to verify at least one year of positive rental history or mortgage history. You must have paid your rent on time, had no complaints, fulfilled your lease obligations and left the property in acceptable condition. Prior evictions are not acceptable.

You must be credit worthy. Current issues are not acceptable.

You must have an acceptable criminal and civil background. Current issues are not acceptable.

If you meet all of these standards we generally require one and a half months of rent as a refundable security deposit.

Should you be unable to meet all of the basic rental criteria you may still be able to rent from us. We may consider approving you with a larger security deposit, rent paid in advance and/or a co-signer.

If you have any issues that may prevent you from being approved please bring them to our attention when you submit your application.

**Once we begin processing your application all fees are non-refundable.**