



**RENTAL HOUSING APPLICATION**

This is a preliminary application for rental housing from HomeSource east tennessee. It holds no lease or rent obligations. All information will be verified by the HomeSource east tennessee staff or HomeSource east tennessee's management agent prior to an applicant being placed on our waiting list for consideration. All applicants must meet established selection criteria. **PLEASE NOTIFY MANAGEMENT IMMEDIATELY IF YOU DO NOT RECEIVE A RECEIPT FOR YOUR APPLICATION FEE.**

**I. PERSONAL INFORMATION**

**HEAD OF HOUSEHOLD** (Applicant): \_\_\_\_\_

Age \_\_\_\_\_ Social Security # \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**MARITAL STATUS** (circle one): Single Married Divorced Other: \_\_\_\_\_

**NAME OF SPOUSE** (Co-Applicant) \_\_\_\_\_

Age \_\_\_\_\_ Social Security# \_\_\_\_\_ Birthdate \_\_\_\_\_

<b>CHILDREN'S NAMES</b> (List only if living with you)	<b>M/F</b>	<b>AGE</b>	<b>SOCIAL SECURITY #</b>	<b>DOB</b> (Date of Birth)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**DO YOU HAVE A DISABILITY/HANDICAP FOR WHICH AN ACCOMMODATION OR MODIFICATION MIGHT BE NEEDED?**

\_\_\_\_ Yes \_\_\_\_ No If you answered yes, what type of accommodation will you need? \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?** \_\_\_\_\_ If Yes, please explain \_\_\_\_\_

**ARE YOU A CURRENT ILLEGAL ABUSER OR ADDICT OF A CONTROLLED SUBSTANCE?**

\_\_\_\_\_

**WHOM SHOULD WE CONTACT IN AN EMERGENCY?**

1. Name: \_\_\_\_\_ Phone – Home \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Work \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone – Home \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Work \_\_\_\_\_

**II. PRESENT HOUSING INFORMATION**

I / We OWN \_\_\_\_\_ RENT \_\_\_\_\_ My / Our PRESENT HOME at \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_

IF YOU RENT, HOW MUCH IS YOUR RENT? \$ \_\_\_\_\_ Per \_\_\_\_\_

LANDLORD'S NAME \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

IF YOU HAVE LIVED AT YOUR PRESENT ADDRESS LESS THAN TWO (2) YEARS, GIVE NAME OF PREVIOUS LANDLORD:

LANDLORD'S NAME \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

ARE YOU CLAIMING A FEDERAL HOUSING PREFERENCE? YES NO

If so, on what basis? Circle all that apply:

- A. My family currently occupies substandard housing.
- B. My family is currently homeless or resides in a shelter for the homeless.
- C. My family is currently paying more than 50% of its gross family income for rent and utilities.
- D. My family has been involuntarily displaced as the result of a federal housing program.

**III. EMPLOYMENT /INCOME INFORMATION**

EMPLOYER \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Pay \$ \_\_\_\_\_ Per \_\_\_\_\_

Length of Employment \_\_\_\_\_ Years / Months (circle one) @ \_\_\_\_\_ Hours per week

IF EMPLOYED LESS THAN ONE (1) FULL YEAR OR HAVE A SECOND JOB, GIVE PREVIOUS OR SECOND EMPLOYER INFORMATION:

EMPLOYER \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Pay \$ \_\_\_\_\_ Per \_\_\_\_\_

Length of Employment \_\_\_\_\_ Years / Months (circle one) @ \_\_\_\_\_ Hours per week

SPOUSE'S EMPLOYER \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Pay \$ \_\_\_\_\_ Per \_\_\_\_\_

Length of Employment \_\_\_\_\_ Years/ Months (circle one) @ \_\_\_\_\_ Hours per week

IF SPOUSE EMPLOYED LESS THAN ONE (1) FULL YEAR OR HAS A SECOND JOB, GIVE PREVIOUS OR SECOND EMPLOYER INFORMATION;

SPOUSE'S EMPLOYER \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Pay \$ \_\_\_\_\_ Per \_\_\_\_\_

Length of Employment \_\_\_\_\_ Years / Months (circle one) @ \_\_\_\_\_ Hours per week

**LIST ANY OTHER INCOME YOU RECEIVE BELOW:**

Social Security \$ \_\_\_\_\_ per \_\_\_\_\_ SSI \$ \_\_\_\_\_ per \_\_\_\_\_  
 AFDC \$ \_\_\_\_\_ per \_\_\_\_\_ Food Stamps \$ \_\_\_\_\_ per \_\_\_\_\_  
 Child Support \$ \_\_\_\_\_ per \_\_\_\_\_ Unemployment \$ \_\_\_\_\_ per \_\_\_\_\_  
 Worker's Comp \$ \_\_\_\_\_ per \_\_\_\_\_ Other-  
 Specify: \_\_\_\_\_

**IV. ASSETS**

**DO YOU HAVE A CHECKING ACCOUNT?** \_\_\_\_\_ Bank \_\_\_\_\_  
**DO YOU HAVE A SAVINGS ACCOUNT?** \_\_\_\_\_ Bank \_\_\_\_\_  
**DO YOU OWN A CAR OR TRUCK?** \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LIC# \_\_\_\_\_  
**OTHER ASSETS:** \_\_\_\_\_

**V. DEBTS**

List all current debts, including loans, credit purchases, credit cards, hospital/doctor bills, etc. Attach a separate sheet if necessary.

COMPANY/LENDER	AMT OWED	PAYMENT / FREQUENCY (Week/Month)
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**If you have ever failed to pay a debt, had a foreclosure, taken bankruptcy, or had a judgement against you for any debt, attach a paper explaining the details.**

**VI. REFERENCES**

List three (3) people **not related** to you by blood or marriage whom we may contact as references:

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

APPLICANT	MALE	CO-APPLICANT
( )	( )	( )
( )	FEMALE	( )
( )	AMERICAN INDIAN OR	( )
( )	ALASKAN NATIVE	( )
( )	ASIAN	( )
( )	HISPANIC	( )
( )	BLACK/AFRICAN AMERICAN	( )
( )	NATIVE HAWAIIAN OR	( )
( )	OTHER PACIFIC ISLANDER	( )
( )	WHITE	( )
( )	MULTI RACE specify: _____	( )
( )	AMERICAN INDIAN OR	( )
( )	ALASKAN NATIVE AND WHITE	( )
( )	ASIAN AND WHITE	( )
( )	BLACK OR AFRICAN AMERICAN	( )
( )	AND WHITE	( )
( )	AMERICAN INDIAN OR	( )
( )	ALASKAN NATIVE AND BLACK OR	( )
( )	AFRICAN AMERICAN	( )
( )	OTHER MULTI RACE specify: _____	( )

\_\_\_\_\_ (initial) I/WE DO NOT WISH TO SUPPLY THIS INFORMATION \_\_\_\_\_ (initial)

**VII. CERTIFICATION AND AGREEMENT**

I/we certify that all the information above is complete, correct and true to the best of my /our knowledge. I/we understand that false or misleading information may result in the rejection of my/our application. I/we also understand that completion of this application in no way guarantees me/us that I/we receive rental housing. Further, I/we give permission to check any and all information and/or references containing herein, including but not limited to employers and landlords. **Further, I/we give permission to check criminal and police records; and further, I/we also give permission to check my/our credit rating and the credit information contained herein either directly or through a credit reporting agency.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

HomeSource east tennessee  
109 N. Winona Street  
Knoxville, TN 37917  
(865) 637-1679  
(865) 637-9713 FAX

**INTERNAL USE ONLY**

Date Received: \_\_\_\_\_ Processed By: \_\_\_\_\_ Score/Ranking: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prior Residence Check: \_\_\_\_\_

Credit Check: \_\_\_\_\_

Police Check: \_\_\_\_\_

**DISPOSITION:**

Approved/Date \_\_\_\_\_ Date Notified \_\_\_\_\_

Disapproved/Date \_\_\_\_\_ Date Notified \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_

**Applicant Checklist**

PLEASE BRING:

**1. PLEASE BRING OR MAIL THIS APPLICATION WITH AN APPLICATION FEE OF \$35 TO COVER CREDIT REFERENCE CHECK & BACKGROUND CHECK.**

2. Bring copies of pay check stubs for the past two months or eligibility letters from social security or the department of human services and bank statements for two months.
3. Bring a copy of your income tax form (1040, 1040ez, etc.)
4. Bring copies of social security cards for all household members.
5. Bring copies of birth certificates for children, or written explanation of why birth certificates are unavailable.
6. Rent receipts or other verification of rent.
7. Information pertaining to your Section 8 Voucher or Certificate.
8. Other information or documents listed below:

---

---

---

---

---

---

---

---

---

---



**CONFLICT OF INTEREST & CLIENT DISCLOSURE**

HomeSource east tennessee develops, sells, owns and rents residential property, which is available to the public. As a client of our rental program, **you are under no obligation to rent a property from HomeSource east tennessee.**

**PRIVACY POLICY NOTICE**

We may collect non-public personal information about you from the following sources: A) Information that you provide to use, such as on applications or other forms; B) Information about your prior landlord history with us or others; and C) Information from others, such as credit bureaus, background checks, and employers.

We do not disclose any non-public personal information about you without your consent to anyone with the following exceptions:

- Information provided from you to your employer to gain current employment information.
- To government agencies regarding Section-8 or other housing information.
- In broader forms to partnering agencies for reporting purposes, and/or compilation of statistical data. as required by law.

To maintain security of customer information, we restrict access to your personal and account information to persons who need to know that information in order to provide you products and services requested with this application. We maintain physical, electronic and procedural safeguards that comply with federal standards to guard your non-public personal information. As a client, you have the right to withhold non-essential personal information, or to specify/limit to whom such information is provided to.

If you decide to discontinue services through HomeSource east tennessee, we will still adhere to the policies and practices as described in this notice. The agency will continue to safely maintain your records for a period of time of at least three (3) years, after which all digital files will be purged and paper documents will be securely destroyed.

Name

Date

Name

Date



