



RESIDENT APPLICATION PROCEDURE

Thank you for choosing Corporate Housing Experts. In order to complete the application process quickly, be sure to read this completely and follow all necessary procedures.

THINGS YOU WILL NEED TO SUBMIT WITH THE APPLICATION

APPLICATION CHECKLIST:

1. Completed and signed application for each person over 18 years of age who intend to occupy the residence.
2. Copy of valid Driver's License from each applicant, or valid picture ID.
3. Proof of income from each applicant: Your most recent pay stub.
4. Non-Refundable application fee of \$15 per adult, non-refundable administrative fee of \$150, and \$150 reservation fee, which shall become a Security Deposit upon execution of the lease.
5. Additional documentation may be requested from an applicant depending on individual circumstances.
6. Signed Pet Addendum, if applicable

Corporate Housing Experts will process your application upon receipt of the **completed** application plus all copies of required documents. If your application is accepted, a lease contract will be issued for your signature. All move-in funds are due in full and **MUST** be received prior to receiving your keys. All move-in funds and subsequent rental payments must be paid by credit card. *If for any reason after approval, you do not sign your lease OR move into the property, you will forfeit any and all deposits received. NO EXCEPTIONS.*

PETS & DEPOSITS

DEPOSITS:

1. \$150 Non-Refundable Administrative Fee and \$150 Refundable Reservation Fee/Security Deposit
2. \$15 Application Fee

PETS:

1. At properties where pets are allowed, there are breed and size limitations so please contact us for details.
2. Service animals are accepted according to local statutes.
3. At properties where pets are allowed, typically a minimum pet deposit of \$300 is required. This amount may vary per property, as well as, what amount is refundable or non-refundable. Picture of pet may be required.

QUALIFICATIONS FOR RENTAL APPLICATIONS

CREDIT HISTORY:

1. Your credit profile will be reviewed along with a criminal background check and residential history. A risk assessment will be made focusing on your ability to maintain the monthly rental payments
2. Applicants with felony convictions related to drug manufacturing or distribution, fraud, or any felony conviction relating to violence or harassment against another person will not meet the criminal background requirements for occupant approval.

WORK HISTORY:

1. Occupant's monthly income must equal 2 times the monthly rental rate, or have a letter from their company stating their per diem allowance.
2. Income and employment must be verifiable! Recent paystubs or letter of employment must be provided.

RENTAL HISTORY:

1. No broken leases or evictions, whether verified by credit reports or by previous landlords, will be accepted unless paid in full.
2. Occupant(s) must provide 2 cumulative years of rental history or 1+ years of mortgage history.
3. Previous landlords may be contacted and verified. Please fill out and sign the 'Authorization to Release Information' form attached to the application.

TAXES:

Please note that most cities charge a rental tax. Rental tax will be added to your base rental rate, if applicable. The taxes vary by city and we will let you know the tax rate upon approval of the application.

Initial Initial

Corporate Housing Experts
PO Box 98207, Jackson, MS 39298
601-981-7368, 800-990-7368, Fax: 601-605-9530



EQUAL HOUSING
OPPORTUNITY

lease@corporatehousingexperts.com



**Resident Application
Cover Sheet**

Date: _____

Property Address: _____

Proposed Move-In Date: _____

Initial Lease Term: _____/Months

Corporate Housing Specialist: _____

Primary Contact Regarding This Application: _____

Cell Phone: _____ Home Phone: _____

Email: _____

PLEASE CHOOSE ONE BELOW

Rental Payments shall be paid by: Credit Card Company Check

If paid by Company Check, please complete below:

Company Name: _____ Address: _____ Federal Tax ID: _____

Contact Person: _____ Phone: _____ Fax: _____ Email: _____

**Application must be completed fully and accurately then submitted by email or returned to our office, including the application fee of \$15 per adult (payment accepted: credit card, company check or money order). The application fee is non-refundable.

**Proof of income and photo identification must be submitted with the application for processing.

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lease@corporaterehousingexperts.com**





RESIDENT APPLICATION

Tenant Name: _____ Property Address: _____

**Driver's License # and DOB are Required of occupant(s)*

PROSPECTIVE TENANT(S) INFORMATION

Resident (1) Name:	Social Security #:
Driver's License #: Driver's License State:	Home Phone #: Cell Phone #:
Date of Birth:	Email Address:
Resident (2) Name:	Social Security #:
Driver's License #:	Driver's License State:
Date of Birth:	Cell Phone #:
Other Occupant(s) (Names & Ages):	
Current Home Address:	Apt #:
City, State & Zip:	How long at residence? From: To:

EMPLOYMENT INFORMATION

Resident (1) Employer:	Telephone:
Address:	How Long?:
Position:	Gross Monthly Income:
Supervisors Name:	Supervisors Phone #:
Resident (2) Employer:	Telephone:
Address:	How Long?:
Position:	Gross Monthly Income:
Supervisors Name:	Supervisors Phone #:

ADDITIONAL INFORMATION

Auto Make:	Model:	Year:	License#:
Auto Make:	Model:	Year:	License#:
Boat?	Trailer or R.V.?	Work Vehicle?	ATV?
How many pets?	Cat(s) or Dog(s) or Other	Breed (*):	Age & Weight(*):
Neutered or Spayed? Male or Female?	De-clawed (yes or no if applicable):		

Tenant Name: _____ Property Address: _____

*** Pet acceptance is subject to approval based on size and breed. Corporate Housing Experts does not accept aggressive breed pets. Pet deposit/fee required.**

Applicant understands a Reservation Fee is needed to hold the property. If the application is not approved, the Reservation Fee shall be retained as liquidated damages caused by the cancellation. If the application is approved, the Reservation Fee shall become a Security Deposit upon execution of the lease. If applicant is approved, but fails to enter into the rental agreement, or fails to take occupancy on the date specified, the Reservation Fee/Security Deposit will not be refunded unless *Corporate Housing Experts* received written notice of changes within 24 hours of submitting this application.

The undersigned warrants and represents the information on this application to be true and correct. All persons and firms named may freely give any requested information concerning me and I hereby waive all right of action for any consequence resulting from such information. By signing below, applicant grants permission for *Corporate Housing Experts* to verify the above information and the applicant's credit history, criminal background and residential history, in connection with my application and that my application may be rejected based on information contained in the reports.

Applicant's Signature & Date

Applicant's Signature & Date

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AUTHORIZATION TO RELEASE INFORMATION

Corporate Housing Specialist: _____ Date: _____

To Whom It May Concern:

I/We authorize you to provide Corporate Housing Experts any/all information they request. Such information is not limited to, employment history, income, rental history, credit history and criminal background records.

PRIVACY ACT NOTICE: This information is to be used by the agency collecting it or its assignees in determining whether I/We qualify as a prospective renter under its program. It will not be disclosed outside the agency except as required and permitted by law.

Applicant's Signature Date Applicant's Signature Date

Print Name Print Name

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