**APPLICATION COVER SHEET**

Tanglewood Properties, LLC

**Our basic rental guidelines:**

* No smoking of ANY kind is permitted inside the building.
* All adults living in the house must be on the lease.
* All pets living in the house must be approved and a Pet Agreement completed.
* Large parties are not allowed. Heavy traffic in/out of the house is not permitted.
* Tenants are expected to keep the unit clean and in good condition, inside and out.

**Notes on filling this application out:**

* All residents of the unit 18 years or older must complete an application and be approved.
* Application will not be processed unless all application fees are paid ($25 per applicant) and a copy of all drivers’ licenses are included.
* Please be sure to print clearly, especially name, SSN, phone # and email address.
* If you are submitting a backup application to a unit, your application fee will be refunded if the previously submitted application is approved, unless you’d like your application to be used on another available Tanglewood Properties unit.
* Be sure to include the date you need to move in.
* Please complete ALL information requested. Missing information may delay or deny your application.
* For your application to be approved:
1. Your current income (of all applicants added together) must be 2-1/2 times the rental rate.
2. No previous evictions will be allowed.
3. No felonies in the last five years (violent felonies ten years)
4. Good previous rental references. No money owed to previous landlords.
5. Students without adequate income must provide a qualified cosigner form.
6. Your credit score is not a primary factor. You must not owe landlords or utilities.
* See our Rental Policy on our website for complete guidelines.

**Once your application is approved, within four days you must submit either one half the security deposit or $500, whichever is greater. This will hold the unit for you until the lease is signed.**

**Prior to moving in:**

* The lease must be signed.
* The balance of the security deposit, the first month’s rent, and pet fee(s) and pet deposit(s) must be paid in full.
* All cosigner forms must be submitted and approved.

Complete information can be found at [www.tanglewoodproperties.com](http://www.tanglewoodproperties.com).

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