

## Schedule C

### Smith Properties Management, Inc.

1312 North Oak Street/801 Pecan Street  
Oak Street (985)419-0687 or (985)419-0689 fax  
Pecan Street (985) 542-4760 office (985) 542-1904 fax

YOU  
MUST BE  
18  
YEARS  
OLD OR  
OLDER  
TO SIGN  
THE  
LEASE



ALL  
PERSONS  
UNDER  
THE AGE  
OF 25  
MUST  
HAVE A  
CO-  
SIGNER

## Application for Rental

Welcome to Smith Properties. We would like to make your application and leasing process go as smoothly as possible. Here is a list of everything we need to approve your application and start your lease. The list of what we need is as follows:

- ✓ A current copy of your Southeastern Student ID (when applicable)
- ✓ A current copy of your driver's license or State issued ID.
- ✓ A copy of your co-signers driver's license.
- ✓ \$20.00 Application Fee per person (non-refundable)
- ✓ Security deposit
- ✓ Auto draft form with voided check
- ✓ Voided check for your auto-draft.
- ✓ \$500 Non-Refundable Pet Fee(when applicable)
- ✓ All applicants or co-signers must have a minimum 650 credit score.

All initial leases will be for a term of 1 year.

(Expiration dates will be either 12/31 or 05/31.)

We hope your stay here with Smith Properties is a good experience and we will enjoy having you.

Thank you for choosing Smith Properties,

**Smith Properties Management, Inc.**



**APPLICATION FOR RENTAL**

This information is sought to assure the most responsible residents possible and to assist the management in case of emergencies. This applicant must represent that all the below statements are true and complete, and the applicant hereby authorizes verification of the below information, references, and credit records. The applicant acknowledges that false information herein may constitute grounds for rejection of this Application, termination of right to occupancy, and or forfeiture of deposits and may constitute a criminal offense under the laws of this state. Your cooperation is appreciated.

**Applicant's Email:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ **Phone #:** (\_\_\_\_) \_\_\_\_\_ **Age:** \_\_\_\_ **Sex:** \_\_\_\_  
**Permanent Physical Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
\_\_\_\_\_ **Zip:** \_\_\_\_\_

**Landlord or Apartment Manager:** \_\_\_\_\_ **How long:** \_\_\_\_\_  
**Marital Status (circle one):** Single Married Divorced Widowed Separated  
**Social Security Number:** \_\_\_\_\_ **Driver's License Number:** \_\_\_\_\_ **State:** \_\_\_\_  
**Employer:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Type of Work:** \_\_\_\_\_ **how long:** \_\_\_\_\_  
**Phone at Work:** (\_\_\_\_) \_\_\_\_\_ **Average Monthly Income is \$** \_\_\_\_\_

**Spouse's Name:** \_\_\_\_\_ **Maiden name:** \_\_\_\_\_ **Age:** \_\_\_\_ **Sex:** \_\_\_\_  
**Spouse's Email:** \_\_\_\_\_  
**Spouse's Social Security Number:** \_\_\_\_\_ **Driver's License Number:** \_\_\_\_\_ **State:** \_\_\_\_  
**Spouse's Employer:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Spouse's Type of Work:** \_\_\_\_\_ **how long:** \_\_\_\_\_  
**Spouse's Phone at Work:** (\_\_\_\_) \_\_\_\_\_ **Average monthly income is \$** \_\_\_\_\_

**List name, age and relationship of all persons that will be living on the premises (Including children, relatives, and other co-residents).**

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_ **Relationship:** \_\_\_\_\_  
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**Name:** \_\_\_\_\_ **Age:** \_\_\_\_ **Relationship:** \_\_\_\_\_

List all vehicles to be parked on the premises by applicant, spouse, or children (Including cars and trucks). We do not have available parking spaces for trailers, boats and/or any other recreational vehicles.

**Type of Vehicle:** \_\_\_\_\_ **Year:** \_\_\_\_ **Make:** \_\_\_\_\_ **Lic No.:** \_\_\_\_\_ **State:** \_\_\_\_  
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**Will you or other occupants have a pet?** \_\_\_\_\_ **Kind/ Weight/ Breed/ Age:** \_\_\_\_\_  
**Why are you leaving your current residence?** \_\_\_\_\_  
**Have you or your spouse ever been evicted?** \_\_\_\_\_  
**Have you or your spouse ever been sued for non-payment of rent, or damage to rental property?** \_\_\_\_\_

**Have you or your spouse ever been convicted of a felony?** \_\_\_\_\_

**How were you referred to us? Stopped by:** \_\_\_\_\_ **Friend (Name and Complex):** \_\_\_\_\_  
**Locator Agency (Name):** \_\_\_\_\_ **Locator Agent's Name:** \_\_\_\_\_

**In Case of Emergency, Notify:** \_\_\_\_\_ **Home Phone #:** (\_\_\_\_) \_\_\_\_\_  
**Work Phone #:** (\_\_\_\_) \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_  
**Zip Code:** \_\_\_\_\_

**Applicant's Birth Date:** \_\_\_\_\_ **Spouse's Birth Date:** \_\_\_\_\_

**YOU MUST BE 18 YEARS OLD OR OLDER TO SIGN THE LEASE AGREEMENT!!!!**

**\$20.00 APPLICATION FEE PER PERSON AND/OR PER ADDENDUM HOLDER.**

**PARENT OR GUARDIAN MUST BE APPROVED THROUGH A CREDIT CHECK AND SIGN AN ADDENDUM FOR ALL PERSONS UNDER THE AGE OF 25.**

**PLEASE TURN PAGE OVER FOR MORE INFORMATION**

<b>OFFICE USE ONLY:</b>	<b>Date:</b> _____
<b>Complex:</b> _____ <b>Unit Number:</b> _____ <b>Number of Bedrooms:</b> _____	
<b>Security Deposit Amount:</b> _____ <b>Rent Amount:</b> _____	
<b>Move in Date:</b> _____ <b>Manger's Initial:</b> _____	

**Thank you for choosing the Smith Properties for your housing needs. Our goal is to provide you with quality service.**

**In order to maintain our property in good order, it is important that you return your unit in the condition in which it was received. Any damages accrued during your tenancy, beyond normal wear and tear, will be charged accordingly.**

**As per your lease agreement, maintenance request should be reported in writing. Please use the following e-mail address and please remember to include your apartment name and apartment number.**

**[fixit@smithpro.world](mailto:fixit@smithpro.world)**

**NO PARTIES ARE ALLOWED ON OUR PROPERTIES. A PARTY WILL RESULT IN A \$500.00 FINE AND RISK OF EVICTION.**

No pets are allowed on our property, in our units, or in our homes, unless written authorization is given; and only after pet has been documented on your lease agreement. **No aggressive breeds are allowed.** **NO PIT BULLS ARE ALLOWED.** If you are found to have a Pit Bull or aggressive breed on the property, a \$100 fine will be applied, **no** questions asked. Also, no overnight pets are permitted, you will be assessed a fee of \$25.00 per day if one is found.

Date: \_\_\_\_\_

Residents: \_\_\_\_\_

Addendum Holder: \_\_\_\_\_

We follow all Federal Fair Housing Rules and Our Staff attends two Fair Housing Seminars for certification per year.



<b>OFFICE USE ONLY</b>		<b>Date:</b> _____
<b>Complex:</b> _____	<b>Unit Number:</b> _____	<b>Number of Bedrooms:</b> _____
<b>Security Deposit Amount:</b> _____	<b>Rent Amount:</b> _____	
<b>Manger's Initial:</b> _____		

*Smith Properties Management, Inc.*

Addendum to Lease Agreement  
Application for Rental

**“Minimum of 650 Credit Score required”**

As per lease agreement between Smith Properties Management Inc. and

\_\_\_\_\_ dated \_\_\_\_\_, for unit # \_\_\_\_\_ at the property  
(Tenant’s Name)

known as \_\_\_\_\_. I agree to honor and execute all terms and conditions of  
said lease agreement.

I, \_\_\_\_\_, am agreeing to be the guarantor for  
(Guarantor’s Name)

\_\_\_\_\_, and I acknowledge that I have read the lease  
(Tenant Name)

agreement and acknowledge that the guarantee is valid for the entire tenancy.

I can be reached by phone at home # (\_\_\_\_) \_\_\_\_\_ and office # (\_\_\_\_) \_\_\_\_\_.

My fax number is (\_\_\_\_) \_\_\_\_\_; and my street address is \_\_\_\_\_  
(Address)

\_\_\_\_\_ if there are any questions or problems.  
(State and Zip code)

\_\_\_\_\_  
(Guarantor’s email address)

Signature of Guarantor \_\_\_\_\_

Print name here \_\_\_\_\_

SS# \_\_\_\_\_

DOB: \_\_\_\_\_

Verified \_\_\_\_\_

**Please Supply I.D. of Addendum Holder with Addendum Application.**

Note: Please fax the Addendum/Application agreement form to:

**Oak Street**  
(985) 419-0689  
[oak@smithpro.world](mailto:oak@smithpro.world)

**Pecan Street**  
(985) 542-1904  
[pecan@smithpro.world](mailto:pecan@smithpro.world)

Thank you,  
Smith Properties Management, Inc.



Office Use Only
Credit Verified By: _____
Date: _____