



Thank you for choosing Tom West Company, Inc. Please review the qualifications and requirements of renting with us.

- Completed applications are processed on a first come first serve basis.
- Verification of your previous rental history.
- Credit is verified with *Equifax* and a non-refundable fee of \$50.00 per person is required if your application is processed.

General Information:

APPLICANTS MUST HAVE VIEWED THE PROPERTY. ALL PROPERTIES ARE RENTED "AS- IS". PLEASE MAKE SURE YOU ARE COMMITTED TO THE PROPERTY OF WHICH YOU ARE APPLYING.

- If your application **DOES NOT** get processed you will be called and your fee returned. You may leave on file for a week to see if anything comes up that you may be interested in. After one week you will lose the fee if not picked up. Please follow our website for updated homes available.
- If your application is declined you will receive a letter stating why you were declined which will also include a phone number where you can verify the findings we obtained.

Once Approved:

- A non-refundable security deposit is required within 24 hours. Must be paid in a money order or check. No further cash will be accepted.
- Rental payments must begin within 10 days of approval.
- All parties must be present for lease signing.
- Schedule lease signing with leasing@tomwestcompany.com
- Power will be turned off in TWC's name on lease start date. Make sure you have power turned on in your name and verify the power company when you go to the City of Dothan. Some properties may be with other utility companies.
- On lease start date you will receive keys and remotes. Prorated rent must be paid in full before you will be given keys.
- We do not accept any form of payments except money orders and checks once approved.
- You can use online payment methods with the app **INOSIO** (fees apply), setting up online banking with your bank, checks or money orders.

Melinda@tomwestcompany.com – Send all documents needed to complete applications to this email. Once the application is completed it will be turned in to the leasing department for processing.

Thank you again for your interest in our properties. We look forward to working with you!

Tom West Company
Property Management

TOM WEST CO., INC.
2158 West Main Street
Dothan, AL 36301
334-794-0328

One Application Per Person over 19 years of age. Non-refundable \$50.00 Application Fee. Money Orders or Exact Cash Only

Requirements: Application Filled out Completely
3 Months Verification of Income
Current Driver's License

Anticipated Move in Date: _____ Application Fee Paid: \$ _____

RENTAL PROPERTY APPLIED FOR: _____

Reason for moving from your present address? _____

This application will not be considered unless: (1) completed in full; (2) application fee is paid in full; and (3) you are currently employed or alternately you have adequate verifiable income. All persons living in the house or apartment over 19 years of age (18, if married) must complete the application and sign the lease. Unmarried applicants, and each adult on lease are required to complete and individual rental application. No keys will be issued until ALL parties have signed the lease; damage deposit paid, & amount of rent due has been paid in full. It is understood that we DO NOT HOLD units for prospective tenants. Each property is considered vacant until application is submitted, approved, and fees paid in full.

Name: _____ Cell Phone #: _____

SSN: _____ Date of Birth: _____ E-Mail: _____

Current Address: _____ City: _____ ST: _____ Zip: _____

Rent or Own How Long: _____ Payment: \$ _____ When does your Lease Expire? _____

Landlord: _____ Contact Info: _____ Have you given a notice? Yes or No

Former Address: _____

Rent or Own Address: _____ City: _____ ST: _____

How Long: _____ Payment: \$ _____ Landlord: _____ Cell Phone #: _____

List two years of employment: _____ Phone #: _____

Current Employer: _____

Position: _____ How Long? _____

Address: _____ City: _____ ST: _____ Zip: _____

Supervisor: _____ Phone: _____ Email: _____

Position: _____ Full Time or Part Time Income: _____

Former Employer: _____ How Long: _____ Why did you leave? _____

Address: _____ Supervisor: _____ Contact Info: _____

Emergency Contact: _____ Contact Info: _____

Address: _____ City: _____ ST: _____ Relationship: _____

CO-APPLICANT INFORMATION: CIRCLE ONE: SPOUSE M/F/B/S PARTNER FRIEND

Name: _____ SPOUSE M/F/B/S PARTNER FRIEND

ADDITIONAL OCCUPANT INFORMATION – PLEASE LIST NAME, DATE OF BIRTH AND AGE

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Is there any other income that you would like to have considered? Child support & alimony are considered only if paid through the court): Y N Explain: _____

\$ _____
Per: _____

Do you have any additional debts that will not show on credit report?

Have you had a writ of possession or eviction? If so explain: _____

A \$250.00 NON-REFUNDABLE PET FEE IS REQUIRED FOR ALL AUTHORIZED PET(S). MUST HAVE PRIOR AUTHORIZATION, CURRENT VETENARIAN DOCUMENTS. CURRENT PHOTO REQUIRED.

BREED: _____	WEIGHT: _____	NAME: _____
BREED: _____	WEIGHT: _____	NAME: _____
BREED: _____	WEIGHT: _____	NAME: _____

VEHICLES THAT WILL BE AT THE PROPERTY:

Year: _____	Make: _____	Tag: _____	State: _____
Year: _____	Make: _____	Tag: _____	State: _____

Are you currently in bankruptcy? Yes or No

Are you or any other applicant for this property ever been convicted of a felony? Yes or No

Please explain: _____

The undersigned applicant(s) hereby authorize(s) TOM WEST COMPANY, INC. or any consumer credit reporting agency or bureau employed by it to investigate my (our) charter, general reputation, mode of living, credit, and financial responsibility and the statements made in this application and to authorize such credit or consumer reporting agency or bureau to make a consumer credit report in conjunction therewith. I (we) authorize the release of all employment information to TOM WEST COMPANY, INC. by my (our) current employer(s). I (we) understand that no copies of any report(s) will be given, sold, or shown to the applicant(s).

Signature of Applicant: _____ Date: _____

I acknowledge that the non-refundable security deposit in the form of a check or money order for above property will be due within 24 hours of applicants' approval. If the deposit is not received property will remain on the rental list as available. Initials: _____