

TWIN CITY PROPERTIES

2024 ARKANSAS VALLEY SUITE 505 LITTLE ROCK, AR 72212

501-353-1717 OFF. (888)889-9747 FAX

Application Process Letter

Thank you for your interest in renting with Twin City Properties.

When filling this application out, please be as thorough as possible (names, numbers, addresses, etc.) The more thorough it is, the easier it will be for us to complete. We prefer for you to **provide us with your current and 2 prior residences** with the property manager's name and contact information along with the property address. **If you are not able to provide these, you can substitute with 4 professional character references (NO family and NO friends) on the same lines indicated for residences on page 2.** Please write clear and legible. If you provide professional references, please notify them that we will be calling them. **We will only wait 72 hours for a response if a message is left.**

Here's the process for when we receive your application and fee: It takes up to **3-7 business days** depending on response time from references given. There is a **non-refundable \$25.00** application fee per adult applying. We do a background and credit check for every adult (**email addresses MUST be provided**). We will set up an account for you to do your credit and background check. A link will be sent to the email address you provide on the application from Buildium.com CustServ. Click that link, create a username/password. It will ask you some security questions and the property you're interested in (you'll look for your name and the property). From there, it will take you through the process.

Please note that all applications on any property or apartment are processed on a "first come, first served" basis and that just because you put the application in, does not mean that you are automatically approved. **If for any reason your application is held up for more than 72-hours due to lack of forms or response-time from any of your references (residential, employment, or character), your application will be automatically denied.** If you receive or will receive any government assistance (Housing, SSI, food stamps, etc) please include copies of the paperwork. You can mail this application and fee to our office or bring it to us. Call us with any questions. Thank you.

If you have read and understand this process, please indicate it by signing and dating this letter:

Applicant

Co-Applicant

Twin City Properties
2024 Arkansas Valley Drive Suite 505
Little Rock, AR 72212
(501) 353-1717 Office

TWIN CITY PROPERTIES

501-353-1717

2024 Arkansas Valley Suite 505 Little Rock, AR 72212

Rental Application

DATE: _____

How did you hear about us? _____

ADDRESS APPLYING FOR: _____

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ SOCIAL SECURITY NUMBER: _____

DRIVERS LICENSE NUMBER: _____ **PHONE NUMBER:** _____

WORK NUMBER: _____ WORK FAX NUMBER: _____

PRESENT EMPLOYER: _____ SUPERVISORS NAME: _____

EMPLOYER'S PHONE NO. _____ GROSS SALARY: _____

EMPLOYER'S ADDRESS: _____

JOB TITLE: _____ START DATE: _____

ADDITIONAL INCOME: _____

YOUR EMAIL ADDRESS: (MUST HAVE) _____

CO-APPLICANT SECTION

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ SOCIAL SECURITY NUMBER: _____

DRIVERS LICENSE NUMBER: _____ EMAIL (MUST HAVE): _____

PHONE NUMBER: _____ WORK & FAX NUMBER: _____

PRESENT EMPLOYER: _____ SUPERVISORS NAME: _____

EMPLOYER'S PHONE NO. _____ GROSS SALARY: _____

EMPLOYER'S ADDRESS: _____

JOB TITLE: _____ START DATE: _____

APPLICATION MUST BE DELIVERED TO OFFICE WITH \$25 fee per applicant BEFORE APPLICATION WILL BE PROCESSED.

ADDITIONAL INCOME: _____

Please list the names and ages of all persons to reside at the property:

How many pets do you have? _____ Breed? _____ Weight? _____ Do you have a waterbed? _____ Do you keep fish/aquariums? _____

Which vehicles will be present at the property? Include YEAR, MAKE & MODEL, COLOR, LICENSE PLATE # of all cars that will be present at property:

Have you or any proposed occupant listed above ever:

Been convicted or pled guilty to a misdemeanor involving violence, sexual misconduct, or honesty? _____
Been convicted or pled guilty to a felony? _____ Been evicted or asked to move out? _____ Broken a lease or rental agreement? _____ Declared Bankruptcy? _____ Been sued for nonpayment? _____ Been sued for damage to a rental property? _____ Had a recorded lien, garnishment, or judgment? _____

If you answered YES to any of the questions above please indicate year, location, and details:

IN CASE OF AN EMERGENCY PLEASE NOTIFY (NAME AND PHONE NUMBER):

ADDRESS OF EMERGENCY CONTACT:

YOUR EMAIL ADDRESS: _____

LIST THREE PLACES OF RESIDENCE: (INCLUDE DATES, NAME OF APT BUILDING, PHONE NUMBER, AND LANDLORD NAMES):

I hereby state that all the information I have provided above is accurate and true.

Twin City Properties will conduct a background check, credit check and verification of employment and/or other income. I hereby state I am aware of these checks that will be conducted along with the verification of this application. *Legacy Apartments does not accept felons.

APPLICANT SIGNATURE AND DATE