



My Place Realty & Property Management
1760 Memorial Drive, Clarksville, TN 37043
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Housing.myplace@gmail.com

Application Policy

1. An application is required from each adult (age 18 and older) that will live at the property. Regardless of marital status or employment status.
2. Applications are considered received when all required documents are attached and/or e-mailed to the application processor.
3. Applications for multiple persons at one property must all be received to be considered for approval.
4. Failure to provide information (previous rental history, background history, credit history, etc.) may be cause for denial.
5. If approved for a property, you will receive an approval e-mail. It contains a checklist for what steps you should take next. Please read it in its entirety.

Verifiable Income

We calculate a debt-to-income ratio to process our applications. We will add up all of the debt listed on the application to include the new monthly rent amount (plus pet rent if applicable) and any debt on the credit report that generates a monthly payment. We will divide that by your NET income without overtime and/or bonuses. We require 3 months' worth of pay stubs from your employer. If you are a service member, you will provide us with a copy of your full LES. If you are a business owner, we will need 3 years' worth of tax returns for your business. If all or some of the income is from a source other than employment, you will need to provide us with the official documentation for those funds.

Credit

A minimum FICO score of 550 is required for potential approval. If more than one individual is applying for a property, we will average the credit scores together. Any score 549 or below is an automatic denial. Applications may be denied with any score contingent upon what is on the credit report. Co-signers may be considered; however, they do have stricter guidelines. Please call our office if you are considering a co-signer.

Residency

Provide all current and prior addresses plus landlord contact information. Please notate if you were residing with family or friends as we will not reach out to them for rental verification.

Sight Unseen Leases

If you are interested in leasing without having personally viewed the property, you must sign our Sight Unseen Waiver when signing your lease agreement.

Disqualifications

Some disqualifications include but are not limited to: criminal background, eviction in the past 5 years, bankruptcy in the past 5 years, and money owed to a previous landlord.