



AE Property Management

Rental Application Policies and Procedures

Thank you for taking the time to view our rental property. Below you will find the necessary steps to apply as a new tenant. Screening usually takes less than 2 business days. Upon completion of screening process, our property manager will contact you.

1. Go online to our website www.aepropertymanage.com and fill out an online rental application. Find the desired address listed on the current rentals and apply!
2. Pay application fee. \$40 fee for 1st applicant, additional \$10 for co-applicant. Application fee can be paid directly from the online rental application. Select number of applicants and hit “Pay Now” link.
3. After submitting application, confirm with AE Property Management that we have received your application by calling 901-331-9262. Please feel free to leave a message if your call is after business hours.
4. If approved, a member of our team will arrange to meet you and sign your rental lease. Depending on the property, a security deposit or last month’s rent will be required to remove the property from the market and hold it for you. First month’s rent must be paid no later than move in date. All utilities must also be transferred no later than move in date.

Please contact Jackie at 901-331-9262 if you have any questions.