

# Rental Application

Primary Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Application Requirements	Application Types	Fee
Must Earn 3x the Monthly Rent	Traditional Application	\$75
Residence History	Spouse's Application	\$25
Employment Verification	Dependent Child Over 18	\$15
Credit Check	Co-Signer Application Fee	\$30
Criminal Background Check	<b>*ALL APPLICATION FEES ARE NON-REFUNDABLE*</b>	

## PLEASE COMPLETE THE FOLLOWING:

### INCOME CALCULATOR

#### Min. Income Needed Monthly

property rent amt x3 = \_\_\_\_\_ \*

*\*This is the minimum income required to qualify.  
If your monthly income does not meet or exceed  
the minimum income required, please call our  
office to see if a co-signer is a possibility.*

Your Income	Rate	Amount Worked	Total Monthly Income
Hourly rate	X	Hours/month	=
Weekly rate	X	Weeks/month	=
Monthly Rate			=

Check	Before you submit your application please check off that you have completed the following areas of the application:
	<b>Paid</b> the non-refundable application fee?
	<b>Photo ID</b> for all applicants ages 18 and older
	Current & Prior <b>Landlord Information</b> : names, phone #, and fax # or email address
	<b>Employment Information</b> : Contact name, phone #, fax # or email address, and 60 days worth of paystubs
	Have you <b>signed</b> the application?
	Are you ready to <b>sign a lease</b> if approved? (if approved you will be given 24 hr. to sign a lease & pay sec. deposit)
	Are you prepared to pay the <b>security deposit</b> in full? (The security deposit is typically equal to one month's rent & must be paid in certified funds [ <i>a money order or certified check</i> ] to secure the property.)
	Are you prepared to obtain the <b>required Renter's Insurance</b> by your <b>lease signing date?</b> (\$300,000 liability coverage is <b>REQUIRED</b> . NC Real Estate Property Management & Rentals. <b>must</b> be listed as third party on the declarations page.)

*The Fair Housing Act prohibits discrimination in the sale, rental, or financing of housing on the basis of race, color, religion, sex, handicap, familial status, or national origin. Further, Realtors have an ethical duty to conduct such activities without respect to the sexual orientation of any party or prospective party to this agreement.*



# APPLICANT & HOUSEHOLD INFORMATION

**PROPERTY DESIRED:**

**DATE DESIRED:**

## **PRIMARY APPLICANT:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Home #: \_\_\_\_\_  
Cell #: \_\_\_\_\_ Email Address: \_\_\_\_\_ License #: \_\_\_\_\_  
Best form of Contact?: Call \_\_\_ Text \_\_\_ (Cell Provider: \_\_\_\_\_) Email \_\_\_

## **SPOUSE:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Home #: \_\_\_\_\_  
Cell #: \_\_\_\_\_ Email Address: \_\_\_\_\_ License #: \_\_\_\_\_  
Best form of Contact?: Call \_\_\_ Text \_\_\_ (Cell Provider: \_\_\_\_\_) Email \_\_\_

**Will there be other people living in the home (family members / roommates, etc.)? YES \_\_\_ NO \_\_\_**

- Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Will you have a pet at the property? YES \_\_\_ NO \_\_\_**

## **RESIDENCE HISTORY:** *Please ensure that every section is completed. Incomplete applications will not be processed.*

### **CURRENT**

Street Address :		City/State/Zip:
Dates of Occupancy :	Mortgage or Rental Rate/Mo.:	Reason for Leaving:
Do you own or rent this property?	Owner/Landlord Name:	
Landlord Phone #:	Landlord Fax#/Email:	
Was the lease in your name? YES or NO If NO, who was the lease holder?		

### **PREVIOUS**

Street Address :		City/State/Zip:
Dates of Occupancy :	Mortgage or Rental Rate/Mo.:	Reason for Leaving:
Do you own or rent this property?	Owner/Landlord Name:	
Landlord Phone #:	Landlord Fax#/Email:	
Was the lease in your name? YES or NO If NO, who was the lease holder?		

# EMPLOYMENT & FINANCIAL INFORMATION

## PRIMARY APPLICANT:

Employment / Student Status			
<input type="checkbox"/>	Employed Full-Time	<input type="checkbox"/>	Retired
<input type="checkbox"/>	Employed Part-Time	<input type="checkbox"/>	Full-Time Student
<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Part-Time Student

*\*If self - employed please provide the past 2 year's tax returns.*

Company Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

\*Please provide paystubs for the past 60 days

Work Address: \_\_\_\_\_ Work #: \_\_\_\_\_

Supervisor's Name/ HR: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax # or Email Address: \_\_\_\_\_

## SPOUSE:

Employment / Student Status			
<input type="checkbox"/>	Employed Full-Time	<input type="checkbox"/>	Retired
<input type="checkbox"/>	Employed Part-Time	<input type="checkbox"/>	Full-time Student
<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Part-time Student

*\*If self - employed please provide the past 2 year's tax*

Company Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

\*Please provide paystubs for the past 60 days

Work Address: \_\_\_\_\_ Work #: \_\_\_\_\_

Supervisor's Name/ HR: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax # or Email Address: \_\_\_\_\_

Does anyone in the home receive any other sources of income? (ex. SSI, Disability, 2nd Job)

YES \_\_\_\_\_ NO \_\_\_\_\_ Type: \_\_\_\_\_ Amount: \_\_\_\_\_ Per: Week / Mo / Yr

*\*Please provide documentation for any additional sources of income.*

## Vehicle Info:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Year: \_\_\_\_\_

## OTHER INFORMATION NEEDED

Emergency Contact (This CANNOT be someone who is living in the home): \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Have you viewed the interior of the property for which you are applying?: YES or NO

## Authorization for the Release of Information

### **PLEASE READ THE FOLLOWING BEFORE SIGNING:**

- ♦ I/we certify that the foregoing information is **true** and complete to the best of my/our knowledge and understand that falsified information on this application shall be grounds for denial. All applications, co-signer applications, and fees must be received before processing will begin.
- ♦ **We do not operate on a first come, first serve basis.** I/we understand that NC Real Estate Firm Property Management And Rentals will accept multiple applications on the same property and process them simultaneously. Approval is given to the “best applicant.”
- ♦ Upon approval, applicant(s) will be given **24 hours** from notification of approval to sign the lease and pay the security deposit. If the approved applicant fails to sign the lease and pay the security deposit within that time frame, the property will be offered to the next approved applicant.

As the agent for the property owner, The NC Real Estate Firm Property Management & Rentals is authorized to share all information with the property owner.

I/we authorize The NC Real Estate Firm Property Management & Rentals to make inquiries, do credit checks, criminal background checks, and verify rental and employment histories, now and in the future to verify the statements above.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Name (Please Print)

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date