



Rental Application

RENTAL APPLICATION PROCEDURES

Thank you for your interest in an HRW Realty Corp managed property. After viewing the property, please review the following information before completing the application.

- **Confirm Property is Available** - The first application received for a property will be considered. To avoid paying the non-refundable online application processing fee on a property which is already rented or has a pending application, it is necessary to contact the HRW Realty Corp "on call agent" at 919-783-1855 x560 to confirm the property is still available before submitting your application. By checking the box you agree you have just confirmed with the HRW Realty Corp "on call agent" the property is still available.
- **Confirm Occupancy Limits** - No more than 2 unrelated adults living in a property is permitted unless specifically stated in our advertising. Related adults are immediate family including spouse, children, brother, sister, parents and grandparents. The maximum occupancy for each property is 2 people per bedroom.
- **Confirm Individual Property Pet Policy** – Some of the properties we manage allow pets and it is necessary to confirm the pet policy advertised for each property. The policy may totally restrict pets or allow 1 to 2 adult pets (minimum 1 year old) with varying weight limits. Dogs known to be considered vicious or have a history of biting people or animals or causing property damage will not be considered. The following full or partial breeds are also not allowed: Akita, Alaskan Malamute (Malamute breeds), American Staffordshire Terrier, Chow Chow, Doberman Pincher, German Shepherd, Pit Bull, Presa Canarios, Rottweiler, Siberian Husky or Wolf or Wolf Hybrid.
- **Income Documentation** - The household combined gross monthly verifiable income (before taxes) must be equal to a minimum of 3 times the monthly rent of the property. Documentation for employment income includes 2 of the most recent pay stubs.

For pending future employment, a "letter of intent" to hire must be provided. For self-employed applicants, a copy of the most recent tax returns showing the adjusted gross income and 3 of the most recent bank statements must be provided. For retired or non-employed applicants or for additional income for applicants, including alimony, child support, disability, GI benefits, grants, investments, pension or retirement, savings or trust finds, official documentations stating monthly income and duration must be provided. Depending on the documentation provided, 3 consecutive bank statements may also be required.

- **Complete Application(s)** - Each person 18 years or older who will be living in the property must complete a separate application, including spouses. Adult dependents (18 years or older) of the applicants (excluding spouses) may complete the occupant only application. Occupant only application available in paper copy ONLY at www.HRWrealty.com The non-refundable application fee is \$60/applicant, discounted to \$100 for a married couple and \$20 for a dependent adult occupant.

Additional Application and Rental Policies

Payments Due

- A binder fee equal to one month's rent must be provided to HRW Realty Corp within 72 hours of application acceptance to secure the property. When the binder fee is received by HRW Realty Corp, the property will be taken off the market. If the binder fee is not provided within 72 hours of application approval, your application will be cancelled and other applicants considered. The binder fee will be applied to the security deposit when the lease is signed. If approved applicant(s) fail to sign a written lease or take possession of the property, the applicants understand and agree HRW Realty Corp will retain the binder fee in full satisfaction of any and all damages suffered by HRW Realty Corp or the property landlord for taking the property off the market
- One full month's rent and any applicable pet fee is due on or before the day your lease begins. A certified check or money order is required for both the binder fee and first month's rent if your lease start date is 10 days or less from the application approval date. If your lease starts after the first of the month, your 2nd month rent payment will be prorated based on the lease dates of the first month.

Lease Signing

- To secure the property, a written lease must be signed within 72 hours of application acceptance. Preferably the lease will be reviewed and signed in our office (by appointment only) between 9:30am to 4:00pm Monday through Thursday or 9:30am to 1:00pm on Friday. For out of town applicants, the lease may be signed via DocuSign.

Credit and Rental History

- Application approval is conditional on a good credit and rental history. A credit score above at least 580 is required for approval. Applicants with delinquent, collection and charge-off accounts may be considered with an additional security deposit equal to one month's rent. A good rental history includes no more than 1 late payment or NSF payment in a 12 month period. Evictions within the past 7 years, bankruptcy within the last year, or a bankruptcy which is not discharged or dismissed will result in automatic denial.

Criminal History

- A criminal background check is completed for anyone 18 years or older. The application will be denied for any felony convictions in the last 7 years for illegal manufacture or distribution of a controlled substance, bodily harm or intentional damage of property and for any felony convictions for sexual offenses. Application approval will be conditional for all sex, drug, theft or violent misdemeanor convictions.

Referred By

Address of Property Applying For

Move-In Date

Monthly Rent

Yes No Applicant or applicant representative has viewed inside of property.

Who was the property shown by?

PRIMARY APPLICANT

First Name

M.I.

Last Name

Suffix

Maiden Name

Social Security #

Date of Birth

Email Address

Phone Number

Drivers License #

State

EMPLOYMENT STATUS

Full-Time

Part-Time

Student

Retired

Unemployed

ADDITIONAL OCCUPANTS UNDER THE AGE OF 18 TO LIVE AT THE PROPERTY

	First Name	Last Name	Date of Birth	Relationship
1.				
2.				
3.				
4.				

Adult dependents (18 years or older) of the applicants (excluding spouses) may complete the occupant only application. Occupant only application available in paper copy ONLY at www.HRWrealty.com

CURRENT RESIDENCE

House # Street Name City State Zip Code

Type?

OWN RENT OTHER

Community, Management Co. or Landlord's Name Contact Person

Phone Number

Monthly Payment Move-In Date Move-Out Date Reason for Leaving?

Name(s) on Lease (if renting):

PREVIOUS RESIDENCE

House # Street Name City State Zip Code

Type?

OWN RENT OTHER

Community, Management Co. or Landlord's Name Contact Person

Phone Number

Monthly Payment Move-In Date Move-Out Date Reason for Leaving?

Name(s) on Lease (if renting):

APPLICANT'S CURRENT EMPLOYMENT

Employer _____ Address _____ City _____ State _____ Zip Code _____

Monthly Income _____ Start Date _____ Position _____ Supervisor _____ Phone Number _____

OTHER SOURCES OF INCOME TO CONSIDER

	Source of Income	Contact Phone	Monthly Amount
1.			
2.			
3.			
4.			

Applicants must provide other sources of income to be considered if they do not have pay stubs including: for pending future employment, a "letter of intent" to hire must be provided; for self-employed applicants, a copy of the most recent tax returns showing the adjusted gross income and 3 of the most recent bank statements must be provided.

For retired or non-employed applicants or for additional income for applicants, including alimony, child support, disability, GI benefits, grants, investments, pension or retirement, savings or trust finds, official documentations stating monthly income and duration must be provided.

Depending on the documentation provided, 3 consecutive bank statements may also be required.

Qualification Questions

ANY OF THE APPLICANTS EVER BEEN CONVICTED OF A FELONY OR MAJOR MISDEMEANOR?

YES NO

If Yes, Explain

HAVE ANY OF THE APPLICANTS EVER BEEN EVICTED FOR NON-PAYMENT OF RENT?

YES NO

If Yes, Explain

ANY OF THE APPLICANTS EVER FILED FOR BANKRUPTCY, OR IN THE PROCESS OF FILING?

YES NO

If Yes, Date

DO YOU OR ANY APPLICANTS HAVE OR PLAN TO HAVE PETS?

YES NO

Pet Information

Pet 1

Gender Spayed/Neutered Crate Trained Age
Male Female Yes No Yes No

Type Weight Breed

Pet 2

Gender Spayed/Neutered Crate Trained Age
Male Female Yes No Yes No

Type Weight Breed

VEHICLE INFORMATION

	Year	Make	Model	Color
1.				
2.				
3.				
4.				

EMERGENCY CONTACTS (Nearest Relatives, Not Living With You)

	Name	City	State	Phone	Email	Relationship
1.						
2.						

OTHER INFORMATION HELPFUL WHEN EVALUATING YOUR APPLICATION

Each person eighteen (18) years of age or older must complete and sign an application. If a co-signer is necessary, the co-signer must also complete and sign an application, or guarantor form. Non-refundable application fee (per applicant) will be collected with this application, in order to process the consumer reports on each applicant. Holding Deposits are accepted, in some cases, and are applied to the security deposit when approved applicant signs a lease. If the applicant is not approved, the "deposit" is refunded. The "deposit" is non-refundable if the applicant is approved and chooses not to rent the property. Please completely fill in your application. If you do not, we will not be able to process the application successfully.

Tenancy will be denied if any information is misrepresented on this application. If misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated immediately, and you will be asked to leave the property. We verify your current and past employment, your current and past rental and eviction history, run a full credit report, and review all criminal records within the last 20 years on a nationwide scale. All applicants are processed without regard to race, color, religion, sex, handicap, familial status or national origin.

This is to advise that I, the undersigned, hereby authorize Resident Research, LLC, acting as the landlord's designated screening organization for the above-referenced rental property, to obtain a consumer credit report from any or all 3 credit bureaus, conduct a nationwide criminal records search, a nationwide eviction search, residence verification(s), and employment verification(s) to determine eligibility for tenancy and assessing credit worthiness.

I certify that all statements I have made on this document are true, correct and complete. I authorize a verification of all statements made by me, including but may not be limited to credit history, criminal background, eviction history, current & former landlords, as well as current and former employers. I release from all liability or responsibility all persons, companies and corporations conducting such verifications, or supplying information for such verifications.

Signature of Applicant

Date