



Secure Online 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.

Please check the following boxes below to confirm you have reviewed the information provided.

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.

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 funds, official documentations stating monthly income and duration must be provided. Depending on the documentation provided, 3 consecutive bank statements may also be required.

A co-signer is acceptable if an applicant is unable to qualify for income only. The co-signer's gross income must be 5 times the rent and a the cosigner must also complete and sign a separate application.

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 24 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 24 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 24 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. Eviction filings 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.

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Secure Online Rental Application

FormName *

Referred By

Address of Property Applying For *

Move-In Date

Monthly Rent * ?



☐

Applicant or applicant representative has viewed inside of property. *

Who was the property shown by? *

Non-Refundable Application Fee:
\$60.00 per Adult / \$100.00 for Married Couples
 (payable at the end of this application with any major credit card. Anyone 18 and over must apply.)



As part of your application for residency that will be prepared for **HRW Realty Corp.** you need to fill out the proceeding background questionnaire so that the company can conduct a background check about you. As part of that process, you will need to electronically sign a Notice and Authorization form ("Authorization Form") consenting to these checks. This Authorization Form will allow **Resident Research, LLC**, to verify the information you provide and share its results with **HRW Realty Corp.**



The questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide to ensure there is no delay with your application for residency.



An associate from **Resident Research, LLC** may contact you for additional information during the verification process. Please respond promptly so the background verification can be completed as quickly as possible so as not to delay the approval process.

If you need any assistance while filling out the application you may contact **HRW Realty Corp** or our background screening agency, **Resident Research, LLC**, at **800-566-2320** or by e-mail at info@residentresearch.com.

An order summary page will confirm the information that you have submitted allowing you to review your order and make any necessary changes. Please be careful to double check all the information you provide. Once you place the order, you will not be able to modify or change it.

ACCEPTANCE OF THE ABOVE TERMS *
☐ YES, I WOULD LIKE TO CONTINUE MY APPLICATION WITH HRW REALTY CORP

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APPLICANT INFORMATION**PRIMARY APPLICANT**

First Name *  **M.I. ***  **Last Name ***  **Suffix ***  **Maiden Name** **Phone Number ***






Social Security # *  **Date of Birth ***  **Email Address *** **Drivers License # *** **State ***

TO EXPEDITE THE PROCESSING OF YOUR APPLICATION

PLEASE UPLOAD COPIES OF YOUR PHOTO ID & (2) MOST RECENT PAY STUBS BELOW

Drivers License or Photo ID  **Most Recent Pay Stub**  **2nd Most Recent Pay Stub** 


No file chosen No file chosen No file chosen

EMPLOYMENT STATUS * ☐ Full-Time ☐ Part-Time ☐ Student ☐ Retired ☐ Unemployed

 **WILL ANY OTHER ADULT APPLICANTS LIVE AT THE PROPERTY?**


*

SECONDARY APPLICANT
Relationship * 

First Name *  **M.I. ***  **Last Name ***  **Suffix ***  **Maiden Name** **Phone Number ***






Social Security # *  **Date of Birth ***  **Email Address *** **Drivers License # *** **State ***

TO EXPEDITE THE PROCESSING OF YOUR APPLICATION

PLEASE UPLOAD COPIES OF YOUR PHOTO ID & (2) MOST RECENT PAY STUBS BELOW

Drivers License or Photo ID  **Most Recent Pay Stub**  **2nd Most Recent Pay Stub** 

No file chosen No file chosen No file chosen

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.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

RESIDENCE HISTORY

APPLICANT CURRENT RESIDENCE

House # * ? Street Name * ? City * State * Zip Code * Type? *

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: *

APPLICANT PREVIOUS RESIDENCE

House # * Street Name * City * State * Zip Code * Type? *

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: *

CO-APPLICANT CURRENT RESIDENCE

House # * ? Street Name * ? City * State * Zip Code * Type? *

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: *

CO-APPLICANT PREVIOUS RESIDENCE

House # * Street Name * City * State * Zip Code * Type? *

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: *

INCOME SOURCES

APPLICANT'S CURRENT EMPLOYMENT

Employer * Address City State Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly Income *	Start Date * [?]	Position	Supervisor	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CO-APPLICANT'S CURRENT EMPLOYMENT

Employer *	Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly Income *	Start Date * [?]	Position	Supervisor	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OTHER SOURCES OF INCOME TO CONSIDER

	Source of Income	Contact Phone	Monthly Amount
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicants must upload 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.

A co-signer is acceptable if an applicant is unable to qualify for income only. The co-signer's gross income must be 5 times the rent and a the cosigner must also complete and sign an application.

You may upload proof of other sources of income below.

Supporting Documentation #1

 No file chosen

Supporting Documentation #2

 No file chosen

Supporting Documentation #3

 No file chosen

Supporting Documentation #4

 No file chosen

QUALIFICATION QUESTIONS

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

Explain *

HAVE ANY OF THE APPLICANTS EVER HAD AN EVICTION FILING IN THE LAST 7 YEARS? *

ANSWERING YES TO THIS QUESTION WILL RESULT IN YOUR RENTAL APPLICATION BEING DENIED FOR THE PROPERTY.

Explain *

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

Date * 

▼ DO YOU OR ANY APPLICANTS HAVE OR PLAN TO HAVE PETS *

HOW MANY? * ▼

Type of Pet #1 * Weight of Pet #1 * Breed of Pet #1 * Age of Pet #1 *

Photo of Pet #1 * Gender of Pet #1 * Spayed/Neutered * Crate Trained *

No file chosen ☐ Yes ☐ No ☐ Yes ☐ No

Type of Pet #2 * Weight of Pet #2 * Breed of Pet #2 * Age of Pet #2 *

Photo of Pet #2 * Gender of Pet #1 * Spayed/Neutered * Crate Trained *

No file chosen ☐ Yes ☐ No ☐ Yes ☐ No

VEHICLE INFORMATION

	Year	Make	Model	Color	Plate #	State
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EMERGENCY CONTACTS (Nearest Relatives, Not Living With You) *

	Name	City	State	Phone	Email	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OTHER INFORMATION HELPFUL WHEN EVALUATING YOUR APPLICATION

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APPLICATION FEE PROCESSING



CREDIT CARD CHARGE AUTHORIZATION

By selecting the amount below that corresponds with my rental application and any additional add-on's selected, I hereby authorize Resident Research, LLC, and its agents to charge the above credit card a non-refundable application fee along with any items selected below to complete my Resident Screening Background Check Report for HRW Realty Corp. I am also aware that in some rare instances an institution may charge a service fee

to release the information needed to complete my application and those charges would in turn be added and I may see a larger total charge. You will be e-mailed a receipt confirming the actual amount charged within 72 business hours.

*

- ☐ Individual Application Fee (one adult applicant will live in the property) - \$60.00
- ☐ Individual Application Fee + BACKGROUND REPORT DELIVERED BY MAIL - \$65.00

CREDIT CARD CHARGE AUTHORIZATION

By selecting the amount below that corresponds with my rental application and any additional add-on's selected, I hereby authorize Resident Research, LLC, and its agents to charge the above credit card a non-refundable application fee along with any items selected below to complete my Resident Screening Background Check Report for HRW Realty Corp. I am also aware that in some rare instances an institution may charge a service fee to release the information needed to complete my application and those charges would in turn be added and I may see a larger total charge. You will be e-mailed a receipt confirming the actual amount charged within 72 business hours.

*

- ☐ Individual Application Fee (one adult applicant will live in the property) - \$120.00
- ☐ Individual Application Fee + BACKGROUND REPORT DELIVERED BY MAIL - \$125.00

CREDIT CARD CHARGE AUTHORIZATION

By selecting the amount below that corresponds with my rental application and any additional add-on's selected, I hereby authorize Resident Research, LLC, and its agents to charge the above credit card a non-refundable application fee along with any items selected below to complete my Resident Screening Background Check Report for HRW Realty Corp. I am also aware that in some rare instances an institution may charge a service fee to release the information needed to complete my application and those charges would in turn be added and I may see a larger total charge. You will be e-mailed a receipt confirming the actual amount charged within 72 business hours.

*

- ☐ Joint Application Fee (two married adult applicants will live in the property) - \$100.00
- ☐ Joint Application Fee + BACKGROUND REPORT DELIVERED BY MAIL - \$105.00

Billing Address *

Country *

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AUTHORIZATION TO RELEASE CONSUMER INFORMATION

Each person eighteen (18) years of age or older must complete and sign an application. 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. In the event a chargeback is initiated against the non-refundable application fee the applicant is responsible for all chargeback and/or collection fees incurred to any reversed credit card payments. 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.

I understand that typing my name in the Electronic Signature of Rental Application section below, and my Social Security Number in the same section below, and clicking on the "Submit" submission link below, constitutes my electronic signature, dated as of when I click on the "Submit" button, and that by doing so:

AUTHORIZATION OF PRIMARY APPLICANT *

I AUTHORIZE HRW REALTY CORP AND/OR IT'S AGENTS TO CONDUCT THE BACKGROUND CHECK(S) DESCRIBED ABOVE

I AM CONSENTING TO USE ELECTRONIC MEANS TO SIGN THIS FORM

ELECTRONIC SIGNATURE OF RENTAL APPLICATION *

Full Name

Contact Phone

Last 4 Digits of SS#

APPLICANT

AUTHORIZATION OF SECONDARY APPLICANT *

I AUTHORIZE HRW REALTY CORP AND/OR IT'S AGENTS TO CONDUCT THE BACKGROUND CHECK(S) DESCRIBED ABOVE

I AM CONSENTING TO USE ELECTRONIC MEANS TO SIGN THIS FORM

ELECTRONIC SIGNATURE OF RENTAL APPLICATION *

Full Name

Contact Phone

Last 4 Digits of SS#

CO-APPLICANT

[Cancel](#)[Update](#)